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.

*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, KYLE, 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.