

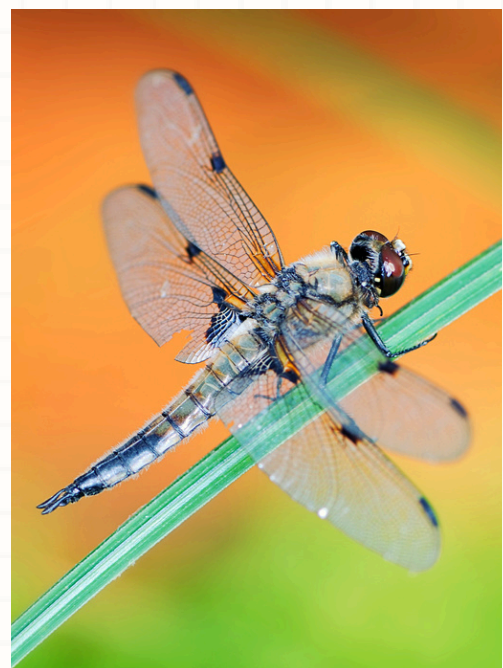
4-H Club Leader Memo August 2025

What is Needed:

- **Record Book Information**
 - Record books submitted to club leaders by **August 15** to check for **completion**.
 - Submit top 3 record books per age group to the Extension office for **quality** judging by **August 19**.
 - Submit list of members with complete record books by **September 1** to the Extension Office.
- **4-H Certificates**
 - Update certificates for your club members with stickers, if record books are complete.
- **ZSuite & Club Dues**
 - Please let the office know as soon as possible if your club will pay member and/or leader dues or if members/leaders will pay their own dues for the upcoming 4-H year. We need to make changes to the ZSuite software before **September 15th**.

What's included:

- List with club youth members and their projects to aid in checking record books.
- Record book completion checklists.
- Record book certificate certificate stickers.
- Incomplete project forms.
- First year member certificates.
- First year Cloverbud certificates.
- Cloverbud certificate stickers for second and third years.
- Quality Completion checklist



Record Books:

Completion

Club leaders can set the date for members to turn in their record books. The completion date should be set so that there is enough time for those who want their record books judged for quality to be checked for completion and handed in to the office by Tuesday, August 19.

Completion Lists Due

Submit a list of members who have completed their record books no later than September 1 to the Extension Office.

Quality Judging

Any record books to be judged for quality must be turned into the office by the third Tuesday in August (**August 19**). A copy of the quality standards has been included. **Each club may submit three of their highest quality books in each age category** (Pre-junior 8-10, Junior 11-13, Senior 14-18) for county judging by the third Tuesday in August (**August 19**).

Completion Certificates & Stickers

Each 4-H member should have a certificate with spaces for each year's completion sticker. Certificates for first year members and gold stickers for all members in your club, are included in this packet.

Incomplete Project Forms

If a 4-H member did not complete a project they signed up for, did not drop it by April 15, and the it is listed on the project list included in the packet, they will fill out the *Incomplete Project Form* and add it to their record book.

Record Book Covers

Please contact the office if club members need a green record book cover.



Cloverbud Record Books

Cloverbud record books are optional. The record books for Cloverbuds are built into their project books. Completion certificates are included if Cloverbuds choose to complete a record book.

Ways to Complete Record Books

Record books can be completed electronically using the ZSuite software. Record books can also be completed using paper forms which can be accessed through our website at <http://teton.msuextension.org/4HRecordBook.html>. Club members may also complete their record books aloud with a club leader or record themselves answering record book questions.

Ideas for Evaluating Record Books for Completion

Your club can meet for a set time with an incentive at the end, like a pool party or games. Working on record books as a group can help youth remember activities they completed during the 4-H year.

- Members can be broken into different age groups and volunteers can assist each group.
- You can create a chart, broken out by month, of club activities to assist youth with remembering club activities.
- Club minutes for the year can be printed as a reference of activities your club completed.
- Encourage families to provide youth a copy of (or access to) their family calendars.

If you have any questions or need help with the record book process, please let us know. We have copies of high quality completed record books if you would like them for examples.

Will Your Club Pay for Members' Club Dues for the Upcoming 4-H Year?

Please let the Extension office know as soon as possible if your club will pay youth member and/or adult leader dues or if members and leaders will pay their own dues. Changes need to be made by **September 15** to the ZSuite software before 4-H members beginning enrolling for the upcoming year.

Dues:

Members: \$6.00 each

Leaders: \$7.00 each



Club Meeting Requirements:

Clubs are required to submit at least six meeting minutes to the Extension office. Minutes can be printed and submitted to the Extension Office, emailed to teton@montana.edu or photos of minutes can be texted to 406-350-5676 by September 1.

