

White County 4-H Project Check-In Requirements - Updated 12/1/2022

**Requirements may change based on availability of materials. You will be contacted by the extension office if this is the case for your project.*

Project	Requirements
Aerospace	Complete 2 activities in Aerospace manual, General Record Sheet
Ag Tractor	Complete 2 activities in Tractor manual, General Record Sheet
American History	General Record Sheet
Arts & Crafts - General	Arts & Crafts Record Sheet, Craft Information Card
Arts & Crafts – Farm/Construction/Train Toy Scene	Arts & Craft Record Sheet, Craft Information Card
Arts & Crafts - Fine Arts	Arts & Crafts Record Sheet, Craft Information Card
Arts & Crafts – Lego-Type Craft	Arts & Crafts Record Sheet, Craft Information Card
Arts & Crafts - Model Craft	Arts & Crafts Record Sheet, Craft Information Card
Arts & Crafts - Needlecraft	Arts & Crafts Record Sheet, Craft Information Card
Arts & Crafts - Upcycling	Arts & Crafts Record Sheet, Craft Information Card
ATV Safety	Complete 1 activity in ATV Safety manual, General Record Sheet
Beef	Complete 3 Beef educational activities
Beef Poster	General Record Sheet
Beekeeping	Beekeeping record sheet, Complete 2 activities in Beekeeping manual
Cake Decorating	Cake Decorating exhibit card, Cake Decorating record sheet, Cut-up cakes and stacked or tiered cakes must also have a diagram on the card showing how the cake project was assembled
Cat	Cat Record Sheet, Complete 3 activities in Cat manual, Certificate of Vaccination
Cat Poster	Complete 1 activity in Cat manual, General Record Sheet
Child Development	Complete 2 activities in Child Development manual, Activity Card at least 5" x 8"
Collections	General Record Sheet, Binder with sections described in handbook
Communications	Complete 2 activities in Communications manual, General Record Sheet
Communications – Creative Writing	Creative Writing Record Sheet
Computer Science	Complete 2 activities in Computer manual, General Record Sheet
Consumer Clothing	Complete 1 activity from each group in Consumer Clothing manual, Consumer Clothing Record Sheet
Crops (All Types)	Crops Record Sheet (for each type), Completed Exhibit Card (for each type)
Dairy	Complete 3 Dairy educational activities
Dairy Poster	General Record Sheet
Dog	Complete 3 activities in Dog manual, Dog Record Sheet, Certificate of Vaccination
Dog Poster	Complete 1 activity in Dog manual, General Record Sheet
Electric	Card with note explaining intended use of exhibit article, completed record sheet and/or completed project manual and meet the following requirements, as described in the project manual.
Entomology	Complete 2 activities in Entomology manual, Entomology Record Sheet
Floriculture	Complete 2 activities in Floriculture manual, General Record Sheet
Foods	A recipe card or index card (no larger than 5 1/2" x 8 1/2"), Complete 2 activities in Foods manual, Foods Record Sheet

