



Your 4-H Record Book

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A Record Book is a great “scrap book” of all the fun and interesting things you have learned about and did in the 4-H year. At the end of the 4-H year, usually in October, the Record Books are collected and judged to determine the accomplishments of a 4-H member in their project work, leadership and citizenship skills learned. The Record Book judging process is used to award project pins and other special awards at the annual 4-H Awards Program.

Why Keep Records?

1. Establish goals (decide what you want from a project).
2. Assume responsibility (turn your goals into reality).
3. Collect data (keep a record of cost, savings, experience and dates).
4. Evaluate progress (what did I learn, does it relate to my goals, as the cost justified and did I help other)?

A 4-H Record Book Should Be: neat, complete, accurate and report only the most important activities of your 4-H work for the current year.

Before You Begin:

1. If you haven't already, begin by completing the Project Record sheet that came with your project packet. Do this for every project you plan to include in the Record Book. It is important that you provide all the information asked for on the form.
2. Next, go through all the pictures of yourself involved in 4-H work or activities this year. Next, sort them by project, leadership activities and events, community service, fair, contest, etc.
3. Do you have a Record Book cover? You may purchase a green “hard cover” from the Extension Office for \$3.00 per cover.
4. Purchase subject dividers. These are used to divide the different sections of the Record Book.
5. Select a current picture of yourself. It should be 2” x 3” or 4” x 6” in size...not smaller or larger.
6. Start thinking about what you want to write in your 4-H Story. Make a list or outline about the projects, activities or events that you want to tell about.

Introduction Page

The first item in your Record Book is the introduction page. This is a sheet of paper with your individual picture, followed by a caption that has your name, age and club name. Remember, it has to be either 2” x 3” or 4” x 6” in size.

County Report Form

The first section in your Record Book is for the “County Standard Report Form”, which is available from the county Extension Office. This is where you report information about yourself and 4-H activities that you participated in during the year like demonstrations, contest, exhibits, fair, awards you received, citizenship and community service, Leadership and volunteer work.

1. Print or type the information.
2. Answer all of the questions.
3. Be sure that it is dated and signed by the member, parent/guardian and Club Leader before turning it in for judging.

4-H Story

Section two is for your story.

1. It should be no more than 3-pages long, written on one side of the paper either typed or printed.
2. Begin the story by introducing yourself – name, age, club name and list of all your projects and where you live.
3. Tell about your favorite projects. Tell about the goals you set for yourself and your success or failure in achieving them. Tell about other projects you found interesting and why. What did your club do as a group? Tell about anything unusual that happened. Tell how 4-H has made you a better person-are you a better shopper, more responsible, less afraid of speaking in public? Talk about what goals you plan to set for yourself next year.
4. Check... and double-check your spelling and grammar!

General 4-H Pictures

Section three is for pictures showing the member involved in any 4-H activities or events.

1. Limit pictures to no more than **4** pages and attached on one side of paper only.
2. Include pictures of yourself involved in any 4-H activities or events, especially any showing participation in community service or a leadership activity.
3. Label all photos with a brief caption that explains the picture.

Name of Project-Record Sheet

Use a divider for each project that you're including.

1. Complete and insert the record sheet that came with your project. If the record sheet is in the book, the book must be inserted in this section.
2. Do not write a separate story for each project, unless it is required in the project record sheet.
3. Place project photos directly after each record sheet and limit to no more than one page of photos per project.
4. Label each photo with brief caption that explains the picture.

Correspondence-Special Activities-New Clippings

Use this last section for letters from agents, leaders or other persons; programs from a special event that shows your name; clippings from newsletters or the newspaper; certificates from school, church or other organizations. It's a good idea to underline your name in red on any item showing your name. **DO NOT INCLUDE RIBBONS**, you may place a picture of your ribbons. It is not necessary to have items from all three of the categories, but everyone should have at least one.

About Leadership, Citizenship and Community Service

This is not an actual section in your Record Book. Instead, these activities should be reflected throughout the Record Book. Older members will be expected to show more involvement than younger or newer members.

