



## 4-H Record Book

Developed By

Roberta O. Rios, Extension Agent-Home Economics

Rio Arriba County Extension Service

At the end of each year, Record Books are used to determine the accomplishments of 4-H members in project work, leadership, citizenship and overall achievement. The Record Book judging process is used to award project pins and other special awards at the annual 4-H Awards Program. Because it is

a competitive activity there has to be consistency on how books are compiled to insure that they are judged fairly. **Members must compile their book, containing all of the sections, by following the format outlined in this guide.**

### Why Keep Records?

1. Establish goals (decide what you want from a project).
2. Assume responsibility (turn your goals into reality).
3. Collect data (keep a record of cost, savings, experiences and dates).
4. Evaluate progress (what did I learn, does it relate to my goals, was the cost justified, and did I help others)?

A 4-H Record Book Should Be: neat, complete, accurate, report only the most important activities of your 4-H work for the current year (Oct. 1- Sept. 30) using the format outlined below.

### Before You Begin:

1. If you haven't already, begin by completing the Project Record Sheet that came with your project packet. Do this for every project you plan to include in the Record Book. It is important that you provide all the information asked for on the form.
2. Next, go through all pictures of yourself involved in 4-H work or activities this year. Next, sort them by project, leadership activities and events, community service, fair, contests, etc.
3. Do you have a Record Book cover? These are available from the County Extension office. Or you can order one from the 4-H Source Book.
4. Purchase subject-dividers. These are used to divide the different sections of the Record Book.
5. Select a current picture of yourself. It should be either 3" x 5" or 4" x 6" in size.... not smaller or larger.
6. Start thinking about what you want to write in your 4-H Story. Make a list or outline about the projects, activities or events that you want to tell about.

## Introduction Page



Chris Cringle  
1000 years old  
Lucky Clovers 4-H Club

The first item in your Record Book is the introduction page. This is a blank sheet of paper with your individual picture, followed by a caption that has your name, age, address, and Club name. Remember, it has to be either 3" x 5", or 4" x 6" in size.

**(The size of either of these two boxes)**

## SECTIONS YOU SHOULD HAVE IN YOUR RECORD BOOK:

### **County Report Form**

The first section in your Record Book is for the "County Standard Report Form", which is available from the County Extension Office. This is where you report information about yourself and your **4-H involvement** like demonstrations, contests, exhibits, fairs, awards you received, citizenship and community service, leadership.

1. Print or type the information.
2. Answer all of the questions.
3. Be sure that it is dated, and signed by the member, parent/guardian, and Club Leader before turning in it for judging.

## 4-H Story

Section two is for your story.

1. **It should be no more than 3-pages long, written on one side of the paper either typed or printed.**
2. Begin the story by introducing yourself - name, age, club name, and list of your projects, and where you live.
3. Tell about your favorite projects. Tell about the goals you set for yourself and your success or failure in achieving them. Tell about other projects you found interesting and why. What did your club do as a group? Tell about anything unusual that happened. Tell how 4-H has made you a better person are you a better shopper, more responsible, less afraid of speaking in public? Talk about what goals you plan to set for yourself next year.
4. Check...and double-check...your spelling and grammar!

## General 4-H Pictures

Section three is for pictures showing the member **involved in any 4-H activity or event.**

1. **Limit pictures to no more than 3 pages, and attached on one side of the paper only.**
2. Include pictures of yourself involved in any 4-H activity or event, especially any showing participation in community service or a leadership activity.
3. Label all photos with a brief caption that explains the picture.

## (Name of Project) Record Sheet

Use a divider for each project that you're including.

1. Complete and insert the record sheet that came with your project. If the record sheet is in the book, member has the option to insert a copy of the record sheet or complete project book.
2. Do not write a separate story for each project, unless it is required in the project record sheet.
3. Place project photos directly after each record sheet, and limit to no more than one page of photos per project.
4. Label each photo with a brief caption that explains the picture.

## **Correspondence-Special Activities-News Clippings**

Use this last section for letters from agents, leaders or other persons; programs from a special event that shows your name; clippings from newsletters or the newspaper; certificates from school, church or other organizations. It's a good idea to underline your name in red on any item showing your name. **DO NOT INCLUDE RIBBONS, MEDALS, ETC.** It is not necessary to have items from all three of the categories, but everyone should have at least one.

### **About Leadership, Citizenship, and Community Service**

This is not an actual section in your Record Book.

Instead, these activities should be reflected throughout the Record Book. Older members will be expected to show more involvement than younger or newer members.



## Rio Arriba County 4-H Record Book Requirements

Turn in only this year's 4-H records for judging. These requirements are the criteria that are used in judging Record Books, so follow them carefully.

- |  | <u>Points</u> |
|--|---------------|
| 1. <u>Cover and Dividers</u><br>Green Member Record Book Cover must be used.<br>Do not use loose-leaf binder of any kind. Should be neat, easy to read and clearly mark each section.  | 5             |
| 2. <u>Individual Photo</u><br>Mount a black and white, or color photo of yourself to page. Minimum size is 3" x 5"; maximum size is 4" x 6" followed by a caption that has your name, age, and Club name below the photo.  | 5             |
| 3. <u>Rio Arriba County Standard Report Form</u><br>Complete the form in pen, pencil or type.  | 20            |
| 4. <u>4-H Story</u><br>Tell about activities, projects, learning experiences, frustrations, pleasures or surprises. Limit story to no more than 3-pages, single pages.   | 20            |
| 5. <u>General 4-H Pictures</u><br>Limit to no more than 3-pages. Label pictures with captions.   | 5             |
| 6. <u>Project Records</u><br>Complete the project record form from your project packet. Do not write a separate story unless required in the report form. If the record form is in the project book, member has the option to insert a copy of the record sheet or complete project book. Divide each project with dividers. | 20            |
| 7. <u>Project Pictures</u><br>Limit to no more than 1-page of photos per project. Place photos directly after each project record form. Pictures of ribbons may be used; do not include actual ribbons. Label photos with captions.  | 5             |
| 8. <u>Correspondence, Records of Special Activities, News Clippings</u><br>All three categories are not required, but everyone should have at least one. Underline your name in red. Include letters, news clippings, certificates, programs from special events, etc.   | 5             |
| 9. <u>Leadership, Citizenship, and Community Service</u><br>This is not an actual section in the Record Book. These activities should be apparent throughout the record book. Older members should show more involvement than younger or newer members.  | 15            |



## My County 4-H Story Worksheet



These pages are designed to help you get started on your 4-H Story. The story is to be no more than 3 pages long, written on one side of the paper either typed or hand written. Start listing your ideas on the first section, and then use the worksheet to write your story! Add sheets of notebook paper, as you need more space.

*Brainstorm ideas for a catch beginning that is related to your major project or a funny 4-H experience. Examples: "Are you on a first name basis with 200 insects? Well, thanks to what I've learned in the 4-H Entomology Project, I am." Or, "When is a pig more than a pig; when it is a 4-H Project!"*


**Part I is the Introduction:** *Tell who you are – how old you are you? Who are your parents? Do you have brothers or sisters? Where do you live? Where do you go to school? When did you join 4-H? What club do you belong to? Add anything about yourself that you feel is interesting.*


Adapted from "4-H Story Worksheet". NM State 4-H Office, NMSU Cooperative Extension Service.  
Prepared by Roberta O. Rios, Extension Agent – Home Economics. Rio Arriba County Extension Service. February 2004.



