White Pine 4-H
JOURNAL GUIDELINES

MARKETING YOU

"Learning by Doing" is the idea in which 4-H was founded. As you take part in 4-H and other activities, you are gaining knowledge and skills in your areas of interest. Many of these skills are transferable. A transferable skill is one you can use to help you reach your goals, such as applying for college, getting a job, or winning a scholarship. Pinning down and describing your skills and accomplishments may take some time and thought, but the effort will be worth it.

4-H reporting has come a long way from “Record Books”. Now we call them 4-H Journals or 4-H Portfolios. If you keep your journal complete, you will find it to be very useful to you in the future when collecting information for scholarship and/or job application, or writing a résumé.

Because journals are judged and many of you try for a journal award, you will want to closely follow the journal guidelines.

Presentation is a combination of information and appearance. The information inside has to be accurate, complete, and well written. The journal has to be attractive in appearance with correct spelling, punctuation, and grammar.

Any graphics should be used in a limited way to enhance the message of the text.

Scrap booking techniques, such as graphics and bordering, will only be allowed in a limited way on the index pages separating sections or projects, and in the photo section and news clippings.

4-H journals are an important account of your 4-H career and other events that occur during this part of your life.

Décor and graphics added to journals in the past have been topics of much discussion as to deciding on a winner based on appearance of the journals or whether the content of a journal is inside.

It has also been debated whether a child spent too much time and effort decorating their journal, and not enough time on content.

CORRECT SPELLING AND NEATNESS ARE IMPORTANT.
DO NOT enclose any reports in plastic. You may and are encouraged to preserve pictures, news clippings, and letters or correspondences, in plastic.

Judging divisions:
Junior (ages 9-10 as of January 1st of current year.)
   Computer generated journals are encouraged. Computer pages must follow same format as originals.
   1st year 9 and 10 year olds have option of journal written in pencil. 2nd year 10 year olds must be in ink.

Intermediate: (ages 11-13 as of January 1st of current year.)
   Members have option of hand writing in ink or typing their book. Computer generated journals are encouraged. Computer pages must follow same format as originals.

Senior: (ages 14 and above as of January 1st of current year.)
   Members have option of hand writing or typing or computer formatted journals. Computer pages must follow same format as originals.

All journals need to be enclosed in the regulation 4-H binder. These are available at the Extension office. 1st year members receive their first binder free, courtesy of District 4-H Club.

Order of sections:
Journal winners will have at least shown attempts to provide information in all of the sections listed below in their journals.

A. Table of Contents
B. 4-H Member Journal
C. 4-H Story
D. 4-H Project Journals & Animal Project Records
E. Project/ Activity Pictures. (Maximum 3 pages, one side of paper only).
F. News Clippings (Maximum of 3 pages, one side of paper only).
G. Correspondences. (Maximum of 3 letters)

LIFE SKILLS ALERT
University of Nevada Cooperative Extension youth programs strive to help you and your family learn important life skills. Your journal should show to those who read and evaluate it that you have gained some benefit towards these life skills from your 4-H experiences. Please try to reflect these life skill experiences in your journal. These life skills are:
* SELF AND SOCIAL RESPONSIBILITIES
* PROBLEM SOLVING AND DECISION MAKING
* GOAL SETTING AND ASPIRATION BUILDING
* ORIENTATION TO THE WORLD OF WORK
* COMMUNICATION SKILLS
* CARE TAKING SKILLS

SECTION A - TABLE OF CONTENTS
A table of contents tells what is in your journal according to the order of the sections and within the sections. Recess the tabs inside the cover to prevent them from breaking off. BE CERTAIN THAT YOUR TABS WILL NOT FALL OUT OF THEIR HOLDERS WHEN THE BOOK IS TURNED UP RIGHT.

SECTION B - 4-H MEMBER JOURNAL
(Replaces Nevada 4-H Achievement report)
First page is an introduction of you! A snapshot should be of head and shoulders only and must fit in the space at right provided. A standard school picture is sufficient. Make certain that you get necessary signatures; including your own! If you do not have a Community Club Leader in your area, your parent signature will do just fine.

The rest of this form is self-explanatory. If you need assistance, contact your Community Club Leader or call the Extension office.

STAR RANK
We are continuing the Star Rank awards. They are a cumulative report that is a separate form from the member journal. It should be placed in your journal directly behind the members’ journal. Star Rank awards will be awarded from the 4-H member journal information you provide.

SECTION C - 4-H STORY
(Double spaced, one side of page only)
Your 4-H Story is one of the most important parts of your 4-H journal. It tells the most about you, your family, and your experiences. Some of you are naturally able to put down in words what you have experienced. Some of you are not, and are of very few words. The story you tell will make the difference when the leaders are evaluating your journal.

Here are some helpful tips to get you through your story. You can use them as a step by step guideline or you can mix them up. Remember- they are only a minimum, and you can expound upon them as much as you like. Be creative and positive, but avoid being “cutesy”. Themes and gimmicks can be effective, or overdone to the point of being a disadvantage to you.

Introduce yourself

Include your age, interests, parents, brothers and sisters, where you live, where you go to school; where, when and why you joined 4-H.

Tell about your favorite 4-H project(s); how 4-H helped you learn interesting things about the project, especially about things you didn’t know before. Describe how the project grew in size and scope, and some things you tried successfully or unsuccessfully.

Highlight other 4-H projects and activities - including major learning experiences, special interests and unusual situations you encountered.

Explain how 4-H has helped you become a better leader and citizen, how 4-H has increased your interest and participation in community affairs, and what you have learned from team/group efforts.

Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future plans and the career you want to pursue.

Now, write your Story!

Senior members 14 years and older: Stories are to be a minimum of 500 words.

