

El Paso County 4-H Project Completion Recognition and Record Book Guidelines



(Juniors, Intermediates, and Senior 4-H members)

All 4-H members (ages 8 to 18) must complete the following steps to earn project completion recognition:

- 1) Participate in a 4-H related (subject matter or audience) demonstration or other speech-arts presentation.
- 2) Participate in a 4-H sponsored community service activity.
- 3) Complete a record book (electronic e-record) for each project the member is enrolled. Record books that are evaluated for a ribbon placing are required to achieve a minimum score of 70% to meet project completion requirements. Some animal 4-H projects may be combined into one book. Please see the animal 4-H project section on page 3 of this document.

Please refer to the Colorado 4-H Youth Development Policies for project completion reference. More information on project completion and record books can be found on the state 4-H website at: <http://www.colorado4h.org>.

Please Note: Your individual 4-H club may have additional project completion and participation requirements. To prevent disappointment, be aware of your 4-H club expectations for 4-H project completion and fair eligibility.

Hints and General Information:

- 4-H members should complete their own project records. Parents/guardians can assist but should not do the work for the 4-H member. Accommodations can be made for 4-H youth with special needs (learning disabilities for example). Please communicate with CSU Extension personnel to discuss appropriate accommodations.
- Remember to take project photographs throughout the 4-H year. 4-H member project photographs should show project progress and growth from the current 4-H year's participation. Photographs may also reflect problems or set-backs you experienced. Photographs should reflect more than county fair participation.
- Visit the state 4-H website early in the 4-H year and download or print the appropriate 4-H record books. This will help to ensure you know what you need to track and record for your 4-H project. It is important to save your receipts so you can keep an accurate record of your 4-H project expenses.
- Record books should be reviewed by the club leader or project leader prior to submitting for official scoring (at County Fair or for Achievement Celebration Awards) to ensure correct data and all pages are completed properly. Record books must be signed by a leader.
- Record books must earn a blue placing (excellent quality) to be eligible for project completion award consideration at the annual Fall Achievement Celebration event. Record books must also indicate all project completion steps have been successfully fulfilled.

- It is recommended that a prong-type, flat folder (with or without pockets) be used to contain record book materials. Flat folders are easier to handle, store, and transport than three-ring binders. Official 4-H member record book covers are available through the CSU Extension El Paso County Office or through the 4-H Mall online. Loose pages or stapled packets will not be accepted.
- Additional tips and suggestions for completing e-records/record books can be found on the State 4-H website <http://www.colorado4h.org>.

Tabletop, Cat, and Shooting Sports 4-H Projects

(Tabletop 4-H projects follow the state fair exhibit requirements. Please be aware that these projects require a separate project specific record book be completed for each project enrolled.)

For youth planning to enter a 4-H Tabletop Exhibit at the El Paso County Fair:

To exhibit a 4-H static item at the El Paso County Fair, otherwise known as a Tabletop 4-H Project, 4-H members must follow the instructions as explained in the Colorado State Fair Exhibit requirements. This includes: Veterinary Science, Horseless Horse, Cats, and Shooting Sports project displays. Typical 4-H Tabletop entries include: crafted stand-alone items, static projects (such as artwork and baked goods), and tri-fold display boards.

County Exhibit Day - Record books should be submitted with the 4-H Tabletop item being exhibited at the El Paso County Fairgrounds on County Exhibit Day (aka 4-H Interview Day/4-H Exhibit Drop-Off Day). County Exhibit Day is typically held the Friday before the El Paso County Fair begins.

4-H Project Manuals - A completed project manual (4-H project book/curriculum) or copied manual activity pages may be required as part of the Tabletop 4-H Project County Fair exhibit. Be sure to review the state fair exhibit requirements and talk with your volunteer 4-H project leader to determine if you need to utilize a 4-H project manual.

County Fair is optional. For youth who will not be exhibiting at the El Paso County Fair, but would still like to earn project completion recognition: Completed record books, indicating participation in a community service activity and speech arts activity (such as a demonstration), should be submitted to the CSU Extension Office by the Second Monday in September. This is the same day as the Fall Achievement Celebration Awards deadline.

To recap, 4-H Tabletop, Cat, and Shooting Sports members have two options to turn in a record book and earn project completion recognition:

- 1) County Fair - Record book submitted with the member's exhibit at the fair.
- 2) Fall Awards Deadline - Record book submitted directly to the CSU Extension Office by the second Monday in September before closing.

NEW! TOP Tabletop Record Book Recognition for Achievement Celebration 4-H members exhibiting a 4-H Tabletop project at the El Paso County Fair, with the exception of shooting sports, will be eligible for the TOP Tabletop Record Book award. During County Fair judging, the judges will be asked to select the

most outstanding record books (those that stand out as being of high quality). The judges will be looking for record books that represent all age divisions and project areas. Only completed record books will be considered.

