2019-2020

4-H Recordbook

TIP SHEET

This booklet is designed to help GUIDE you through the recordbook process. Please also use the family guide to refer to specific details regarding recordbook guidelines.

***TIPS WHEN COMPLETING RECORDBOOK!!!***

***1.*** Before creating book: Take pictures throughout the year

***2.*** Before creating book: Write everything down in your calendar

***3.*** Before creating book: Look at other books to get an idea of what to do in your book!

***4.*** Before creating book: Determine main project and other projects for book!

***5.*** Put all 4 years in recordbook form (no past year’s books in the back)!

***6.*** Use WORD document downloads instead of doing it online!

***7.*** Some state forms do not include tables. There are some examples within the booklet of suggested table formats. Note: these are not mandatory but a helpful guide on how to do the blank pages on the form.

**8**. Dividers are allowed to separate forms for each year!

***9****.*Green recordbook covers are available after you complete your recordbook. You can contact your County Extension Office.

***Please read the Family Guide Instruction book provided by the state so you know any new changes and other guidelines!***

Recordbooks should be compiled in this order:

* Check Sheet
* Personal Information Page
* 4-H Story and Photo Portfolio
	+ Make sure look at min and max pages for each age
* Report Forms
	+ Make sure look at min and max pages for each age
* PLEASE SEE NEXT PAGE FOR SPECIFICS

If you have any questions, please do not hesitate to ask!

To Download forms and other guidelines: <https://texas4-h.tamu.edu/recordbooks/>

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| **Texas 4-H Record Book Summary**  |
|  | **Junior** *Grades 3-5* ***(Clover Kid years should not be included)***  | **Intermediate** *Grades 6-8*  | **Senior** *Grades 9-12*  |
| **Check Sheet**  | Include  | Include  | Include  |
| **Personal Information Page**  | Include  | Include  | Include  |
| **4-H Story & Photo Portfolio**  | *10-point font minimum. Double spaced.* *The text and the photos may be incorporated together on the same pages or may be separate.*  |
| Story (the written text)  | Min: 2 pages Max: 8 pages  | Min: 4 pages Max: 10 pages  | Min: 6 pages Max: 10 pages  |
| 4-H Photos (captions are not required, but may help tell your story) \*Note. Photography Record Books DO NOT include additional photos.  | Min: 2 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 8 pages.  | Min: 3 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 10 pages.  | Min: 3 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 10 pages.  |
| **4-H Report Form Sections**  | *10-point font minimum*  |
| I – 4-H Project Experiences  | Up to 3 years Up to 4 projects 2 pages max  | Up to 4 years Up to 4 projects 3 pages max  | Up to 4 years Up to 4 projects 4 pages max  |
| II – 4-H Leadership Experiences  | Up to 3 years Max: 10 entries 1 page max  | Up to 4 years Max: 15 entries 2 pages max  | Up to 4 years Max: 25 entries 3 pages max  |
| III – 4-H Community Service  | Up to 3 years Max: 10 entries 1 page max  | Up to 4 years Max: 15 entries 2 pages max  | Up to 4 years Max: 25 entries 3 pages max  |
| IV – Other 4-H Projects  | Up to 3 years Any number of projects 1 page max  | Up to 4 years Any number of projects 2 pages max  | Up to 4 years Any number of projects 2 pages max  |
| V – 4-H Recognition & Awards  | Up to 3 years Max: 10 entries 1 page max  | Up to 4 years Max: 15 entries 2 pages max  | Up to 4 years Max: 25 entries 3 pages max  |
| VI – Non-4-H Activities  | Up to 3 years 1 page max  | Up to 4 years 1 page max  | Up to 4 years 1 page max  |
| VII – College & Career Exploration  | Response to question Up to 3 years Max: 10 entries 1 page max  | Response to question Up to 4 years Max: 15 entries 1 page max  | Response to question Up to 4 years Max: 15 entries 2 pages max  |

