

# A GUIDE TO COMPLETING YOUR RECORDBOOK

4-H wouldn't be the same without records. They're an important part of completing each project. They help you set some goals, keep track of your attendance at 4-H meetings and functions, record your demonstrations and talks, and a whole lot more.

Completing your recordbook can give you a sense of personal accomplishment. You did it! Your records:  
help you earn credit for completing the 4-H year.  
make you eligible to participate in other activities.  
give you the opportunity to be recognized on the county level.  
help you set challenging goals - and more!

Keeping records is a great way to hold onto your memories about each incredible year you have in 4-H. In a couple of years, you can look through these journals and remember what fun you had.

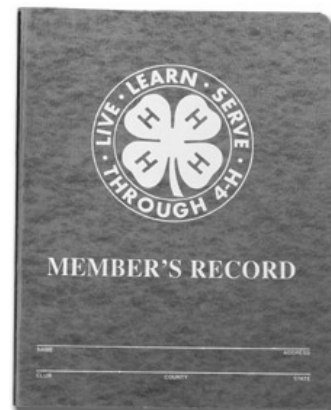
Keeping records is also a great way to develop your skills in communication, organize your time, document events and actions, evaluate your own efforts, set goals, solve problems, and keep track of money.

Records are like journals - they're a way to keep track of what you do and when you do it. Think of your records as an entry book that you keep regularly or even daily if you want to keep track of each day. The point to remember: You're doing this for yourself. What do you want to remember about your year in 4-H? It will be your record of progress. Remember - these are your records. Make them fun. Make them yours. Make them creative. Make them memorable. Design your own unique story and pictures. Put them on the computer. Add to your records so that they become your scrapbook. Add photographs.

## What's included in the 4-H Recordbook?

4-H Members Record Cover (purchased from 4-H Supply Service or either 4-H office)

1. Cochise County 4-H Personal Information Page
2. 4-H Resume (senior level only)
3. My 4-H Story and Photo Portfolio
4. Activities & Events
5. Leadership Experiences
6. Community Service Experiences
7. Project Year Self- Evaluation
8. Project Records



## Recordbook Competition

**Deadline:** Must be received at the 4-H office in Willcox or Sierra Vista by 5pm on October 24<sup>th</sup>.

**Awards** to be presented at our awards day.

3 divisions: junior 9-10; intermediate 11-13; senior 14 and up  
3 awards per division: Gold - \$100; Silver - \$75; Bronze - \$50

## How do I get started in 4-H record keeping?

Record keeping is going to be an important part of your life. You will keep records in high school, at work, in college, and even if you own your own business or work for someone else. Now is the time to learn how to keep good records. The most important thing about 4-H record keeping is to find a way that you are comfortable with to collect information. Three of the most common ways of keeping up with 4-H records include a calendar, an index box and a notebook!

**Calendar Method** - Keep a calendar in a handy location (such as on the refrigerator) and every time you do something related to 4-H, school, church or other organizations, write it down. Then at the end of each month place the calendar in a safe place until summer time comes and recordbooks are ready to be completed.

**Index Box Method** - Get a 3-inch by 5-inch box, index cards and dividers. Label each of the dividers as one of the sections in the record book. Then each time you do something, write it down on an index card, then file the card in the section marked by the divider. For example: If you were to take Lucky the project dog to the nursing home for recreation with the residents, then write it down and put the card behind the community service divider. After you have maintained your "4-H File Box" for a year, you can pull the cards out and select the most important activities for your 4-H recordbook.

**Binder or Spiral Notebook Method** - Grab an old school binder or notebook and organize each of your activities by type of activity or by date. This is an easy way to start out until you get the hang of record keeping.

### Personal Information Page

The 4-H Personal Information Page is the first page in your 4-H recordbook that someone will read. This allows the reader to learn your name, your projects, your address and city. It also allows the reader to know the name of your 4-H club. One important thing, when completing the Personal Information Page, is to remember to fill in the number of years in 4-H. The last part of the Personal Information Page provides an opportunity for you as the 4-H member to sign your recordbook, and say "Yes, I did it and I am proud of it!"

