

SENIOR RECORD BOOK

The Senior 4-H Record Book is designed to prepare you to participate and apply for National 4-H Congress if you choose to do so. If you ever decide to apply for 4-H Congress, your application is already put together. Each year, all you have to do is update your book to continue it. A resume will help you to organize your achievements and skills, so that in the future you have one put together to give to employers. The Senior Record Book will be put together as follows:

- A. Cover – Please use the standard 4-H binder
 - a. The Tabs inside will read:
 - i. Photo
 - ii. Table of Contents
 - iii. Resume
 - iv. 4-H Story
 - v. Portfolio
 - vi. Project Sheet for each project

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. RESUME: (Tab III)

To Include:

- Resume
 - 3 pages or less, typewritten with a one inch margin using 12 Font size
 - Include:
 - Name, Complete Address, County, Home Phone, and e-mail address
 - Size and Scope of Leadership Opportunities you have had
 - Significant Awards, Medals, or recognitions received and the year
 - Knowledge and skills learned through 4-H and other activities

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

- 4-H Story or Essay
 - Should describe:
 - Participation in educational experiences of 4-H
 - How 4-H applies to building a positive self-concept
 - Progress toward personal goals and how it applies to your experience in goal-setting and realistic self-assessment
 - Standards of excellence as to how it applies to targeting learning experiences
 - Peer competition as to how it applies to motivation
 - Cooperation as to how it applies to preparing you for living in today's interdependent global society
 - The following outline may help you in developing your story. It is divided into parts merely to help you outline what you want to say about yourself. Do **not** identify or separate out these parts in your story.
 - • *Part 1* - Introduce yourself: include your age; interests; parents; brothers and sisters; where you live; where you go to school and when and why you became involved in extension youth programs.
 - • *Part 2* - Tell about the extension youth programs 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, some things you tried successfully or unsuccessfully, special interests and unusual situations you encountered.
 - • *Part 3* - Explain how participation in the extension youth program has helped you develop the following life skills: self and social responsibility, problem solving and decision making, goal setting and aspiration building, orientation to the world of work, communication skills and parenting skills.
 - • The story is limited to six pages (plain white 8½ x 11 paper typed on one side of each sheet of paper only)
 - • Double spaced with 1 inch margins for the top, bottom, left and right margins.

F. PORTFOLIO OF ACCOMPLISHMENTS: (Tab V)

Portfolio of Accomplishments

- ⌚ Minimum of 4 pages and maximum of 8 pages. This may include photos and samples or representations of your best work.
 - *Photos* - If you choose to use photos to depict most of your accomplishments you are limited to three 8½ x 11 pages, one side only. Photos should illustrate your personal growth with appropriate captions. Action shots and photo sequences are good ways to show your progress within a program. Layering is not allowed. Mount

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photos with rubber cement. You may be able to place six photos per page, but four photos with good captions are recommended.

- *Samples of Best Work* - This can be actual samples of your work, drawings or plans for a project, financial statements of a project, letters or certificates of commendation, descriptions or photos of what you feel captures your best work (a special exhibit or project too large to be physically included on paper (i.e. a champion animal, a construction project, a class or workshop taught, a special garment constructed, etc.)

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 your project summary. Project pictures can be added after the project sheet and is highly encouraged. The pictures should show your growth and participation in that project. 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. 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).