SECTION D - PROJECT JOURNALS AND ANIMAL REPORTS
Project Journals are specific information about your projects. You must include one project journal report for each and every project you exhibited or competed in. Fashion Revue, Talent, Visual Presentation, Judging and Quiz Bowl competitions are now all projects and must have a journal reporting them. Make certain you turn in records on all animals shown. One record for each horse, beef animal, sheep, swine, etc. Separate journals for different competitions are also required; such as, Shooting Sports - .22 Rifle. Air Rifle, Archery, and Hunters Challenge.

Projects such as Photography will call for a record as part of your exhibit at the fair. These sheets may accompany your completed project journal sheet for that project in your journal, provided they are consistent with the rest of your journal, if they do not, leave them out.

Each Project Journal asks for financial information. If you have only a few purchases, include them on the Project Journal form. If you do not have space, provide financial information on the Project Financial journal for that project.

If you do not need the financial journal for that project, do not include it.

Please follow these guidelines when completing your project journals:
• Did my Leader/Parent sign for approval on all of them.
• Do not include any project manuals or related materials unless they are a part of your report.
• JUNIOR AND TEEN LEADERS must include a separate journal report for each project led. Junior and Teen Leader project pictures can now follow behind each journal report. (Maximum of 3 pages, one side only for each project led, please).
• PHOTOGRAPHY PROJECT MEMBERS may add 10 pages, 1 side only of pictures behind your photography journal. You may include your fair photography report on your graded pictures if it is consistent with the rest of your journal. The 4-H Project Journal is required in this journal.
• If your project report calls for a story, you do not have to write it IF you have covered this project completely in your main story. (See previous section).
• Do not include ribbons and other keepsakes in your journal.
• Each project journal and report may be sub-indexed with tabs, but this is optional.

SECTION E - PROJECT AND ACTIVITY PICTURES

USING PHOTOGRAPHY TO STRENGTHEN YOUR JOURNAL

Project and activity pictures are important in your journal because they are a visual record of your involvement in your projects and activities. They add depth and contrast to an other-wise detailed document. They also show growth in size and scope of your involvement. Below are some guidelines to follow while producing this section:

- 3 pages, one side only are allowed for your picture section. Pictures may not be shingled. Any captions must be included on these three pages. A fourth page of captions is not allowed. It is best if 4-H member is in the photos.
- Select photos that show the member actively involved in the project or activity. Use high quality photos. For sequences, use logical progression and make certain sequence is complete.
- Consider a theme or central idea for each page. Use space effectively; don’t crowd. Organize page vertically, so book does not have to be turned sideways to be viewed.
- Mount pictures using rubber cement or photo mounting adhesive. Mount pictures on paper substantial enough to support them, but flexible enough so that page turns easily. Mount pictures on pages that fit the book; remember to recess. Select natural or subdued complementary colors for your pages. Avoid white or brilliant colors.
- Captions explain your picture. Make them neat, concise, and legible. Make sure spelling, punctuation and grammar are correct. Headlines and captions should not overpower the page. A caption may accompany each photo or may be grouped on each page.
- Special effects are optional. They can add creativity, self-expression, and interest to your pictures, or, if not done well, can be distracting. Special effects may include: special borders, irregular shaped pictures, mats, strong colored areas, shapes and artwork. Whatever techniques you choose, do it well; take your time, cut straight lines, mount squarely, and erase pencil lines.

SECTION F - NEWS CLIPPINGS

News clippings are another great way of supporting your active participation in the projects and activities. Please follow these guidelines:

- Identify newspaper or newsletter and date article appeared. Do not fold news articles inside journal. Clip out sections and arrange them nicely on a page.
- Clippings should not be shingled and should appear on one side on the page only. 3 pages, one side only are allowed for this section.
- Underline or highlight your name so they stand out from the rest.
- Much like the picture section, make certain paper is substantial enough to support the clippings but flexible enough to turn easily. Arrange vertically, not horizontally, and use contrasting paper.

SECTION G - CORRESPONDENCES

Correspondences are the final section to your journal. Include only your most significant letters that support your active role in 4-H and other youth groups you participate in. Please follow these guidelines:

- Only 3 letters of correspondences are allowed, so make them the most important ones.
- These can only be personal letters addressed to you which say “Dear ________, not meeting notices or group memos.
- If you have none from Extension office or other letterhead, have your parents write a letter to you telling you how proud they are of your accomplishments in 4-H and other programs you have been in. This could also come from a grandparent or close friend.
- There is no need to attach these letters to another page. Just simply punch and insert.

OVERALL

Is the overall appearance of my journal neat? Are all my journals completely filled out? Is my name and club name on the front of my journal? Did I include a journal or report for every project I entered or competed in?

IF YOU HAVE ANY QUESTIONS ABOUT YOUR JOURNAL, CONTACT YOUR COMMUNITY CLUB OFFICERS AND
LEADERS, OR CONTACT THE WHITE PINE COUNTY EXTENSION OFFICE AT 293-6597. WE WANT YOU TO BE SUCCESSFUL IN YOUR 4-H PROJECTS AND ACTIVITIES.

REMEMBER -- Your year is not complete until your journal has been completed and turned in and checked. Your leaders do not receive their credit until you turn in their names signed on your journals either. Please be certain to get all your leaders signatures.

Journals are due by the due date advertised for journal competition. This date is usually in October.

Journals received after the due date, have until December 31st of current year to be turned in for member to complete their year.

IMPORTANT - After your journal is returned to you in November, keep everything inside intact. When you start your next year in 4-H you will just simply place a blank sheet or index sheet by the year and place the current year on top of the past year. You will accumulate your journals by years in just one book. This format will definitely show your growth and the knowledge gained to those who evaluate your book.