

# Hodgeman County 4-H Record Book INSTRUCTIONS

## What is included in a complete record book and what order is it put together?

1. Personal page
2. 4-H Story (May include two pages of six pictures with captions to help tell your story.)
3. Permanent Record
4. Project Record(s)\* Include Project Story for Each Project, also.

*For Example, Chris Clover is enrolled in Woodworking, Space Tech, and Meat Goats:*

1. Chris Clover's Personal Page\*
2. Chris Clover's 4-H Story
3. Chris Clover's Permanent Record
4. 4-H Meat Goat Record, Story, Photos
5. 4-H Space Tech Record, Story, Photos
6. 4-H Woodworking Record, Story, Photos

### 1. PERSONAL PAGE

- Complete all blank spaces and list projects you are enrolled in this year in **alphabetical order**.
- Include a head and shoulders picture
- Make sure all signatures are completed (4-H member, 4-H parent, club leader)
- Complete a new personal page each year

**2. 4-H STORY** This is an all-encompassing story, including all of your 4-H projects and activities for the year. How long should your story be? Generally speaking, younger 4-H'er stories should be approximately 1-4 pages and senior stories should be approximately 4-6 pages in length. You will want to include an introduction, body and conclusion. The body of your 4-H Story should focus on your project activities and learning, as well as trips, state events, club offices, and leadership and/or citizenship activities. What were the highlights of the year (more than just awards and ribbons)? Did you have any disasters or failures? Make sure your personality shines in your story!

### 3. PERMANENT RECORD

- This is a summary of your total 4-H and community involvement.
- Each year, you build on to the previous year's permanent record by adding the current year's info
- Don't cheat yourself! Include all of your 4-H functions, meetings, talks, committees, community service, etc. Don't forget the service, school, and church activities also.
- When in doubt, read each sections title and directions to help you figure out what goes where.

### 4. PROJECT RECORDS

Follow the instructions on the records. When in doubt, read the headings of each section to determine what belongs there. Photos may be digitally printed on a separate sheet corresponding to Project Activities, Leadership & Citizenship. No more than 6 photos per page, all with captions. **DON'T FORGET THE PROJECT STORY.** One for each project, along with the 4-H Story after the Personal Page.

What do all the abbreviations mean?

L = Local (Club level activities: Club meetings, Club community service, etc. )

C = County (County-wide activities: County Club Days, County Fair, Ambassadors, etc.)

A = Area (Area-wide activities: Regional Club Days, Southwest Youth Leadership Forum, etc.)

S = State (State-wide activities: Discovery Days, CIA, KYLF, Ambassador Training, etc.)

N = National (National-wide activities: National 4-H Congress, CWF, etc.)

How do I determine if something qualifies as leadership or citizenship?

- **Leadership** is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.
- **Citizenship** means helping out in your community and serving others without compensation.

#### Photo Section:

- Select action photos that visually help to tell and/or add to your story, crop as necessary or desired.
- You may incorporate digital pictures or use mounted prints. (**Photo project may add 5 pages of photos with no more than 6 per page with captions of their work.**)

**When turning in record book, the 4-H Record Book cover can be used or a three ringed notebook may be used. Only put in the current year information plus the total permanent record.**

*\*Also the use of dividers, between each part of the record book and project is recommended.*

*\*\*When downloading records from web, you will need to enable editing on the project sheets.*