

## About Your 4-H Record Book

Your 4-H record book is a means of letting others know what you have done in your years as a 4-H member. In your book you show your accomplishments and your skills in presenting them. You write about your goals, experiences, knowledge, and progress in a particular 4-H project or activity and about your growth as a person, a leader and a citizen. A major life skill is the ability to tell others about your expertise, strengths and accomplishments. You will be preparing college applications, job resumes, and reports throughout your life. Your 4-H record book is an excellent resource for your future.

You learn more about something when you teach someone else. Your project work and learning experiences have prepared you to help others, especially younger 4-H'ers. How have you helped others? What leadership roles have you taken?

Getting to know your community and how it is governed enables you to become an informed citizen. Taking action to make your community a better place for everyone is to become a useful citizen. What citizenship activities or projects have been a part of your 4-H experience? Clearly the work you do in your project, the leadership you give, and the citizenship you share are important parts of your 4-H experience. They are closely tied together in compiling your 4-H record book.

## RECORD BOOK HINTS

1. Read the instructions! The 4-H Record Book Manual is the result of much effort put forth by many volunteers across the state. They have tried to anticipate your questions, so look for solutions there. Pay close attention to the details contained in "Record Book Process" (page 5 of Draft 4.2) and "Record Book Organization" (page 7 of Draft 4.2). Failure to follow these guidelines could result in a lower score when your book is judged.
2. Obtain all required signatures from parents, club leaders and project leaders. If applying for a star rank, be sure to so indicate on page two of the Personal Development Report.
3. Be neat and legible. Check your spelling and grammar. Fill out all forms completely. Forms may be completed on computer or by hand. If you handwrite all or part of your book, black ink must be used.
4. Check the county website for advanced and supplemental forms for your projects. Members who have been in a project more than three years should prepare advanced forms in addition to the Annual Project Report. If there is something you want to report and you can't find an appropriate form, make one of your own 😊

5. There are several ways of completing some 4-H records. Pick which method suits you best. For example, the Learning Experiences section of the Annual Project Report could list each project meeting and what was accomplished, or could be formatted by each month, or could give an overview of what was learned during the project year. Be sure to list fairs and county meetings attended, demonstrations given, and other events and activities related to your project. Give specifics on how much time was spent working with your projects. It is very important to describe any Community Service and Citizenship done as part of your project!
6. Make your record book unique! Use pictures, drawings, graphs, tables, etc. to get your point across. Page limitations cannot be exceeded and are explained in detail under "Record Book Organization" (page 7 of Draft 4.2) and "My 4-H Story Instructions" (page 8 of Draft 4.2).
7. Be organized. Use tabs to separate prior year's records from the current year.
8. Some forms are listed as "optional." While they are not required, they are highly recommended and should be considered essential to score highly.

## STORY TIPS

1. Your Story should tell the readers things about your 4-H year that are not recorded elsewhere in your records. Tell WHY, WHAT, and HOW 4-H has helped you as a person. Explain your goals and how they have developed. Be prepared to write; a complete story will take several pages.
2. Records give facts and figures about *what you did*. Your story should tell *how you felt* about these 4-H experiences. Experiences and activities from other years may also be mentioned. Your story is your evidence.
3. Tell something about each of your projects and activities in order of their importance to you or how they relate to your project. For example, an electricity or woodworking project could add to your main project of beef or sheep by building a shelter or wiring a barn. Clothing and home furnishings could complement each other by sewing curtains and cushions.
4. Remember, your story paints a picture for the reader about the kind of person you are. Don't be shy, this is your chance to shine ☺
5. Your book is judged on how strong your project work is and how it has grown, how involved you are in your local club and county activities, and how you have exhibited leadership and participated in community service. These areas must be covered in your story so the judges will be able to weigh each record with fairness to all competing.