

# GENERAL GUIDELINES for 4-H RECORD BOOKS

These are guidelines to be used by 4-Her's as an aid to record book completion.

Assemble inside a regular record book cover and secure pages so they don't fall out.  
Label the front of the cover with your name and club.

**Only include current year's records.**

**Do not include newspaper clippings, ribbons, certificates of honors, or unrelated photos.**

## 1. Personal Page

A new current page with picture for each year.

Picture should include head and shoulders. School picture is great.

Complete all blank spaces.

List projects enrolled in this year in alphabetical order.

Include the necessary signatures – yours, your parents and your leader.

## 2. 4-H Story

See 4-H Story page

## 3. Permanent Record

The permanent record is very important for this is where evaluators will need to look to help assess project growth, as well as talks and demonstrations you've given, events attended, special recognitions, and other information, such as the following:

- Summary of the total 4-H year
- Should show evidence of depth, breadth, and progression of the 4-H experience
- Project growth (numbers, size, dollars)
- Personal growth in skills and knowledge
- Personal and family benefits derived from the project
- Project knowledge and skills shared (with whom and where)
- Progressive involvement in community, county and state events and activities
- Involvement in community, county, and state event are activities
- Involvement in making their home, community and country a better place to live

4-H meetings where it asks for project meetings held and attended you should list each number of meetings separate, listing them in the order as you did on the personal page instead of totaling them all together.

Project and Exhibit summary under size of project should include all articles made, pictures taken, or animals raised – not just those that were exhibited.

Do not tape extra paper to the permanent record get extra pages from the Extension Office.

4. Picture Pages

See 4-H Picture Pages sheet.

5. Project Areas

This is arranged alphabetically by project as listed on Personal Page.

A. Project record sheets

- Use tab pages to separate projects and make the book more organized.
- Separate record sheets will be used for each project in which you are enrolled.
- Most project records provide space for keeping expenses, receipts, skills learned, goals completed and other information about the project.
- Record should be complete, including signature of project leader, community leader or parent.

B. Project Story

This story should tell the learning experiences you had within the project. You should include successes and failures and what you learned from them.

The story should encompass your whole project. Separate stories should not be written for each exhibit within a project.

**This is not a repeat of your main 4-H story.**

# 4-H STORY

This is probably the most important part of your 4-H record. Here you tell about yourself and your 4-H experiences in your own words. Try to convey how your total 4-H year impacted you and your family. This is where you can expand on facts and figures by telling what your experiences have meant to you; how 4-H had developed your confidence and attitude. The story adds warmth and depth to information in the project areas. It should not be a re-listing of what has already been said in other parts of your 4-H records.

## General Guidelines:

- 6 pages maximum, one side of paper
- Line spacing should be double spaced
- Use the following margins: 1 ½" top, 1 ½" left, 1" right, 1" bottom
- If using a word processor use no smaller than 12 point font.

There are 4 parts to the 4-H story:

### I. Introduce Yourself

Include your age; interests; parents; brothers and sisters; where you live; where you go to school; and when and why you joined 4-H. This section should be no more than ½ page long.

### II. Project Information

This section is where you discuss your projects. Tell about your successes, your failures, what you learned, the highlights, your goals, how your project has grown in size and scope. This section should be no more than 3 pages.

### III. Leadership and Citizenship

Explain how 4-H has helped you become a better leader and citizen. Include committees served on, offices held, and anything major that has happened to you in this area. Tell about your interest and participation in community affairs and what you have learned from team efforts. This section should be no more than 2 pages long.

### IV. Personal Satisfaction and Future Goals

In this last part of your story mention future goals in 4-H, future career plans influenced by 4-H, what has 4-H done for you, mention people who have helped you. Your closing should be no more than ½ page.

Many times the people who judge your book do not know you. Your story is the place to brag on your accomplishments. If you don't tell them, no one else will. However, your story is not the place to mention every ribbon or placing won at the fair. These are already listed in section 3 of your permanent record.

## 4-H PICTURE PAGES

Pictures are important because they help the judge get to know the 4-Her, document the project, and show sequences of growth.

You are allowed 3 pages of pictures in your record book.

- One page for project involvement (with the exception of photography project)
- One page for leadership
- One page for citizenship

Use a 1" margin on the left-hand side of the page and  $\frac{3}{4}$ " margin on the other 3 sides.

You can trim photos anyway you want so that you can fit as many photos as possible on each page. However, you want it to look neat.

Photography project members may include an additional 10 pages of their photography work.

Only include pictures that show real situations such as before and after pictures, pictures that support 4-H accomplishments, honors or recognitions, or show the size and growth of a project. Examples – you give a talk, you leading a meeting, you working on a project.

Picture Pages DO's:

- Use paper biology paper (white). It is heavy paper that bends, yet is durable to hold the weight of the photos.
- Use rubber cement only. Mount pictures with rubber cement because you may want to use them in another form later.
- Use a caption for each picture. When used correctly, captions can add a lot of to your photos. Using number will add impact to your caption.

Picture Pages DON'Ts:

- Enclose photos in plastic sleeves as the glare makes it hard to read.
- Use black paper.
- Use photo corners
- Use construction paper or cardboard
- Overlap or shingle pictures
- Avoid white glue and cellophane tape
- Put captions on top of pictures