

Calgary Region 4-H Project/Record Book Competition Guidelines

1. Project record books should be submitted in a ring binder no larger than 2 inches. The ring binder should contain the record book, project manual, 4-H certificate (or copy of), current 4-H diary (or copy of), the club information (member list, agendas, etc.), public speaking cards and judging sheets. Other materials gathered by the member are to be removed from the binder before submission (Cloverleaf magazines, ribbons, etc).
2. Only current year project/record books may be submitted for competition.
3. Only project/record books placing first at club level may be submitted (no 2nd place books).
4. All project/record books submitted must have the completed entry form inserted at the front of the book.
5. All judging sheets from Club and District level are to be included in the project/record book when submitted to Regional level.
6. Members may enter more than one project/record book as long as each book placed first at club level.
7. Project books will be judged in the categories as set out by the Regional Judging Committee.
8. The regional project record book committee recognizes all 4-H projects taught within Canada or the USA, and will judge said books if entered into competition.
9. While records done in pencil will be accepted, it is preferable that all permanent records be written or printed in black or blue ink. Members should be consistent throughout the entire book in which ever they chose to use.
10. Computer generated record books are acceptable as long as the formatting is similar to the printed record book. Hand written records seem more personal.
11. All decimal points are to be rounded to two places and numbers should be written so that the decimal places are aligned. This will ensure neater records and fewer mistakes in addition. It is not necessary to write dollar and cent signs other that at the end of a column.
12. Members should double-check all calculations so that mistakes are not carried through the entire book. Club leaders are to ensure that calculations are accurate before submitting for competition. Notations must be made so that time is not spent rechecking calculations.
13. "More about Me" – the question asking the member "What do you hope to accomplish in 4-H this year?" is not project specific, therefore encouraging members to attend camps, regional and provincial programs, etc. would be beneficial to the overall 4-H experience.
14. Record of Club Activities – members should write as much detail as possible because the purpose of keeping records is to be able to refer back to your records. Therefore a detailed statement of things discussed at the meeting will be beneficial for future reference.
15. All photos, pictures and articles should be labeled and dated; reference should be made to the name of newspapers and publications.