## Cochise County 4-H Record Book Personal Information Page

Name \_\_\_\_\_ Sex : M \_\_\_\_\_ F \_\_\_\_\_  
(First) (Middle) (Last)

Home Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current 4-H Age (as of Jan. 1) \_\_\_\_\_ Number of years in 4-H \_\_\_\_\_

Name of your 4-H club(s) \_\_\_\_\_

List 4-H projects completed this year that are being reported in this record book

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement by 4-H Member

I have personally prepared this report and certify that it accurately reflects my 4-H work and career:

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(4-H Member)

Approval of this Report

I have personally reviewed this report and believe it to be correct:

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(4-H Community Club Leader/Review Committee)

Your parents and community club leader should also sign this page. This lets the reader know that you have done an outstanding job and that they support you in your 4-H career. However, if your mom or dad is also your community club leader, make sure that another leader in your club who also knows about your hard work signs in the club leader space.

### **4-H Resume (Senior Members Only)**

Senior 4-H members are now expected to include a resume in their recordbooks. As a senior 4-H member, you may be in the process of looking for a summer job or a part-time job or even preparing to go to college. By developing your resume, you will develop work force skills that will make you a better employee. Also, while developing your resume, you will realize how helpful a 4-H recordbook can be in this process.

Resumes can be done in a variety of ways. The format in the 4-H recordbook that will be reviewed is a basic one. The sections of the resume are objective (sentence stating the position applying for), education, employment history (if applicable), skills, interests and activities, leadership, and awards. The resume is designed to reflect the major highlights of your life, not just your 4-H career.

Customize your resume by listing your strengths first. For example, if you have extensive education and skills, but no work experience, list education and skills as the first items and work experience last. The resume should not include a business name or relation to a business in the heading. This is your personal resume, not the resume of a business. Resumes should be very professional. It is not necessary, however, to print the resume on bond paper. Plain typing paper is acceptable.

Additional comments about the resume:

- No photos are allowed on the resume.
- It is a summary of your highlights, therefore, you will be repeating items addressed in the 4-H story and report forms.

Resume Example

SHARON K. CLOVER  
12 West Delaware Avenue  
Anywhere, Arizona 85300  
(520) 123-4567

OBJECTIVE: Full-time pursuit of a bachelor's degree in business for entrance into the field of advertising.

EDUCATION: Cochise High School  
3100 Ave. A  
Anywhere, AZ 85600  
Intended graduation: 5/09

EMPLOYMENT: Salesperson – Clever Crafters Shop April 2006-Present  
Assist customers in obtaining the craft items needed, operate cash register.

Lawn Mower - Clean Cut Lawn Services May 2005 - April 2006  
Mowed and weeded 30 lawn accounts on regular basis. Responsibilities included customer relations, bill collection and new customer quotes.

INTERESTS AND ACTIVITIES: Center around fine arts, also involved in athletics and community service.

Supporting Activities:

Art Club Member for 4 years  
Committee Member of campus murals project for 3 years  
Tennis and softball for 2 years  
Wrestling cheerleader for 1 year  
Tutor for Boys and Girls Club for 5 years  
Driver for TROTH meals for the elderly for 1 year

SKILLS: Include artistic/creative, sales, human relations, organization/planning, leadership and academic.

Supporting Activities:

All activities listed under "Interests"  
Art classes for 4 years  
Marketing classes for 2 years  
Gifted class for 2 years

LEADERSHIP POSITIONS: Vice President of Art Club senior year  
Publicity chair for annual musical for 2 years  
Captain of softball team for 1 week

AWARDS AND HONORS: A-Team (honor roll) every semester  
Employee-of-the-month during third month of employment  
High seller for DECA candy sales

REFERENCES: Available upon request.

