



Curry County 4-H Record Books

Putting Your 4-H Record Book Together

Your 4-H Record Book serves as a record of your 4-H experiences for the past year. There is also a place to include other activities you have been involved in, creating a comprehensive accounting of your year. The 4-H year is from October 1-September 30. Your book should include records within this timeframe.

Your county report form and project record sheets should paint an accurate picture of what you did and what you learned. Your book may be typed or handwritten by you, the member, with age appropriate assistance from a parent or leader. Make sure all sections are complete, including your signature and signatures from a parent and your 4-H leader.

In order to be considered for awards, Record Books must be in the County Extension Office on November 1 (if November 1st falls on a weekend, record books will be due the following Monday).

Checklist of Items to have before you begin:

- Cover
 - Green 4-H Record Book Cover (available from the County Extension Office for \$3.50) – for Novice, Junior and Senior Members
 - White 4-H Record Book Folder (available from the County Extension Office for \$1.00) – for Cloverbud Members
- Your records (calendar, agendas, notes) for the past year
- Photos of you doing projects and 4-H activities
- Necessary Forms – the following forms are available on the County Website at <https://curryextension.nmsu.edu/> under 4-H Youth Development. All forms are available as Word Docs to download and type into or to print out and handwrite. If you need to request hardcopies, please contact the Extension Office. Forms were updated in 2020, please use the most up-to-date version (however, if you have completed record books in the past and would prefer to use the 2014 version of these forms, you may do so).
 - 4-H Award Area Sheet
 - Curry County Report Form – for Novice, Junior and Senior Members
 - Cloverbud Report Form – for Cloverbuds
 - My 4-H Story Form
 - Link to the State 4-H Website for appropriate project record forms
 - Design Sets to assist you in assembling your book (includes photo page, table of contents and divider pages). You may use one of these design sets, or create your own pages for these items.
 - Black and White Design Set
 - Clover Design Set
 - Simple Green Design Set
 - Curry County 4-H Record Book Score Sheet
 - Cloverbud Record Book Comment Sheet

Assembling Your Record Book – Novice, Junior, Senior

Follow the order below for assembling your book. All materials must be included for your book to be complete and considered for awards.

1. 4-H Award Area Sheet (no points)
 - a. This sheet will be attached to the inside cover of your record book to determine the areas your book will be judged in.
 - b. Check the areas you have included project sheets for as well as any special awards you would like to be considered for.
2. Individual Photo Page (5 points)
 - a. This is your introductory page – insert or paste a photo of yourself. List your name, age and club below your photo. Create your own, use a design set or use the one included with your Curry County 4-H Report Form.
3. Table of Contents (7 points)
 - a. This will be the second page and should include the following sections: Individual Photo Page, Table of Contents, Curry County Report Form, My 4-H Story, My 4-H Photos, Project Record Sheets (Optional: list the name(s) of each project you are including). Create your own, use a design set or use the one included with your Curry County 4-H Report Form.
4. Divider Pages (no tabs)
 - a. Divider pages are designed to break out the sections in your book. You will have at least four: Report Form, 4-H Story, 4-H Photos and Project Record Sheets. You may add additional dividers to separate your projects, using the project name on each divider. Create your own or use a design set.
 - b. Do not put tabs on your divider pages – they do not fit into the cover and take away from the neatness of your book.
5. Curry County Report Form (25 points)
 - a. This is the first section of your book and will document your overall 4-H activities.
 - b. List your important 4-H experiences. Use concise statements and avoid unnecessary repetition. Some items may be listed on this form and again in your project record to allow for ease of judging.
 - c. Tables may be expanded as needed to allow a comprehensive record of your 4-H year. Page numbers will automatically update. If handwriting your book, make adjustments prior to printing, or make additional copies of needed sections.
 - d. Signatures of the member, a parent and a 4-H leader are required for your book to be complete.
 - e. If you are a senior member and would like to use the state forms in this section in place of the county form, please contact the Extension Office for assistance.
6. My 4-H Story (25 points)
 - a. This is the second section of your book and is a narrative essay (in your own words) of what you did in 4-H this year. Emphasize how you have grown, what you have learned and any leadership or service activities you took part in. Review the story writing worksheet for help in putting your story together. Make it interesting.
 - b. The story may be typed or handwritten. It is limited to no more than six pages, double spaced and single sided (there is no minimum number of pages, however note that it is worth 25 points and should be a significant accounting of your experiences).

