

#### #2FM0263

### **INSTRUCTIONS**

This form may be completed on your computer, using Adobe Acrobat Reader. If you don't have the latest version of Adobe Acrobat, you can download it for free at http://get.adobe.com/reader If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

ONLY PAGES 2 THROUGH 7 OF THIS DOCUMENT ARE YOUR RECORD FORM The remaining pages are extra pages that you <u>may</u> need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, If you don't have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book. If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-7, 10 to print pages 2 through 7(record form) and 10 (additional page).

**Revised January 2016** 



County

Club

Age



M	MONTANA EX	KTENSION & &	4-H Year:
This Re	ecord Belongs to		
County			
Club			
Age	Years in 4-H	Grade in School	
These a	are my projects fo	r this year	
			My Photo
	are my goals for th	<b>nis year</b> ng year. Use only the space provided. Us	e your tab key to move to the next line.
_	u reach your goals'		your goals. Use your tab key to move to the next line.



## **Club & Project Club Meeting Participation**

Record the number of club & organized project meetings you attend. Add notes as needed.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Club Name Example Club	1	1	No Meeting	1	Missed Meeting -Sick	2	1	1	No Meeting	2	1	1
Club/Project Name												
Club/Project Name												
Club/Project Name												
Club/Project Name												
Club/Project Name												

## Offices & Committees (4-H and other)

Record club offices you hold and committees you are a member of. If you need more space, use the extra pages at end of this record form, and check the box below.

Name of Committee or Office	Describe what you do

More committees & offices are listed at the end of this record form.



### **Promotional Presentations**

Record ways you have promoted or publicized 4-H (examples: wore my club t-shirt, National 4-H Week booth, published a news article, etc.). If you need more space, use extra pages at end of this record form, and check the box below.

Type of Presentation	Description	Event or Location	Date
lore promotional presentations a	re listed at the end of this record form.		
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More communications activities are listed at the end of this record form.



## Awards & Honors (4-H and other)

Record **ALL** awards and honors that you have received this year. Include both 4-H and other, such as school, sports, community etc. If you need more space, use extra pages at end of this record form, and check the box below.

Activity or Event	Award	Location	Date

More	awards	& h	onors	are	listed	at	the	end	of	this	record	i form	١.



## **Journal of Activities, Events & Experiences**

Use this page to record **ALL** activities, events, and experiences as you have them. Include things such as school, sports, church, home chores, civic and volunteer activities. If you need more space, use extra pages at end of this record form, and check the box below.

Type of Activity	Location	Description	Date

# My 4-H Year



Comments		
Record notes or other comments you have about the ex		ar in 4-H. If you need more space, use extra
pages at end of this record form, and check the box bel	ow.	
More comments are listed at the end of this record	form.	
I have evaluated my records and believe that they a	re accurate, complete and ve	rify that
this represents my own work.		
4-H I have reviewed this record book.	Club Member	Date
Thave reviewed this record book.		
4-Н	Club Leader	Date



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# Offices & Committees (Continued)

Use this page as needed if you need extra room, otherwise delete it from your record.					
Name of Committee or Office	Describe what you do				





# **Promotional Presentations (Continued)**

Use this page as needed if you need extra room, otherwise delete it from your record.							
Type of Presentation	Description	Event or Location	Date				



# **Communications Activities (Continued)**

Type of Communication	Title	Event or Location	Date





## **Awards & Honors (Continued)**

Use this page as needed if you need extra room, otherwise delete it from your record.					
Activity or Event	Award	Location	Date		





## **Journal of Activities, Events & Experiences (Continued)**

Use this page as needed if you need extra room, otherwise delete it from your record.				
Type of Activity	Location	Description	Date	



Comments (Continued)
Use this page as needed if you need extra room, otherwise delete it from your record.