



## New Online Record Books: Key Take-Aways

1. Requirements and Expectations for each section are the same as the old version.
2. Instead of having eight sections, with Section 1 being the project report and Sections 2-8 showing your involvement in the 4-H program, there are now two reports: Project Reports with five sections, and a 4-H Year Involvement Report with seven sections
  - a. You will complete a Project Report for every 4-H project you are enrolled in for the year

### Project

This is where you will enter any data about your project such as Goals, Supplies, and any other option you see below. Click on the name and then enter data in the menu that opens up!

GOALS      SUPPLIES      EXPENSES/INCOME      SUMMARY      PICTURES

- b. You will complete one 4-H Year Involvement Report and add to it every year you are in 4-H

### My 4-H Year Involvement

This is where you will enter any data about your 4-H Year such as Awards, Leadership, and any other option you see below. Click on the name and then enter data in the menu that opens up!

4-H AWARDS & RECOGNITION      4-H LEADERSHIP      4-H COMMUNITY SERVICE      4-H PARTICIPATION      MY 4-H STORY      PICTURES & CLIPPINGS  
OTHER PARTICIPATION

- c. Both your Project Reports and 4-H Year Involvement Report will need to be submitted to submit a complete Record Book
3. Project Categories: When creating a Project Report, you must select the category your project falls under. These categories are listed on the Wyoming 4-H website for reference, but you can also just click around until you find the right one.
4. Pictures: You can now submit 9 photos in your 4-H Year Involvement Report and 9 photos in each Project Report

### To Submit Your Record Book:

Click on "Print/Submit" in the menu on the left-hand dashboard for BOTH the Project Reports and the 4-H Year Involvement Report. Print both and put both in your usual Record Book cover and submit to the Carbon County Extension Office by September 15th!

