

Roosevelt County 4-H Record Books

Website: <http://rooseveltextension.nmsu.edu>

Record Books are due in the Extension Office on November 9, 2015

Putting Your 4-H Record Book Together

These pages include information and directions for assembling your 4-H Record Book.

- The following materials must be included in your 4-H Record Book.
- Follow the order below when preparing and assembling your 4-H Record Book for County Awards.



The Cover

- Please use a 3 ring binder.
- You may personalize your cover.



The “4-H Record Book Award Form”

- This page is attached to the inside cover of your 4-H Record Book. It is used to determine the project and personal accomplishment areas to be judged.
- You must be currently enrolled in the project areas chosen for judging.
- Fill out project records for **ALL** your projects. This gives you a complete record of the year and allows you to eligible for more awards.



Dividers - are used to separate the sections of your record book for easier readability.

- You will have 4 main divider pages plus additional dividers for each individual 4-H project to be judged.
- The dividers are for the **(1)** Roosevelt County Report Form, **(2)** 4-H Story, **(3)** General Photo Pages, **(4)** Correspondence and Newspaper Clippings **PLUS** Additional dividers for **EACH** Individual Project Record Sheet *ie. Beef, Baking, etc.*
- Tabs should be used on the dividers to make your book more user friendly.
- If you use clear page protectors make sure your divider pages stick out further than the pages in each section.



Individual Photo Page

- This is the first actual page in your record book. No divider is needed for this page.
- Use one good quality photo of yourself on a single sheet of paper. Type or print your name, age and club below the photo.



Table of Contents Page

- This is the second page after the member photo page. No divider is needed for this page.
- The Table of Contents for your record book will include these sections in this order: The Roosevelt County Report Form, My 4-H Story, General 4-H Photos, Correspondence, Newspaper Clippings and Individual Project Record Sheets with project related photos and captions.
- Page numbers are not necessary.



The Roosevelt County Report Form

- This will be the first section of your Record Book after the table of contents. This form can be obtained from the COUNTY website, CD, or in printed form from the Extension Office.
- The form may be typed on the computer or very neatly handwritten. Just remember that neatness counts.
- These forms are designed to help you outline your 4-H experiences and accomplishments.
- You may also include school, church and community experiences.
- List your important 4-H experiences in concise statements. Avoid repetition.
- Add additional pages as necessary
- Make sure the form is signed by the member, a parent and your 4-H club leader.



“My 4-H Story”

- This is the second section after the County Report Form.
- You may choose to use the 4-H Story template on the county website, if desired.
- Your “My 4-H Story” is an essay of your 4-H experiences.
- The story is limited to 6 pages. It may be typed or handwritten, must be on one side of the paper only. If handwriting your story, use the form on the County website or obtain the printed form from the Extension Office.
- Begin your story with an introduction – Name, age, where you live, your club name, how long you have been in 4-H as well as the projects you completed this year.
- The story must emphasize your personal growth and development; leadership and community service experiences; goals for the year; club, county, district, state, and/or national activities you participated in; and any other 4-H experiences you wish to highlight from the main project areas in which you are submitting your record book.
- Be sure to check for spelling before submitting.



General 4-H Photos

- This is the third section of your Record Book after the “4-H Story.”
- In this section*, photos are limited to 3 pages (front and back).
- Choose good quality photos that illustrate the highlights of your general 4-H activities. They may also show honors and recognition received, special practices, demonstrations, leadership, community service, fairs and shows, contests, or other 4-H activities you participated in this year.
- Multiple scanned or developed photos may be cropped and mounted on both side of the page. Do not shingle (stack or overlap) photos.
- Include a caption for each photo with a description of what is taking place.



Correspondence

- This should be letters, cards, etc. that you received written directly to you and not just form letters.



Newspaper Clippings

- Include any clippings in which you are mentioned by name. Highlight your name, include the date of the paper and trim the clippings and mount them on card stock.

Miscellaneous Certificates, Ribbons and Documents can be added to the back of your Record Book. These items are not to be judged, but for your use and enjoyment.



Project Record Sheets

- This is the last section of your 4-H Record Book.
- Include your current year's 4-H Project Record sheet(s) and one, double sided page of photos that pertain to that project. Place this photo page after the project record sheet.
- Use the **Roosevelt County Project Record Form**. Project forms that come with your projects are just a good way of keeping records throughout the year. These forms should not be included in your record book unless the project book is a workbook that provides important information which is not documented in the Roosevelt County Project Record Form. Self-determined (SD) record sheets must be used for all self-determined projects.
- Completely fill in all sections of your project record sheet even if you indicate that a section was not applicable to you this year. Not everyone will have something for each section in every project. However you should strive to have leadership, citizenship, demonstrations or talks etc. for each project area.



Additional Tips:

- Check all spelling, punctuation, and financial figures for accuracy.
- Complete all sections of your county report form and project record sheets.
- Write neatly and legibly, if writing by hand.
- Use a typed font (no larger than 12 point for general text) that is easy to read. Headings may be larger than 12 point.
- Clear page protectors may be used. These keep pages clean and protect them from tearing. However, make sure dividers stick out past these pages for easy reading and judging.
- Heavy cardstock paper is suggested for mounting pictures in order to support pictures.
- Digital scrapbooking programs can help you in designing photo pages.
- Organize pages vertically (Portrait), so your book does not have to be turned sideways to be judged.
- Don't wait until the last minute to begin working on your record book! It takes time and patience. Set your personal completion deadline at least one week before the record book deadline to reduce stress and allow for unplanned events the week record books are due.

Record Book Forms available on county website include:

- Putting Your Record Book Together
- 4-H Record Book Award Form
- Roosevelt County Report Form
- My 4-H Story Form - in MS-Word, for typing your story

4-H Age Groups

Novice: Ages 9 through 11. A 4-H member must have passed his/her 9th birthday or be 8 years old and in third grade but cannot be in the 6th grade and have passed his/her 12th birthday prior to January 1 of the current 4-H program year.

Junior: Ages 12 through 13. A 4-H member must have passed his/her 12th birthday or be 11 years old and in the 6th grade but cannot be in 8th grade and have passed his/her 14th birthday prior to January 1 of the current 4-H program year.

Senior: Ages 14 through 18. A 4-H member must have passed his/her 14th birthday or be 13 years old and in the 8th grade but cannot have passed his/her 19th birthday by January 1 of the current 4-H program year

Your record book is for your previous 4-H year. You may include items from ENMSF to complete your year.