Forestry	Complete 2 activities in Forestry manual, Forestry Record Sheet
Garden	Complete 2 activities in Garden manual, Garden Record Sheet
Genealogy	Genealogy Record Sheet
Geology	Complete 2 activities in Geology manual, Geology Record Sheet
Goats	Complete 3 Goat educational activities
Goat Poster	General Record Sheet
Health	Complete 2 activities in Health manual, Health Record Sheet
Home Environment	Home Environment Exhibit Card, Home Environment Record Sheet
Horse and Pony	Complete 3 Horse and Pony educational activities
Horse Poster	General Record Sheet
Junior Leaders	Junior Leader Record Book
Lawn & Garden Tractor Operator Skills	General Record Sheet
Llamas and Alpacas	Complete 3 activities in Llama manual, Llama Record Sheet
Llama Poster	General Record Sheet, Complete 1 educational activity in Llama Manual
Leadership	Complete 2 activities in Leadership manual, Leadership Record Sheet
Mini Animal Poster	Mini 4-H Record Sheet
Mini Cake Decorating	Mini 4-H Record Sheet
Mini Creepy Crawlies	Mini 4-H Record Sheet
Mini Collections	Mini 4-H Record Sheet, Mini Collections Record Sheet
Mini Crafts	Mini 4-H Record Sheet
Mini Flowers	Mini 4-H Record Sheet
Mini Foods	Mini 4-H Record Sheet
Mini Models	Mini 4-H Record Sheet
Mini Nature/Forestry	Mini 4-H Record Sheet
Mini Sewing	Mini 4-H Record Sheet
Mini Space	Mini 4-H Record Sheet
Music	Music Record Sheet
My 4-H Record of Achievement	General Record Sheet
Photography B&W Prints	Complete 2 activities in Photography manual, Photography Record Sheet
Photography B&W Salon Print	Complete 2 activities in Photography manual, Photography Record Sheet
Photography Color Prints	Complete 2 activities in Photography manual, Photography Record Sheet
Photography Color Salon Print	Complete 2 activities in Photography manual, Photography Record Sheet
Photography Creative/Experimental	Complete 2 activities in Photography manual, Photography Record Sheet
Photography Cell Phone Print	Complete 2 activities in Photography manual, Photography Record Sheet
Poultry	Complete 2 activities in Poultry manual (in 2021 only)
Poultry Poster	General Record Sheet, Complete 1 educational activity in Poultry Manual
Rabbits	Complete 3 Rabbit educational activities
Rabbit Poster	General Record Sheet, Complete 1 educational activity in Rabbits Manual
Scrapbook (Traditional and Digital)	Scrapbook Record Sheet
Sewing	Sewing Project Exhibit Card, Sewing Record Sheet
Sheep	Complete 3 Sheep educational activities
Sheep Poster	General Record Sheet
Shooting Sports Educational Display	General Record Sheet
Shooting Sports Live Fire	Shooting Sports Record Sheet

Small Animals	Complete 3 activities in Small Animal manual, Small Animal Record Sheet
Small Animal Poster	General Record Sheet, Complete 1 educational activity in Small Animal manual
Small Engines	General Record Sheet, Complete 2 activities in Small Engines manual
Soil & Water Science	Complete 2 Activities in Soil & Water Science Manual/Record Sheet
Special Interest	Special Interest Project Proposal, General Record Sheet
Sportfishing	Complete 2 activities in Sportfishing manual, Sportfishing record sheet
Sports Poster	Sports Project Record Sheet
Swine	Complete 3 Swine educational activities
Swine Poster	General Record Sheet
Tractor Operator Skills	General Record Sheet
Tractor Safety Education Poster	Complete 2 activities in Ag Tractor manual, General Record Sheet
Veterinary Science	Complete 2 activities in Veterinary Science manual, General Record Sheet
Weather and Climate Science	Complete 2 activities in Weather manual, Weather Record Sheet
Wildlife	Complete 2 activities in Wildlife manual, Wildlife Record Sheet
Woodworking	Complete 2 activities in Woodworking manual, Woodworking Record Sheet

4-H PROJECT RECORDS

1. 4-H Record keeping is an important part of the 4-H experience. Accurate and complete records teach the member valuable life skills and are the basis for selection of 4-H awards and scholarships. All 4-H projects have a record sheet/manual or workbook which are to be completed as a part of the project. Some projects also require the completion of educational activities in addition to the record sheet.
2. To complete each 4-H project, a completed project record sheet is signed by the Adult or Project Leader of the club in which the member is enrolled. Record books may not be signed by a Jr. Leader or Adult Leader from another club. An incomplete record sheet will result in forfeiture of awards for that project.
3. Record sheets with only your name and the signature of a leader will not be accepted as a completed record book. 4-H Leaders are discouraged from signing record sheets that are not at least 50% completed. Unsigned records or no project records/activities constitute an incomplete project.
4. Place your completed current year's 4-H records and your "My Record of 4-H Achievement" card in a Green and White 4-H Record Folder and turn in with the first 4-H project record you check-in. Please remove previous years' records from your folder.
5. Completed live animal educational activities and record sheets are to be turned in to the Extension Office **by 4 p.m. July 1st**. Note: Beef, Dairy, Dairy Beef, Goat, Horse, Poultry, Rabbit, Sheep and Swine DO NOT have a record sheet.
6. Completed static project record sheets/activities are due at project check-in. 4-H Building project check-in times will be announced in the 4-H Fair book released in June.
7. No project will be eligible for exhibit without completed educational activities and record sheets.