**Check Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **County** |  | **District** |  |
| **Age Division**  |  | **Category** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **ITEM** | **REQUIRED** | **COUNTY** | **DISTRICT** | **STATE** |
| 1. | Check Sheet |  |  |  |  |
| 2. | Personal Information Page | * Appropriate Signatures
* Entered in correct age division
 |  |  |  |
| 3. | 4-H Story & Photo Portfolio | * Typed
* Double spaced
* No smaller than 10-point font
* Correct page limit *(Junior-8, Intermediate 10, Senior 10)*
 |  |  |  |
| 4.  | Texas 4-H Report Form | * All pages included
* No additional pages
 |  |  |  |
| **INITIALS OF CHECKER 🡪** |  |  |  |
|  |
| This Check Sheet will be the first page at the front of your Texas 4-H Record Book. This same Check Sheet will be used at all levels of judging. |

**Personal Information Page**

**2019-2020**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **County** |  | **District** |  |
| **Age Division** |  | **Category** |  |
| **Number of years in 4-H** |  | **Number of years in Main Project** |  |
| *(excluding Clover Kid years)* |
| **Address** |  | **Home Phone** |  |
| **City, State, Zip** |  | **Mobile Phone** |  |
| **Best Email** |  |
| **Date of Birth** |  | **School Grade** |  |
| **Place of Residence** |
|  |  | Farm/Ranch |  |
|  |  | Rural area or Town less than 10,000 |  |
|  |  | Town or City of 10,000 to 50,000 |  |
|  |  | Suburb or City of more than 50,000 |  |
|  |  | Central city of more than 50,000 |  |
| **Name of your 4-H Club or Group** | Check with Extension Office for # of members in each club |
| **Number of members in your 4-H Club or Group** |  |
|  |
| **4-H Member Signature** |  | **Date** |  |
| **Parent Signature** |  | **Date** |  |
| **CEA Signature** |  | **Date** |  |

**4-H Story & Photo Portfolio**

The story should focus on information from the current year; however, it may also include information from prior years.

Look at the TABLE on page 3 for minimum and maximum pages!

**Title the portfolio as follows: “My 4-H \_\_\_\_\_\_\_\_\_\_\_ (Record Book Category) Story and Photo Portfolio.” For example, “My 4-H Horse Story and Photo Portfolio.” A subtitle may be added.**

**The story should include information in ORDER:**

• Information about yourself, your family, and your community

• When and why you joined 4-H

• Project Goals (Starting with your main project)

• How 4-H has helped you become a better leader and citizen and what you have learned through your community service and leadership activities

• How being a 4-H member has helped you set goals (include the goals) and develop new interests, and if 4-H has influenced your future plans or career goals

The photos used are very important and should reflect growth, development and involvement in the member’s 4-H career. Use photos that show the member doing things, learning and teaching others, and especially having FUN in 4-H. Use photos that show the main project, other projects, leadership, and community service.

***Photos depicting family activities, livestock auctions, U.I.L., sports events, other school events (non-4-H related photos) are not to be included.*** This is your 4-H Record Book.

Captions help tell the story and describe what is in the photo but are not required. Story and photos may be combined. Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings may be included. Newspaper articles are not allowed.

• The combined portfolio should be completed within the page limits listed in the Texas 4-H Record Book Summary (page 5) for each age division.

• Text is to be double-spaced type, using a minimum of a 10-point or equivalent size font.

• Photos may be placed throughout the story, adhering to the minimum number of equivalent pages as listed on page 5 or they can be all grouped together.

• Effective September 1, 2018 - Record Books submitted in the Photography category follow the same guidelines regarding number of photos included. **DO NOT** include extra photos.

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| **2019-2020** |
| **Texas 4-H Record Book Report Form** |

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| **SECTION I – 4-H PROJECT EXPERIENCES** |
| *4-H Project Summary and Learning Experiences – What is your project? How did your project change or grow? What have you done and what have you learned? You can include learning experiences gained in other youth/community organizations but applicable to the 4-H project. Individually-directed project learning experiences are also acceptable.* ***Include up to 4 projects, current year and up to three preceding 4-H years (up to two preceding years for Juniors). Maximum page limits: Junior - 2 pages; Intermediate – 3 pages; Senior – 4 pages.***  |

This is includes 4 projects for the current year!

Must include in this section:

• Level of Participation

o (Local, Club, District, State, National, International)

Look at the TABLE on page 3 for minimum and maximum pages!

• Make sure you elaborate on the importance of these events.