**My 4-H Story and Photo Portfolio** (maximum 10 pages)

Have you ever wanted to be a book author? Have you every wanted to tell and show off to everyone what you do in 4-H? Well, guess what? Here's your chance! A 4-H Story and Photo Portfolio provides an opportunity for you, as a 4-H member, to say: "Here is my 4-H life. Look what I have done!"

Your 4-H Story and Photo Portfolio lets the people who are reading and/or judging your book get to know you personally. This is your opportunity to talk about some of your most special leadership experiences, learning opportunities and community service projects at length. It also gives you a chance to tell funny stories or tell about sad situations that have happened to you in 4-H. A 4-H Story and Photo portfolio is yours, so take advantage of it!

### **What should be included in a 4-H Story and Photo Portfolio?**

A 4-H Story and Photo Portfolio will need to include the following information. However, this information can be provided in any method, using your own creativity and design ideas.

- Title: "My 4-H Story and Photo Portfolio"
- Information about yourself, your family and your community.
- When and why you joined 4-H.
- Things about your involvement in 4-H and the most important things that you have learned.
- Highlights of 4-H projects and activities.
- 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 (tell what the goals are) and develop new interests, and if 4-H has influenced your future plans or career goals.

### **What are the requirements for a 4-H Story and Photo Portfolio?"**

A 4-H Story and Photo Portfolio is designed for you as a 4-H member to display your creativity regardless of age or ability. Don't worry - some people build houses, others draw houses - everyone is different and that is what we want to see! This section is for you to mix your photos with your story or keep them separate, whichever you have the ability and supplies to do. However, to have an "even playing field" for everyone, a few rules for the 4-H Story and Photo Portfolio have been identified. Be sure to follow these rules:

- **Length:** The 4-H Story and Photo Portfolio can be no more than 10 pages for both senior and junior age categories. Each portfolio must be at least three pages of double-spaced type and use a minimum of a 11 point or equivalent size font for the text. Each portfolio also should include a minimum equivalent of three pages of pictures. Each picture should have a brief caption that explains the actions in the photo and lesson learned. Story and photos may be combined. The remaining four pages are up to you. They may be used for text, photos or left out. There is no requirement to use all 10 pages. Guess what? Handwriting your story is okay, too! Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings can be used, however, they cannot overlap and must be fastened securely. No newspaper stories are allowed.
- **Text Margins:** Top, bottom and right margins must be 1 inch. The left margin must be 1.52 inches to allow for hole punching.
- **Photos:** The photos that you use are a very important part of your 4-H Story and Photo Portfolio. They should reflect growth, development and involvement in your 4-H career. Use photos that show you doing things, learning and teaching others, and especially of you having FUN in 4-H! Use photos that show your main project, other projects, leadership, community service and other 4-H related pictures. Photos depicting family activities, livestock auction, sports events, other school events (non-4-H related photos) are discouraged.
- **Paper Type:** Typing paper and bond weight paper are acceptable. Do not paste your typing paper to construction paper and do not use sheet protectors.
- **Creativity:** This is strongly encouraged, and can include the use of backgrounds, decorative elements, construction paper cutouts, etc.

As you create your 4-H Story and Photo Portfolio, you should enhance your 4-H story in any way you can. However, remember your photos and story are very important. Do not add too many other things that might take away from their importance. When readers look at the 4-H Story and Photo Portfolio, they take into account how long it is and how long you have been a 4-H member. Therefore, if you have been in 4-H for 5-plus years it should be easy to produce 10 pages of text and pictures. Also, don't forget to take pictures throughout the year of your 4-H projects and activities. Waiting until the last minute and having to pose or create false photos is sometimes noticed by the readers.