Educational Activities

Educational Activities For 4-H Projects - Static

1. Educational activity manuals are grade-specific and are used for up to 4 years each. New educational activity manuals will be issued only the first year the member is in a specific grade level/division. Any additional copies must be purchased by the member. The member's grade is determined by the grade completed immediately prior to the County 4-H Fair. Leader Guides are available on loan on a limited basis from the Extension Office; some additional copies may be available for purchase.
2. Two (2) completed activities are required for project completion, unless the specific rules for your project require more than two activities. Completed activities constitute taking part in the activity and answering the worksheet questions.
3. The member may choose any two (2) activities from the list in the activity manual (unless project-specific rules require more). New activities are to be chosen and completed each year.
 - a. If the member chooses "More Challenges" or "Optional" activity, a brief, written description of the activity must be attached to the manual.
 - b. Record activities completed in the manual's table of contents, including year completed. Mark current year's activities in manual with a paper clip or sticky note to speed up the check-in-process.

- c. The adult helper may be a parent, adult relative, 4-H leader, committee member, or some other adult who will help the member discuss the activity questions.
4. Educational activities are not required for all projects, but project record sheets must be completed for each project. Read project-specific rules carefully to determine what is required for your project and contact the Extension Office with any questions.
5. **The educational activities and/or record sheets are due at time of check-in for Static projects (also see 4-H Project Exhibition and Completion rules).**
6. No project will be eligible for exhibit without completed educational activities and/or record sheet.

Educational Activities For 4-H Projects – Live Animals

1. This section applies to Beef, Cats, Dairy, Dogs, Goats, Horse & Pony, Poultry, Rabbits, Sheep, Small Animals, and Swine.
2. Educational activity manuals are grade-specific and are used for up to 4 years each. New educational activity manuals will be issued only the first year the member is in a specific grade level/division. Any additional copies must be purchased by the member. The member's grade is determined by the grade completed immediately prior to the County 4-H Fair. Leader Guides are available on loan on a limited basis from the Extension Office; some additional copies may be available for purchase.
3. Some live animal projects will use educational activities developed by their respective committees in conjunction with project with project-specific resource manuals. Resource manuals will be issued (one per family) for members in Beef, Dairy, Goat, Horse & Pony, Rabbit, Sheep, and Swine projects. Any additional copies must be purchased.
4. Three (3) completed activities are required for project completion. Completed activities constitute taking part in the activity and answering the worksheet questions.
5. If the member's project uses an educational activity manual, rather than committee-developed activities and resource manual, the member may choose any (3) activities from the list in the activity manual. New activities are to be chosen and completed each year.
 - a. If the member chooses "More Challenges" or "Optional" activity, a brief, written description of the activity must be attached to the manual.
 - b. Record activities completed in the manual's table of contents, including year completed. Mark current year's activities in manual with a paper clip or sticky note to speed up the check-in process.
 - c. The adult helper may be a parent, adult relative, 4-H leader, committee member, or some other adult who will help the member discuss the activity questions.
6. Activities will be judged by each committee, and those judged to be of exceptional quality in each species will be recognized.
7. Educational activities are required for all live animal projects, but project record sheets may also be required for some. Read project-specific rules carefully to determine what is required for your project and contact the Extension Office with any questions.
8. **The educational activities and record sheets (if required) are due in the Extension Office by 4:00 pm on July 1st. (also see 4-H Project Exhibition and Completion rules).**
9. No live animal project will be eligible for exhibit without completed educational activities and record sheet (if required).