HOW TO ASSEMBLE A 4-H RECORD BOOK FOR EUREKA COUNTY

Revised December 2009

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

Record Book Sheets may be acquired at the Eureka Extension Office or found online at:
http://www.unce.unr.edu/4H/counties/eureka/

A. COVER:

We have the standard 4-H binder available at the Extension Office for $2.00 (price may change). AVOID using a lose-leaf binder.

You will need tabbed dividers for the sections of your book and dividers for between the projects. They can be made of heavyweight paper or you can buy the dividers in the store. Select dividers that will recess inside the cover to prevent tabs from tearing off in handling.

The tabs will read:

I. *Photo*
II. *Table of Contents*
III. *Achievement Report*
IV. *Your 4-H Story*
V. *Community/Club Pictures*
(**An individual divider for each project)**
VI. *Project Sheet for each project* (in respective slot) (ex: Beef Breeding)
Project Photo Pages (these do not need a new tab – just follow the project sheet)
(Whatever Roman numeral it turns out to be)
(Last tab) *Best Work*

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.

E. <u>YOUR 4-H STORY</u>: (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. Your story should include the following information:

Writing Your Story *(Ideas Taken From Idaho Cooperative Extension and Elko County Cooperative Extension)*

As with any story, you should tell about things you did, experienced, or learned by participating in 4-H. Be sure to tell about important items not found in your other 4-H records.

You can use the following statements to help you outline your story:

a. Introduce yourself. Include why you joined 4-H and/or chose the project(s) that you did. Also include your age; interests; parents; siblings; where you live; and where you go to school.
b. Tell about things you enjoyed learning or doing. Also include your participation in the 4-H club and the community service you helped with. (Keep in mind the 4-H saying – learning, doing, teaching. *(Experience)*
c. Tell about results, difficulties, or challenges you had. *(Share)*
d. Explain how you would improve your project(s) or 4-H year. What do you hope to accomplish in the future? *(Process)*
e. Tell what you learned about yourself through your 4-H participation. How did 4-H help you learn/develop this skill(s)? *(Generalize)*
f. How will the skills learned this year help you in other areas of your life and for your future? *(Apply)*

Length and Format Guidelines

You can type or hand write your story.

Juniors (9- to 10-year-olds): 1 to 4 pages

Intermediates (11- to 13-year-olds): 1 to 6 pages

Seniors (14- to 19-year-olds): 1 to 8 pages

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

Photographs may be unlimited. At least 3 pages with pictures are encouraged. 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 a little about your picture. <u>Do not</u> 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. <u>CURRENT YEAR'S PROJECT SHEETS AND PROJECT PICTURES</u> (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 your project summary. Project pictures need to be added after each project sheet. The pictures should show your growth and participation in that project. Use the same guidelines as Community/Club photographs.

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

This is a portfolio of your best work. This includes, but is not limited to: photos of achievement awards, letters, news clippings, 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. Please do not attach past record books in this section. Length is unlimited. Be sure to label your pictures to let the judge know what you are doing.
******* 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 doing 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.

Record Book Information

Refer to official "How to Assemble a Record Book" for complete details on each section.

Record Book Order

1. Photo Page
    a. Include Name, Age, Year in 4-H, and the Current Year
2. Table of Contents
3. Achievement Report
4. 4-H Story
    a. Refer to "How to Assemble a Record Book" for directions on how to write this.
5. Community Club Activity Photographs
    a. Pictures only – no newspaper clippings or correspondence
    b. Pictures should include you during your club activities (ex: community service)
6. Record Sheets
    a. Be sure to include all *completed* projects.
7. Project Pictures
    a. Each Project should include pictures of you and that project.
8. Best Work
    a. This can include (but not limited to) – newspaper articles, achievements, photographs outside of 4-H, certificates, etc.
    b. Be sure to underline your name with a ***red*** pen in newspaper clippings

Record Book Tips

- Remember to label your pictures (we need to know what you are doing)
- Be specific with your goal writing
    1. What exactly do you want to learn?
    2. What did you learn?
    3. What do you want to learn in the future?
    4. What mistakes did you make – how did you learn from them?
    5. What will you do differently in the future? Why?
    6. Did you share this information with any one else? (Other members?)
    7. Rate yourself – did you give this goal/project your all or do you need to improve on meeting your goals in the future?

Junior Members – you need a minimum of 1 goal

Intermediate Members – you need a minimum of 2 goals

- Write project goals to include:
    - All of the following listed above as well as:
    - Action – *how* are you going to meet the goals
    - Result – *what* you plan to do to meet this goal
    - Timetable – *when* you plan to have it done
    - *"Example – I want to take photos by using the rule of thirds before the March meeting."*

Senior Members – you need a minimum of 3 goals

- Write project goals to include:
    - All previously mentioned items, as well as:
    - Action – Result – Timetable for each goal.
    - Include in your goals how you plan to teach others about parts of your project that you have learned/are learning.
        - This can include other 4-H members, members of the community, parents, leaders, adults, etc.
    - Evaluate your learning
        - Where you successful in your learning?
        - How can you better reach your goals?
        - Did you have any disappointments?

REMEMBER: ONLY FULLY COMPLETED RECORD BOOKS WILL RECEIVE AWARDS.

Be sure to turn in a complete record book. The guidelines given above will be the judging criteria. Be sure to include specific goals and project summaries on your project sheets.
By simply saying – "My project was fun. I learned a lot," Will ***not*** constitute a completed record book. Be specific on your goals and what exactly you learned! Intermediate and Senior members – be sure to follow the guidelines for writing your project goals – as you get older – you need to progress and continue moving forward in planning and explaining your goals!