The 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a tool for determining your personal growth and progress. Your 4-H record book should be complete and organized and in an orderly sequence. **Typed or neatly handwritten in ink (erasable ink may be used).**

**PUTTING YOUR RECORD BOOK TOGETHER**

A. **COVER:**

We have the standard 4-H binder available at the Extension Office for $3.00 (price may change). A three ring binder with a pocket on the front to put a sheet with your name and information on it may also be used. **AVOID using a lose-leaf binder.**

You will need tabbed dividers for the sections of your book and dividers for between the projects. Select dividers that will recess inside the cover to prevent tabs from tearing off in handling.

- I. Photo
- II. Table of Contents
- III. Achievement Report
- IV. Your 4-H Story
- V. Community/Club Pictures
- VI. one divider for each project (ex: Beef Breeding, Photography)
- VII. continue with project sheets for each of your projects

(Whatever Roman numeral it turns out to be) Best Work (last tab)

B. **PHOTO:** (Tab I)

Mount a photograph of yourself on a single sheet of paper. Please do not use art corners. School pictures are fine. Print or type your name, age, address, county, town, state, zip and club name below the photo. Never write on back or front of photos. Place this sheet behind the tab divider that says “Photo.” Heavier paper may be used.

C. **TABLE OF CONTENTS** (Tab II)

On a single sheet of paper TYPE or HANDWRITE the main sections of your record book. The use of dividers with tabs labeled to match the list will make finding the sections easier. Select dividers that will recess inside the cover to prevent tabs from tearing off in handling. Example: Under Tab VI, in your current record book, list projects in the order they are placed in your book. If leathercraft is the first project in your book, put Leathercraft as your tab label under Tab VI; if computers is your second project then Computers should be your tab label under Tab VII.

D. **ACHIEVEMENT REPORT:** (Tab III)

This is a summary of your 4-H work and lists important items completely and accurately. Avoid repetition. **GENERAL LEADERS, PARENTS AND MEMBER must sign this form.** This form is available at the Extension Office, or from your General Leader.

Continued on back

E. **YOUR 4-H STORY:** (Tab IV)

Your 4-H story is an essay of your experiences for the current year. Handwritten clearly and legibly or typed (double spaced) on 8 1/2” x 11” paper. The story should be no longer than 3 pages if typed, 4 pages if handwritten. Your story should include the following information:

- Introduce yourself - include your age; interests; parents; brother and sisters; where you live; where you go to school and when and why you became involved in 4-H.

Tell about the 4-H club/community service you have participated in - major learning experiences; how the program helped you learn things about a subject that you didn’t know before; how your involvement grew, something you tried successfully or
unsuccessfully; special interests; and unusual situations you when through; and goals you set for yourself. Remember the 4-H saying-learning, teaching, and doing.

Tell about your future 4-H plans - what you hope to accomplish, your goals.

For the ending of your story – Juniors choose at least one, Intermediates choose at least three of the following core concepts (life skills). Self responsibility and social responsibility; problem solving and decision making; goal setting and aspiration building; orientation to the world of work; communication skills, parenting skills. Tell us why it is important to you. How has 4-H helped you learn or develop this concept or skill? How do you think you will use this concept or skill in the future in 4-H and outside of 4-H?

F. COMMUNITY/CLUB ACTIVITY PHOTOGRAPHS: (Tab V)

Photographs must be limited to three, 8 1/2” x 11” pages one side only. Heavier weight paper may be used to mount pictures. Pictures should illustrate highlights of your 4-H activities. Write a caption about each photo to let the judge know what your picture is about. Do not overlap or write on the photo. Pictures may be cropped to fit as many as you would like on the page (4 to 5 are advisable). Do not include news clippings or letters.

G. CURRENT YEAR’S PROJECT SHEETS AND PROJECT PICTURES (Tab VI)

Fill out a project sheet for each project for which you completed this year. Do not combine several projects on one sheet. For example: if you have completed several Home Ec. projects such as breads, sewing, foods, etc. you need to fill out a project sheet for each one. One additional page may be added to continue project summary. One page of project pictures can be added after the project sheet and is highly encouraged. The pictures should show your growth and participation in that project with picture captions explaining each. Use the same guidelines as Community/Club photographs. Pictures on one side only.

NOTE: Was this your first or second year in beef, sheep, goat, poultry or rabbit breeding? If the answer is “yes” to that question then you need to get a COPY (keep your original) of your breeding project sheet turned in to the Extension Office. In order for you to qualify to sell a market animal in the future, a copy of your breeding project sheets for the first two years of your project must be on file at the Extension Office. When you finish these project sheets, make a copy of them and turn these copies in when you turn your book in for judging.

H. BEST WORK (this should be your last tab and whatever Roman numeral that turns out to be)

Portfolio of your best work. This includes, but is not limited to: photos of achievement awards, letters, newsclippings, certificates, etc. This should include some of your 4-H work but may also include achievements you have had in school, church, or other youth organizations. Limited to 3 pages front only.

*** One last thing to remember when doing your record book - DON’T wait until the last minute to complete your book!!! It is a lot easier to work a little bit at a time than to try do it all at once. If you have any questions concerning your book be sure and call the Extension Office or contact your leader for help.