### **Activities & Events Section** (maximum of 2 pages)

The 4-H Learning Activities and Events section asks: *What have you done?* On two pages, list all of the cool and neat things that you have done that are related to your 4-H projects. This is your opportunity to tell the world: "Look at the cool stuff I have been doing!" Include such things as, but don't limit yourself to, workshops, contests, tours, research, exhibits, clinics, shows, computer learning programs, study of written material, interviews, etc. Learning experiences are those activities in which you, as a 4-H member, have been a participant and not a teacher or instructor. Project related leadership experiences should be reported in the Leadership Experiences section.

Remember you need to let others who read your recordbook know your level of participation in 4-H activities. You should "code" each experience by using "L" for local and/or club, "C" for county, "M" for multi-county, "S" for state.

4-H Activities and Events. Include your specific involvement (attended, competed, presented, etc.) and the level of participation: Levels: L = Local club, C = County, M = Multi-county, S = State, N = National.			
Date	Level	List type of Activity	Location

**4-H Leadership Experiences** (maximum of 2 pages)

Your 4-H leadership experiences are the most important things that tell others how you have been involved in teaching. You will have a maximum of two pages to tell about these leadership experiences. You should be able to demonstrate leadership in three different areas: Promotion, Volunteer and Elected/Appointed.

*Promotion Leadership* should explain, "How have you told someone about 4-H?" This includes such activities as wearing a 4-H T-shirt to school, getting a picture related to 4-H in the paper, speaking on the radio about 4-H, or riding on a 4-H float during a parade.

*Volunteer leadership* should explain, "How and what did I do to lead or teach others in 4-H?" Examples of volunteer leadership include: led the Pledge of Allegiance at the 4-H meeting, demonstrated how to measure a tablespoon at a 4-H club meeting, or organized a 4-H workshop.

*Elected/appointed leadership* explains, "What did you do to help?" This includes your leadership in volunteering to serve on a committee like the telephone, recreation, and/or refreshment committee, and in serving in any elected office such as president or reporter of your local club, county 4-H council and/or state council.

This section should also include any leadership opportunities that occurred while performing community service. Do not report this as community service. For example: Providing leadership to organize and recruit volunteers for a food drive at the food bank is leadership and should be listed as leadership, not community service.

**Community Service Experiences** (maximum of 2 pages)

Community service is the opportunity for 4-H members to go out into the community and help others, or to improve the quality of the town and the lives of those around them. How do you know if what you have been doing is community service? Ask yourself: "What did I do to help other people because of 4-H?" Community service listed here should be limited to two pages and should be "coded" by the amount of leadership and number of persons involved in the activity. There are three codes that reflect this:

- "Y" Yourself – this was a community service project that you did all by yourself with no help from other 4-H members or club.
- "P" Provided Primary Leadership – you were the organizer, you made all the arrangements, and recruited other 4-H members to help you.
- "M" Member of a Group – when another 4-H member called asking for help, you were there as a worker and helper.

Examples of 4-H community service activities include:

- Gathered games to give to flood victim (2 games) .....Y
- Donated toys to children’s home in the community (17 toys).....P
- Set up and decorated for volunteer fire department fund raiser (12 hours) .....M

## **4-H Project Year Self-Evaluation**

Please include the form submitted with county fair entries.

### **Project Report Forms**

4-H members document their specific project work including meetings attended, income and expenses in their project, and knowledge and skills gained. One project report form for each project completed should be included. Members may use the county 4-H project report forms or you may design your own. The project report form will need to include the following information. However, this information can be provided in any method, using your own creativity and design ideas.

Project Report Form must include:

1. Number of project meetings held and number attended.
2. Project Goals. List a minimum of three goals for each project. Tell about the things you want to do and/or learn in the project this year.
3. Project Accomplishments. List the things you did in your project. Summarize the items made, grown, animals raised or activities completed directly related to this project.
4. Project Learning Experiences. List important examples of what you learned from your project this year.
5. Income and Expenses for the project with net profit or loss.

This record book guide was adapted from the Texas "Record Improvement Guide" and Rutgers "My 4-H Record Book."