The following tip sheet is meant to serve as a basic tool on what should be included in a Texas 4-H Recordbook. More detailed information can be found in the Texas 4-H Family Guide for Recordbooks.

1. **Project Description**
   a. What is your main project area?
   b. Why did you choose this project?

2. **Personal Journal**
   a. What did you do?
   b. When did you do it?
   c. What did you learn?
   d. What type of activity did you participate in (4-H or Non-4-H)?

3. **Activities and Accomplishments**
   a. What type of activity did you participate in?
   b. What did you learn?
   c. What level did you participate on (Club, County, District, State, National, International)?
   d. Did this activity meet one of your goals?
   e. What project does this activity relate to?

4. **Recognition and Awards**
   a. What recognition have you received this year?
   b. What level did you receive it at (Club, County, District, State, National, International)?
   c. What was the importance of this recognition to you?

5. **Community Service and Citizenship**
   a. What activity did you participate in?
   b. What was your role (Yourself, Member of a Group, Primary Leadership)?
   c. What was the importance or impact of the activity?
   d. How long did it take?

6. **Leadership Experiences**
   a. What activity did you participate in?
   b. What was your leadership role (Elected, Appointed, Volunteer)?
   c. What level did you participate (Club, County, District, State, National, International)?
   d. Did the activity meet one of your goals?
   e. What project does this activity relate to?
7. **Project Summary**
   a. What was most exciting about your project?
   b. What would you do differently if you were to do this project again?
   c. What are your future plans with this project?
   d. Now that your project is complete, what are you most proud of?

8. **4-H Story**
   a. Provide us some background about your family.
   b. What are your project goals?
   c. What did you do in your club or project group this year?
   d. What other projects and activities do you participate in?
   e. How 4-H has helped you become a better leader and citizen and what you have learned through your community service and leadership activities?
   f. How being a 4-H member has helped you set goals and develop new interests, and if 4-H has influenced your future plans or career goals?