



### **Completed Record Book:** Required to earn achievement awards.

- Complete all sections of My 4-H Year journal form. If a section does not apply to you, mark it "NA" (for Not Applicable).
- If nothing was done in an area or section, write "none."
- Three goals must be submitted and reviewed on this form.
- You must be enrolled in and complete a minimum of 1 project (per below instructions).
- All records to complete your project must be included in your record book.

### **Completed Project:** Required to earn achievement awards.

- You must complete **ALL SECTIONS** of the Non-Animal Project Journal and Financial Record or the Animal Project Journal and Financial Record. If a section does not apply to your situation mark "NA."
- The Animal Project Journal and Financial Record is for **ALL** animal projects, not just market projects.
- Three goals must be listed and reviewed on each project's journal sheet.
- All guidelines (Activities and Learning Experiences) for the specific project (as listed in the Activities Required by Project table) must be completed.
- Financial totals need to be transferred to the back page to be complete.
- Project manual must be included if applicable.
- Each completed project will receive a Project Pin for the first year, and a Certificate of Achievement for subsequent years.

### **Seal of Excellence:** Required to earn any Memorial, 25 or 30-Year Leader or Special Achievement Awards.

- **EVERY** project you are enrolled in at the drop/add deadline **must be completed** according to the above requirements.
- You must have participated in at least three additional learning activities (e.g. speeches, demonstrations, judging, public presentations, fair interview judging, 4-H promotion, teen leadership, etc.) during the current 4-H year and have them recorded in your My 4-H Year journal form.
- You must have received a Certificate of Achievement for ALL projects you are enrolled in to qualify for a Seal of Excellence.

### **Memorial, 25 or 30-Year Leader or Special Achievement Awards Requirements**

- After reviewing each member's record book, 4-H Leaders may make nominations for Memorial Awards, 30 and 25-Year Leader Awards, and Special Achievement Awards. A narrative for a Special Achievement Award in a specific project must be submitted addressing the award criteria for the award. The narrative should be prepared by the member, the leader or a combination of the member and leader. See awards list for criteria for each award. All nominated record books, nomination forms, and any required narratives must be turned into the Cascade County Extension Office by the deadline listed below.

### **DEADLINES**

**May 1** – Add/drop projects. Members must log in to their ZSuite profile to make any changes.

**August 20** - Club record book final deadline (clubs can make this deadline earlier).

**September 1** - Club Completion Report due to Cascade County Extension Office<sup>1</sup>

- Record Book Review Card returned to 4-H members

<sup>1</sup>Includes award nominated record books, nomination forms, and any required narratives

### **Record Book Completion Guidelines**

**Revised 8.2025, previous editions obsolete**