The record books that are most outstanding will be put aside for another round of judging. A Champion and Reserve Champion will then be selected by age division from some general categories representing the various 4-H Tabletop project areas. The Champion and Reserve Champion record books will earn special Record Book awards which will be announced at the annual Fall Achievement Celebration event. There is no need to do anything special. All 4-H Tabletop record books submitted for County Fair Judging will be considered for this new award.

Please Note: 4-H Shooting Sports record books will be evaluated separately for Achievement Celebration awards. Be sure to submit your 4-H Shooting Sports record book the second Monday in September to be in the running for 4-H Shooting Sports record book/project completion awards.

Animal 4-H Projects

All animal 4-H projects, with the exception of horse, use the Colorado State e-records/record books found on the state 4-H website. Please check the State 4-H website to download the appropriate record book <http://www.colorado4h.org>.

County Fair is optional. For youth choosing to exhibit at the County Fair, all animal project 4-H members are expected to submit e-record/record books for project completion. To earn project completion recognition for an animal 4-H project, e-records/record books should be submitted to the CSU Extension El Paso County Office on the second Monday in September before closing.

4-H Horse members use the El Paso County 4-H Horse record book which includes reflection pages. Please visit the CSU Extension El Paso County 4-H horse page to download the El Paso County 4-H Horse record book. <http://elpaso.extension.colostate.edu/horse-project/>.

Record book scores are required if a 4-H member wants to compete for livestock producer awards or animal 4-H project premier exhibitor awards. Be sure to submit a well-done record book, indicating participation in a community service activity and speech arts activity (such as a demonstration), by the Second Monday in September to the CSU Extension Office before closing. This is the same day as the Fall Achievement Celebration Awards deadline.

Combined 4-H Project Record Books

4-H members with multiple animal projects may combine their record books in the following ways:

Horse: combine all horse project records (horse, mini-horse, ranch horse, etc.) into one book. Horse records may not be combined with other 4-H projects.

Large Livestock: breeding beef, market beef, breeding sheep, market sheep, breeding swine, market swine, breeding goat, and market goat records may be combined into one book. There is no need to do separate breeding and market animal records.

Small Livestock: breeding rabbit (show rabbits), market rabbit, breeding chickens, market chickens, fowl (show birds), breeding turkeys, market turkeys, duck and geese may be combined into one book. There is no need for to do separate breeding and market animal records.

Companion Animals: companion rabbit, llama/alpaca, cat, and guinea pig (cavy) may be combined into one book.

Dog: combine all dog project records (show dog, Canine Good Citizen (CGC), agility, Trick Dog, Trail Dog, etc.) into one book. Dog records may not be combined with other 4-H projects.

Animal projects with stand-alone e-records (horse and dog) cannot be combined with another project’s e-record, and livestock cannot combine e-records with companion animals.

In the event that you have more projects than will fit in one record book, you will need to do a second book or extend the current record book (print more pages or use the Excel version and add columns/pages to extend the document).

Which animal projects require a Breeding Supplement?

Some 4-H animal projects require that a Breeding Supplement (additional pages) be turned in along with the e-record. The e-record instructions will indicate where to insert the breeding Supplement page(s). Breeding Beef, Dairy Cow, Ewe, Goat Doe, Breeding Goats, Angora Goats, Cashmere Goats, Buck Rabbits, Doe Rabbits, Rabbit Litters, Poultry Egg Production, and Sows all require that a Breeding Supplement be added to the e-record. The Breeding Supplements can be found on the State 4-H website.

Be sure to follow the instructions in the e-record/record book and include the Breeding Supplement pages if required. Incomplete record books that score below 70% will not be considered complete.

4-H e-record/Record Book Due Dates

Due Date	Which Record Books are Due?
County Exhibit Day (Friday before the County Fair)	4-H Tabletop, Cat, and Shooting Sports projects with fair exhibit
El Paso County Fair at Horse Show	4-H Horse Member Record Book Check for fair eligibility
Second Monday in September (for Achievement Celebration Awards)	All Record Books for Project Completion Recognition and Awards *Any member with a Record Book that wasn’t already evaluated as part of a fair exhibit. *All animal project record books. *Shooting Sports books not already judged as part of a fair exhibit and any books to be reviewed/re-reviewed for record book awards. *Any record book disqualified at County Fair that needs to be resubmitted for project completion recognition.

Colorado State University, U.S. Department of Agriculture and El Paso County cooperating.

Extension programs are available to all without discrimination. If you have a disability for which you seek an accommodation, please notify the CSU Extension El Paso County 4-H Office ten days prior to the event.