• Remember….who cares? Let us know why it matters!!!!

**AN EXAMPLE OF A TABLE THAT CAN BE USED (NOT REQUIRED):**

**Project 1: (How many years in project)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Year** | **How many?** | **Level****(L,C,D, S, N, I)** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What have you learned?** | **Year** | **Hours Spent** | **Level****(L,C,D, S, N, I)** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Explanation of what to put in the table above:***(General to all projects):*• Trainings/Workshops• Classes• Tours• Demonstrations/Educational Presentations• Leadership• Taught/Served• Competitions Entered• Tours-Places Visited*Description*• Demonstrations/Educational Presentations• Project Meetings• Hours Spent• People Reached• Research Hours Spent or Group/Independent StudyHours• Awards | *What have you learned:**Learning Experiences*• Knowledge Gained• Research• This can also be other “soft”skills like responsibility,decision making, selfconfidence,work ethic, criticalthinking, etc. |

**EXAMPLES SPECIFIC TO SOME COMMON PROJECTS**

|  |  |  |
| --- | --- | --- |
| Public Speaking/Leadership:***Make sure you emphasize Learning in these projects! Not just holding an office!***• Presentations/Reports given at meetings• Offices Held• Presentations to Non-Profit Organizations• Presentations to Non-4-H• Pledges Led,• Workshops Led• Group Leader• Master/Mistress of Ceremonies or Script• 4-H Promotional Presentations• News Articles written• Committees/Boards Served• Served in leadership role at an eventAnimals:• Animals Purchased• Animal Feed/Medicine-Vet Expenses• Sale Income• Profit/Loss• Number Sold• Shows Entered• Equipment ExpensesHorse:• Horses Trained• Younger members who have been trained by you• Horses bought/sold• Look at AnimalsFashion and Interior Design:• Garments/Textiles Sewn• Dollars Saved by sewing• Patterns Bought• Material Bought- (yards)• Prize Money Earned from County Fair• Items Designed and completed | Food and Nutrition:• Meals/Dishes Prepared• Tables Set• Money Saved by cooking at home• Coupons used/saved• Prize Money Earned from County Fair• Scenarios Written• Reasons Given• Hours Spent StudyingConsumer:• Budgets Made• Classes Created• Hours studying• Kahoot It! Quizzes Completed• Reasons GivenPhotography:• Picture Development Expense• Pictures Taken• Photos entered• Prize Money Earned from County FairShooting Sports:• Guns Bought• Practice Meets• Ammo Purchased-$Recreation:• Games lead• Recreation Planned• Icebreakers Led• Workshop recreation given/leadGardening/Horticulture:• Gardens planted• Plants planted• Plants Bought # and $• Gardening Equipment and other Expenses | Veterinary:• Animals Treated• Vaccinations Completed• Animals Cleaned• Hours at Vet VolunteeringPlants and Animals Open:• Animals Vaccinated• Animals Groomed• Hours at Vet Volunteering• Pets Adopted• Pets sold• Hours spent cleaning animal’s homesRange Management/Plant & Soil Science:• Soils/Plants Gathered• Plants Studied• # Soils TestsConservation and Natural Resources/AquaticScience:• Fish Caught• Fish cleaned and ate/cooked• Hatcheries visited• Boats Repaired• Lifeguard Training• # of times gone fishing• Camps attended- Water CamTheater and Performing Arts:• Plays • Lines learned• Acts completed• Performances• CampsHealth and Personal Safety:• Healthy presentations given • Healthy Lifestyles Practices/Contests• Healthy Lifestyles Ambassador• Tours• Camps |

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| **2019-2020** |
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| **SECTION II – 4-H LEADERSHIP EXPERIENCES** |
| *List what you did to assist others throughout this 4-H year. Also include general leadership such as Club Officer, 4-H County Council, or County Committees. Include elected/appointed, volunteer, and promotion leadership. Leadership Role: E-elected, A-appointed, V-volunteer, P-promotional. Level: Cl-club, Co-county, D-district, S-state, N-national, I-international.* ***Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding 4-H years for Juniors). Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 2 pages; Senior – 25 entries and 3 pages.*** |
|  | **Year** | **Leadership Activity** | **Role** **(E, A, V, P)** | **Level (Cl, Co, D, S, N, I)** | **Responsibilities / Duties / Accomplishments**Look at the TABLE on page 3 for minimum and maximum pages! |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