Please review the chart below to see if your club has met this requirement. If your club has not met the requirement, please contact your club secretary and ask them to turn in minutes to the Extension office by September 1.

4-H Club Minutes 2024-2025

	Aug Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total Submitted	Still Needed
Challenging Champs				✓	✓									2	4
Eager Eagles			✓		✓		✓		✓					4	2
Old Agency			✓											1	5
Prairie Stars		✓												1	5
Spring Creek		✓												1	5

Thank You

We are here to work in partnership with you to offer youth a great 4-H experience. Please contact us with any suggestions for ways we can improve or assist you. Thank you for your investment in Teton County 4-H youth. You are investing in the future!

**THANK
YOU**

Teton County 4-H Record Book Policies

All 4-H members in Teton County must submit their 4-H record books to be reviewed for **completion** by club leaders.

4-H members and their leaders can nominate 3 record books per age group including Seniors (14 and up), Juniors (11-13) and Pre-juniors (8-10). 4-H record books from their club to be judged for **quality**.

Review for Completeness

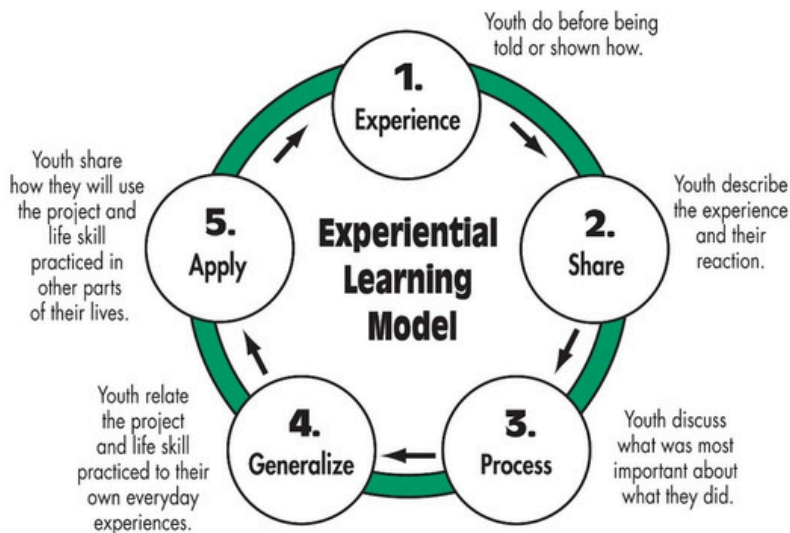
- Record books will be reviewed for completion by leaders at the club level. A book should be reviewed for completion by a non-family related certified volunteer. If there is not a non-relative within the club, then the books would be submitted to another club leader or the Extension Office for completion review.
- All record books will be reviewed for completion according to state guidelines that can be found on the Teton County MSU Extension webpage at <https://www.montana.edu/extension/teton/4HRecordBook.html>
- Club leaders may opt to give ribbon placing/stickers at the club level to designate quality or may simply designate the book as reviewed and complete.
- A list of members completing records is due to the Extension Office by **September 1** of the current year.
- Record books may be requested of members at any time by the Extension Office to verify completion.
- All 4-H members must complete their record books according to the completion checklist in order for the member to exhibit or sell any item the following year at the Teton County 4-H Fair.
- Record books are used to determine years completed in 4-H. The number of years a 4-H member has completed may affect scholarship eligibility and selection.

Quality Judging

- Leaders reviewing record books for completion may select top quality record books to be submitted at the county level for quality judging no later than **Tuesday, August 19**.
- The three books with the highest quality for each age division (Pre-junior 8-10, Junior 11-13, Senior 14-18) in each club will be reviewed at the county level for awards.
- The top three books in each age division per club are due to the Extension Office by the **third Tuesday in August (August 19)** for review by the record book committee.
- The Record Book Quality Standards, included in the organizational leader memo, will be used as the scoring matrix for quality judging. This criterion may also help 4-H members understand what constitutes a high level record book.
- County awards will be determined from the pool of submitted record books and will be judged by age division.

Why Have 4-H Record Books? Record Books...

- Encourage members to set goals and develop plans to meet those goals as well as document how they have adapted to challenges and obstacles. Members can reflect on their achievements and growth during through 4-H involvement.
- Give members an opportunity to reflect on their yearly work. The books document the member's skill development and learning experiences from one year to the next.
- Teach important life skills: goal setting, organizing, planning, solving problems, keeping track of money and written communication.
- Help youth process what they have learned, solidifying the experience.



Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"
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Members who keep good records...

- Learn how to set goals and evaluate their success
- May receive county, state and/or national recognition
- Have an invaluable personal record/memory book (this has proven to be very helpful as older youth apply for awards including college scholarships, complete resumes and job applications)
- Have learned a skill that will be needed throughout life