PUTTING TOGETHER YOUR COLFAX COUNTY 4-H RECORD BOOK

 1. **COVER** – Use the standard green 4-H Record Book Cover available at the Extension

Office for a small fee or order from the National 4-H Supply catalog. No loose leaf notebooks or report binders.

 2. **INDIVIDUAL PHOTO** – Print or mount one photo of yourself on a single sheet of

 paper. Print or type your name, age, address, town, state, zip code and county below

 your photo.

 3. **TABLE OF CONTENTS** – On a single sheet of paper, type or print the

name of each section of your record book. Page numbers are not necessary.

 4. **COLFAX COUNTY 4-H REPORT FORM** – Type manually, print neatly or use

 the computer format available from the Extension Office to complete the form, which must

 be signed by 4-Her, parent and leader. **ONLY ONE 4-H REPORT FORM NEEDED REGARDLESS OF NUMBER OF PROJECTS.**

 5. **4-H STORY –** Your overall 4-H story should include the following:

A. Your name, age, where you live and how you became interested in 4-H.

B. Tell something about your projects, what you found interesting, and why.

C. Tell about goals you set for yourself and your success or failure in reaching

 them.

 D. Tell some of the things your club did as a group.

 E. Tell how 4-H has made you a better person (Did it help you stick to what you started? Do you feel more comfortable giving a demonstration and talking in front of others? Did you become more knowledgeable in a certain area?)

 F. Tell what goals you hope to achieve for yourself next year.

 6. **PROJECT RECORD INFORMATION**

1. **Record Form** – Project specific record forms were included in your 4-H project

packet or may be part of your project book, which may be copied for your record book. Some record forms are available electronically from the Extension Office so that they may be typed on the computer (ie. Livestock, Horse, General, and Shooting Sports)

1. **4-H Project Story** – Write a story that is specific to your project. If provided, use

the space on your record sheet. You may also type on a separate sheet on the computer or typewriter. Each project is required to have a project story.

C. **Project Pictures, Newspaper and Newsletter Clippings** (related to the

 project)**.** Pictures should have captions.

1. **Repeat step 6 for EACH PROJECT.**

8. **OTHER MISCELLANEOUS 4-H PHOTOS, NEWSPAPER AND NEWSLETTER CLIPPINGS –** Include photos of community service, 4-H trips and other general 4-H events and activities. Pictures should have captions.

 9. **BE NEAT!** Neatness is an eye catcher for the judges.

# HELPFUL HINTS

* 4-Hers need to fill out pages in their own handwriting or may type records on a typewriter or computer, but **should do their own typing.**
* 4-Hers of all ages may use the computer, typewriter, or pen/pencil to complete the record book.
* Use material **ONLY** from the current 4-H year – **October 1, 2010 to September 30, 2011.**
* Do not include ribbons, certificates or other awards. Pictures of awards may be included.
* This is a 4-H record book, therefore it should not include information from other youth organizations or school activities. (ie. FFA, Boy/Girl Scouts, and FCCLA)
* Use dividers between sections of book. Tabs may be used.
* Do not wait until the last minute to begin working on your record book!!

**\*\*\*RECORD BOOKS DUE IN EXTENSION OFFICE\*\*\***

**OCTOBER 28, 2011, BY 5:00 PM**