***Section II should not include Any leadership opportunities that occurred while performing community service. Providing primary leadership to a community service effort should be reported in Section III.***

|  |  |  |
| --- | --- | --- |
| **Promotion Leadership:** *How**have you told someone about 4-H?*• Newspaper Articles• Wear 4-H Shirt• School Announcements• National Volunteer Week• Commissioners Court• Told a friend about 4-H• Got a friend to join 4-H• Taught a friend somethingyou learned about in 4-H• Booth at Open House/Meet the Teacher Night• Picture in National 4-HCalendar• Exhibit at Mall of 4-HPhotography• Sold 4-H raffle tickets | **Volunteer Leadership:** *How and what did you do to lead or teach others in 4-H?*• FUNDRAISERS GO HERE!• Lead officer installation at4-H Club• Helped setup and cleanup at 4-H events• Helped 4-H members with4-H projects• Script part at 4-H contests• Taught a friend somethingyou learned about in 4-H• Group leader for SafetyDay/Ag Days• Helped with Photo Exhibitat Mall and Library• Helped make judges gifts• Helped conduct session atproject workshop• Handed out programs atcounty or district contest | **Elected Appointed:** *What did**you do to improve 4-H?*• (Add how many in club,what do you do in theoffice-duties)- Includenumber of club membersin roles andresponsibilities!!!!• Club, County, District,State Officer Positions• Led Pledges at meeting• Gave report at meeting• Committees• Brought refreshments atmeeting• Took pictures for event |

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| **2019-2020** |
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| **SECTION III – 4-H COMMUNITY SERVICE** |
| *List community service or service learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, donations, presentations, etc. Your Role: Y-Yourself, M-Member of a Group, P-Primary Leadership.* ***Include current year and up to 3 preceding 4-H years of activities (up to 2 years preceding 4-H years for Juniors). Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 2 pages; Senior – 25 entries and 3 pages.*** |
|  | **Year** | **Your Role****(Y, M, or P)** | **Service Activity** | **Importance and Impact**Look at the TABLE on page 3 for minimum and maximum pages! |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

***What did you do to help other people because of 4-H?***

**NO FUNDRAISERS IN THIS SECTION!!!!! Must be service that does not have a fundraiser for your club or to benefit you in any way. Now if you did a benefit for someone and raise money to help them it could be service. Just not to benefit you somehow.**

|  |  |  |
| --- | --- | --- |
| **Y: Completed Community****Service by yourself**• Donated clothes to goodwill, etc.• Made a dish for potluck atchurch• Donated coke tabs toRonald McDonald Houseby yourself• Helped elderly withsomething at house---without taking money!!! | **M: Completed Community****Service with a member of a****group- club, county council**• Anything your club orcounty council does as agroup community serviceproject.• Gathering supplies fordisaster relief• Coat Drive for CountyCouncil• Dry Milk for HelpingHands• Coke tabs to RonaldMcDonald House• Highway Clean up | **P: Lead and implemented****community service project**• Led Blankets of Loveproject for club andcoordinated with clubmanager on how to get theproject going and finished.• (SENIORS!!!!- YOU NEED ATLEAST 1-3 P’s in yourbook!!!)• ***ALL P’s need to have one of******these words to show you******actually had leadership.***• *Coordinated*• *Led*• *Organized*• *Planned*• *Created**NOTE: You can be part of an officer team who leads the project and still count it as a P* |
| **2019-2020** |
| **Texas 4-H Record Book Report Form** |

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| **SECTION IV – OTHER 4-H PROJECTS** |
| *List any 4-H project(s) not listed in Section I, include number of years and summarize participation.* ***Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding 4-H years for Juniors). and any number of projects. Limit to 1 page (Juniors) Limit to 2 pages (Intermediates & Senior).***  |

List any 4-H Projects not listed in Section I. Include number of years and summarize participation.

Remember you can add projects you just dabbled in. For instance, you went to a workshop on a project during the summer, you can make that a project as long as you have 6 learning experiences. Remember leadership, public speaking, and citizenship and civic education (community service) are projects and can be added to this section. You generally have this project throughout your other projects.

