

## **4-H RECORD BOOK GUIDELINES**

**(Do not include in your 4-H Record Book. Use only as a guideline.)**

The order for record books is:

- I. Title Page – Members information (use provided form)
- II. MPE-A Club activities
- III. MPE forms for each project. The Financial Summary Section of the MPE must be completed by any member seventh grade and older, any format, style, etc. is acceptable.
- IV. Lifetime Dairy Record form is required for each dairy animal exhibited at this year's Fair. If the animal was shown at previous Fairs, update the old record. Place the form behind the DAIRY MPE form
- V. Signed Parent Comment Sheet
- VI. Meat Animal Financial Form  
(Pertains to auction animals – small and large animals entered through the livestock sale project.) The Pierce County 4-H Financial Report (MAFR), must be included in the record book and should be placed behind the appropriate MPE form. You must fill out one financial form per animal sold. A financial form is mailed to project members before the auction. If you do not receive one, contact the Extension Office.
- VII. Fair entry form (This can be a photocopy.)  
No previous records shall be included.

### **Neatness**

You may use either a #2 pencil, pen typewriter or computer. Record book should be the members own work. If forms are done on the computer, they do not need to look exactly like the original form. However, it must include ALL the elements/items on the original form.

### **MPE-A “My 4-H Activity Program”**

This should include the club activities you participated in this year. (i.e. Cultural Arts Extravaganza – drama, arts and crafts, Creative Communications Festival – music, speaking, demonstrations, interpretive reading, story writing, talk radio show, photo story's poster contest, Volleyball Tournament.)

### **MPE**

One MPE should be filled out for every project. Examples: 1) one MPE form for the entire dairy project, not one for each animal, 2) one MPE form for each shooting sports project. Divider pages help separate your projects, however, they are optional.

Clarification of optional items – Although items may be optional they add to the completeness and depth of the record book and improves the overall effect.

### **Exploring Note:**

You may include your Exploring Project Notebook in addition to other appropriate records. (This is optional).

*In record books we are looking for content, activities and accomplishments, not the thickness of the book. Pictures and/or clippings, ribbons, programs, etc. are optional per project. All record book forms may be photocopied.*