- c. You may use the 4-H Story Form or create your own – be sure the font/handwriting is legible and have someone help you proofread for grammar and spelling.
7. 4-H Photo Pages (5 points)
- a. This is the third section of your book and is limited to three, single sided pages.
 - b. Photos should highlight your projects and/or 4-H activities, including project work, recognition, demonstrations, leadership and service.
 - c. Photos may be cropped and mounted/printed in a single layer on one side of the page. Each photo must include a caption (typed or handwritten) that helps others understand what is happening in the photo.
8. Project Records (30 points – scores from all project sheets will be averaged to get a total score for the overall book)
- a. This is the last section of your record book and includes at least one completed project record sheet (note: this includes a brief project story) with one page of project specific photos.
 - b. You may complete a record sheet for any project you were enrolled in. The following forms are available:
 - i. Livestock/Animal Project Record Sheet 300.L-5 (R-18) for all animal projects that involve caring for an animal
 - ii. Foods Project Record Sheet 300.A-20 (R-18) for all food related projects
 - iii. Self-Determined Project Record Sheet 300.SD.1 (R-18) for all self-determined project areas (if appropriate, you may substitute the Livestock/Animal or Food form).
 - iv. Shooting Sports Project Record Forms for the appropriate shooting sports discipline:
 - 1. Archery Project Record Sheet 300.F-3 (R-18)
 - 2. Muzzleloading Project Record Sheet 300.F-40 (R-18)
 - 3. Pistol Project Record Sheet 300.F-39 (R-18)
 - 4. Rifle Project Record Sheet 300.F-38 (R-18)
 - 5. Shotgun Project Record Sheet 300.F-1 (R-18)
 - v. General Project Record Sheet 300.A-7 (R-18) for all projects that do not fit into the above categories.
 - c. Forms may be typed (available as Word Docs) or handwritten. Refer to the Tip Sheet for NM 4-H Project Record Sheets for help in completing your forms.
 - d. Be sure the forms included match up to your Awards Area sheet and your 4-H Report Form to insure you receive credit for all projects completed.

Assembling Your Record Book – Cloverbud

*Cloverbud books will be reviewed for comment and all Cloverbuds who complete a book will receive an award. Cloverbuds are members who were 5-8 years old throughout the past 4-H year. Even if they started 3rd grade this fall, they are still a Cloverbud for the purpose of last year's awards. Cloverbuds are not required to complete project record forms.

- 1. 4-H Award Area Sheet
 - a. check Cloverbud and attach to the inside front cover (tape or paperclip)
- 2. Individual Photo Page
 - a. This is your introductory page – insert or paste a photo of yourself. List your name, age and club below your photo. Create your own, or use the one included with your Cloverbud Report Form.

3. Table of Contents
 - a. Create your own or use the one included with your Cloverbud Report Form.
4. Divider Pages (no tabs)
 - a. Use a divider page (without tabs to separate the sections in your book. Create your own or use the one included in your Cloverbud Report Form.
5. Cloverbud Report Form
 - a. Read the question for each section.
 - b. Draw a picture, paste photos or write a story to answer each question.
 - c. You may duplicate pages as needed.
 - d. If you do not have something for a section, write “none” on that page. Do not delete sections or leave blank.
6. Cloverbud 4-H Story
 - a. Write a story about what you have done in 4-H. It can be as short or as long as you want. Have a grown up help you proof read to make sure you have used correct spelling and your story makes sense.
7. Cloverbud 4-H Photos
 - a. If you have more photos of you working on your projects, you can include them here.
 - b. You may have three pages, single sided of photos with captions.

*If you are an older Cloverbud who completed project record sheets, you may include them in your book. They are not required for Cloverbuds.

Additional Tips:

- Create a folder on your device for all your record book forms and save your work often – backing it up to an online system or external drive (such as a flash drive) regularly.
- If you are handwriting your book – scan the final version with signatures before submitting, just in case something happens and your book is lost.
- Ask questions – if you are not sure how to complete something or where something goes, contact your 4-H Leader or the County Extension Office for help.
- This is a professional document. A record of your 4-H year, not a scrapbook. Pages should be clean and professional, not embellished. You may make your photo pages more scrapbook like, but be sure meet the requirements for that section.
- Ask someone to proofread your book, including spelling, grammar, formatting and math!
- Clear page protectors are optional – while they keep pages, cleaner, they also add bulk. Consider the size of your book and determine the best option for you.
- If you are using the 4-H Record Keeping App or other financial software to track expenses, you may replace the financial pages on the record form with the spreadsheet from the system you are using, however, be sure you are documenting all necessary information, including your opening and closing inventories.
- Just do it! Once you complete your book, you will have better ideas on how to keep records in the future. No book is perfect, just do your best and get it done!