

VALENCIA COUNTY 4-H GUIDELINES FOR RECORD BOOKS

- Record Book Cover** Please place your: Name, Address, and Club on the Outside Cover of the Record Book. Record books can be picked up from the Extension office. Green hard back 4-H covers will be used for all members. If you already have a green cover, it is reusable.
- Cover Page:** Include -- picture of 4-H'er, name, age, and project areas. (School pictures can be used.)
- Table of Contents:** Tab each section
Sections Include:
- New Mexico Report Form
 - Valencia County Report Form
 - General 4-H Story
 - General 4-H Pictures
 - Each Project Record Form, Project Story, and Project Picture Page
- New Mexico Report Form:** Be specific but brief, include all your activities on the club, county, district, and state levels. Other activities at school, church, etc. that dealt with 4-H should be included. If you wish to fill out the State Record Form, call the Extension Office for details.
- Valencia County Report Form:** List the activities and the levels which you participated in this year. You may list activities monthly one time and mark the months you attended.
- General 4-H Story:** Answer - Who, What, When, Where, Why and How. Also, tell of progress, personal growth, new/challenging/funny experiences, leadership, and community experiences. Keep the story concise. This will include your total 4-H experience for the year. Must be a minimum of one page in length. This should not be a project story.
- General 4-H Pictures:** Pictures should illustrate club activities and community service projects. **Pictures should be "action" shots.** Include creatively written captions. Cropping pictures is encouraged. A maximum of 3 pages (front and back) for pictures is allowed. (No Photos on Divider Pages)
- Project Record Form, Project Story, & Project Picture Page:** This form comes in your project packet or may be picked up from the extension office or your organizational leader. The form needs to be filled out completely!
Your story will be about your project, ONLY. If your project record does not have a "story" section, your story should then be written or typed on a separate sheet. Minimum one page. Pictures should illustrate project experiences and progress. **Pictures should be "action" shots.** Include creatively written captions. Cropping pictures is encouraged. A maximum of 1 page (front and back) for each project area is allowed. Tab and label each project area.
- Hints:** Do not include scrap book material: Ribbons, checks, newspaper articles, letters, etc. Keep a calendar of events, journal of activities, and a folder for awards, ribbons, clippings, etc. Remember that a well-planned book is better than a book thrown together. Pick up sample judges score sheets from the Extension office.

Winners will be chosen for the record book exhibiting the most achievement, leadership, and citizenship activities (no self-nomination form is required). In addition, two (2) Outstanding Record Book Winners overall, in each age division, will also be chosen. All work should be completed by the 4-Her.

**Computer generated forms are allowed, but only if duplicating an original form. Youth will not be penalized for handwritten record books, although neatness is a consideration. All books will be judged on content.

NOTE: Each member is responsible for meeting the clubs record book requirements. This includes process, deadline and completion requirements for re-enrollment. Remember that each club is unique, and they all differ. Check with you Club Leader with times and dates for your club.

BE SURE THAT ALL FORMS ARE SIGNED BY THE APPROPRIATE PERSON!

Revised 4/1/01