**Information for Record Books**

**Revised January 2022**

Record books are the final step in completing your 4-H Project. Although you may have exhibited you project at the fair, your record book is a way of telling your leaders and the extension office the “story” of your project, the goals you met and your 4-H club achievements. In Lea County record books may be turned in for completion only or to be judged. Those books without a medal form will be considered completion only.

Record books are due in the Extension office November 1st by 5p.m. Please visit with your club leader for your club deadline. Your project book is not complete without your leader’s signature.

**Order of Record Books**

**If your RECORD BOOK IS TO BE JUDGED-A MEDAL FORM MUST BE INCLUDED-If there is NO MEDAL form it will not be judged and listed for completion only.**

1. **Cover**: Make sure your **name, address and club is on the front** and that you have the proper colored cover:
2. **BLUE**-Cloverbud
3. **PINK**-Novice
4. **YELLOW**-Junior
5. **GREEN**-Senior
6. **Individual Photo**: 2 x 3 or 4 x 5. Below photo make sure **name**, **address**, **age**, **club** and **number** **of** **years** **in** **4-H** are included. This photo can be the 4-Her in a 4-H activity, school photo, etc. *Please do not use family photos, or photos that show other people.*
7. **Medal Form and Outstanding 4-Her forms**: If you are competing for 4-H Medals or for Outstanding 4-Her, these forms **must** go behind your Individual Photo page and be securely in place. Please **DO NOT** place these forms in the front of your Record Book. If they are lost, fall out of your book, etc. the book will not be judged.
8. **Table of Contents***:* Should contain the main sections of your record book. Use dividers with tabs to help find sections, make sure they do not stick out beyond cover’s edge.
9. **Lea County 4-H Report Form:** Make sure this is completely filled out. Anything 4-H related that you have done needs to go on this for. **DO NOT** add other activities that aren’t related to 4-H, unless asked for it.
10. **4-H Story:**  Make this a complete story of **all** projects, activities. Tell about trips and tours, contests, club picnics, county-wide activities, and all 4-H activities. Make this a complete story of all projects, activities. Tell about trips and tours, contests, club picnics, county-wide activities, and all 4-H activities. Tell about what projects you did and what you learned within those projects. Note: Keep a calendar, word document, or notebook where you can write down activities year round. This will make it easier to compile your activities at the end.
11. **Project Record Form:** This must be present to complete the project! You need to complete a project record form for each project you completed. These forms came in your project packets, from the Extension Office or can be found online <https://aces.nmsu.edu/4h/forms.html#anchor_130919> The State 4-H Office has condensed the 4-H Project sheets to make things a little easier. There are only 4 main project record forms and shooting sports record forms. Make sure to include all activities involved with your projects. You may include up to pages (5) pages of photos about your project at the end of each project. Please add a short caption for each photo. Tell what you are doing in the photo. These should include photos of such things as-grooming your animal, sewing your garment, taking cookies from the oven, etc.
12. **Activity Photos:** You may include up to five (5) pages of activity photos. These **should not be project photos**, but rather photos of things you did (i.e.: club Christmas party, trash pick-up day, Youth Get Away etc). Please add a **short** caption for each photo.
13. **Correspondence**: Any letters you have received that relate to 4-H only. Include no more than three pages. You may reduce the correspondence (Xerox copied) if need be. These can be letters from your leader, the extension office or community individuals. **Do Not** include print outs of the 4-H Flash **UNLESS** you are mentioned in the Flash, just highlight your name and have that page.
14. **Newspaper Clippings**: Articles that you are pictured in or are mentioned in-Please include and underline or high-light your name. Include five (5) pages maximum. A file of newspaper clippings can be found at the extension office. Please stop by and we will be happy to make copies for you.
15. This record book includes only the current year’s records and photos. At the discretion of the 4-H agents, your record book may be taken out of the judging competition if the photos and/or information are not of the current year. The 4-H year runs October 1, 2021 to September 30, 2022.

**Tips for Assembling Your Record Book!!**

1. 3-Ring binders work best for Record Books. Computers work best but if choosing to use penmanship please write as neatly as possible. Parents please don’t choose to fill out the members books for them.
2. Up to Five (5) pages of photographs can be included at the end of project photographs should include photos of only that project. Please DO NOT include photos of you in sports, family photos, etc. These photos should be of you working on your project, showing your project, etc.
3. Newspaper clippings may be shingled (one over the top of each other)-no more than five (5) layers on a page. Clippings should have 4-Hers name underlined or high-lighted and the name of the newspaper and date. No more than five (5) pages-front side only. Please cut the newspaper article out and place it on the page neatly!
4. Please use dividers to separate your different projects. This makes for a more organized record book. When using page protectors, please make sure they don’t run over your tabs. Record Books are due in to your Organizational Leader prior to them bringing them to the Extension Office for judging or completion.
5. All Record Books are due Monday November 1st to the Extension Office. **It is the 4-H member’s responsibility to find out your club’s due date so that your leader may sign your book and not be rushed**.
6. DO NOT include County Fair printouts of your animal classes, or entry printouts. These are not considered correspondence or news