Make sure that you use Projects on the Project List!

• This page could be just one project or several projects.

• Can be in paragraph form (not optimal)

• Include project name

• Divide years within project

Tip: Use the Section I Project lists and ideas for this section as well.

**AN EXAMPLE OF A TABLE THAT CAN BE USED (NOT REQUIRED):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project:** | **Years in Project:** | **Summarization:** | **Levels****(L,C,D, S, N, I)** |
|  |  | Look at the TABLE on page 3 for minimum and maximum pages! |  |
|  |  |  |  |
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| **2019-2020** |
| **Texas 4-H Record Book Report Form** |

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| **SECTION V – 4-H RECOGNITION AND AWARDS** |
| *List 4-H recognition and awards. Level Cl-Club, Co-County, D-District, S-State, N-National, I-International.* ***Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding years for Juniors). Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 2 pages; Senior – 25 entries and 3 pages.*** |
|  | **Year** | **Level (Cl, Co, D, S, N, I)** | **Recognition** | **Importance to You**Look at the TABLE on page 3 for minimum and maximum pages! |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Highlight 4-H Recognition and/or Awards

Section Must Include:

• Activity Date

• Level of Award

• Award

• Importance to You

Include:

• County and Club Awards

• District Awards

• County Youth Fair Awards- only high ones

• Placing at contests- only high ones

• This does not include FFA livestock shows

• ***Show how it is important* (1st out of 45 entries)**

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| **2019-2020** |
| **Texas 4-H Record Book Report Form** |

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| **SECTION VI – NON-4-H ACTIVITIES** |
| *List leadership, community service, awards, and recognition from other activities such as school, church, and other community organizations.* ***Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding years for Juniors). Limit to 1 page.*** |

Leadership, community service, awards, and recognition from other activities such as school, church,

and other community organizations.

|  |  |  |
| --- | --- | --- |
| Leadership Examples:• County Youth Board• VBS teacher• Chamber of Commerce• Captain of Sports Team• TAFE• FFA Officer• Read Scriptures atchurch• Help with Technicalstuff at church• Student Council | Community Service Examples:• Volunteer at Vet• Volunteer at Good Will,Food Pantry, etc.• Can Food Drives• Donated clothes togood will, etc.• Helped neighbors• Mow yards for no cost• Volunteer at YouthCenter | Awards/Recognition Examples:• FFA Shows• Honor Roll• UIL• Athletics• TAKS AwardLook at the TABLE on page 3 for minimum and maximum pages! |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leadership Type** | **Year** | **Responsibilities / Duties / Accomplishments** | **People Reached/Hours Spent** | **Level****(L,C,D, S, N, I)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Community Service Type** | **Year** | **People Reached/Hours Spent** | **Level****(L,C,D, S, N, I)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Type** | **Year** | **Placing** | **Level****(L,C,D, S, N, I)** |
|  |  |  |  |
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| **2019-2020** |
| **Texas 4-H Record Book Report Form** |

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| **SECTION VII – COLLEGE & CAREER EXPLORATION** |
| *Please answer the following question before completing the required portion of the table.* |
| **As of today, what career would you choose?**  |  |
| *List activities that have helped you learn more about careers or the necessary education to enter a career. Examples of activities include: interviews, tours, job shadowing, research, mentoring, work experience, skill development, course work, etc.* ***Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding years for Juniors). Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 1 page; Senior – 15 entries and 2 pages.***  |
|  |
|  | **Year** | **Activity Title** | **What did you learn or do?**Look at the TABLE on page 3 for minimum and maximum pages! |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

**4-H and NON 4-H activities that have helped member learn more about careers or the necessary**

**education to enter a career of interest.**

Section Must Include:

• Activity Date

• Activity Title

• What did you learn or do?

• Hours

Items that could go here:

• Tour of College

• Research of Career

• Research of Colleges

• Scholarship Interviews

• Interviews you have given to people in your career to be pursued

• Job Shadowing

• Work experience- more to your career

• Even include opportunities that somewhat relate to your career- Ex. You would like to be a

chef….you might attend the Taste of Home Cooking School or attend a Cooking Demonstration

• Course Work