



Check Sheet

Name _____ County _____ District _____
 Age Division _____ Category _____

ITEM	REQUIRED	COUNTY	DISTRICT	STATE
1. Check Sheet				
2. Personal Information Page	<ul style="list-style-type: none"> • Appropriate Signatures • Entered in correct age division 			
3. 4-H Story & Photo Portfolio	<ul style="list-style-type: none"> • Typed • Double spaced • No smaller than 10-point font • Correct page limit (<i>Junior-5, Intermediate 10, Senior 10</i>) 			
4. Texas 4-H Report Form	<ul style="list-style-type: none"> • 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.

- Include information about you, your family, your community, hobbies, why you joined 4-H, what 4-H means to you, etc.
- Tell a STORY!
 - Beginning – goals, hopes for year
 - Middle – activities/highlights, things you enjoyed the most, how did you work to achieve goals
 - End – did you accomplish goals, what you look forward to next year
 - Use theme or common thread to tie everything together
 - Include pictures throughout



Personal Information Page
2018-2019

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 _____

Number of members in your 4-H Club or Group _____

4-H Member Signature _____ **Date** _____

Parent Signature _____ **Date** _____

CEA Signature _____ **Date** _____



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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.

Must include in this section:

- Level of Participation
 - o (Local, Club, District, State, National, International)
- 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	How many?	Level

What have you learned?	Hours Spent	Level

What to put in the table above:

Description (General to all projects):

- Trainings/Workshops
- Classes
- Tours
- Demonstrations/Educational Presentations
- Leadership
- Taught/Served
- Competitions Entered
- Project Meetings
- Hours Spent

- People Reached
- Research Hours Spent
- Awards

What have you learned:

- Knowledge Gained
- Research
- This can also be other “soft” skills – responsibility, decision making, self-confidence, work ethic, critical thinking, etc.



TEXAS 4-H RECORD BOOK

EXAMPLES SPECIFIC TO SOME COMMON PROJECTS

Public Speaking/Leadership:

- 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 event
- *Make sure you emphasize Learning in these projects! Not just holding an office!*

Animals:

- Animals Purchased
- Animal Feed/Medicine-Vet Expenses
- Sale Income
- Profit/Loss
- Number Sold
- Shows Entered
- Equipment Expenses

Horse:

- Horses Trained
- Younger members who have been trained by you
- Horses bought/sold
- Look at Animals

Clothing and

Textiles:

- Garments/Textiles Sewn
- Dollars Saved by sewing
- Patterns Bought
- Material Bought- (yards)
- Prize Money Earned from County Fair

Food and Nutrition:

- Meals/Dishes Prepared
- Tables Set
- Money Saved by cooking at home
- Coupons used/saved
- Prize Money Earned from County Fair

Consumer:

- Budgets Made
- Scenarios Written
- Reasons Given

- Hours Spent Studying

Photography:

- Picture Development Expense
- Pictures Taken
- Photos entered
- Prize Money Earned from County Fair

Shooting Sports:

- Guns Bought
- Practice Meets
- Ammo Purchased-\$

Recreation:

- Games lead
- Recreation Planned
- Icebreakers Led
- Workshop recreation given/lead

Gardening/Horticulture:

- Gardens planted
- Plants planted
- Plants Bought # and \$
- Gardening Equipment and other Expenses

Vet Science:

- Animals Treated
- Vaccinations Completed
- Animals Cleaned
- Hours at Vet Volunteering

Plants and Animals Open:

- Animals Vaccinated
- Animals Groomed
- Hours at Vet Volunteering
- Pets Adopted
- Pets sold
- Hours spent cleaning animal's homes

Range Management/Plant & Soil Science:

- Soils/Plants Gathered
- Plants Studied
- # Soils Tests

Conservation and Natural

Resources/Aquatic Science:

- Fish Caught
- Fish cleaned and ate/cooked
- Hatcheries visited
- Boats Repaired
- Lifeguard Training
- # of times gone fishing
- Camps attended- Water Camp



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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 1 page; Senior – 25 entries and 2 pages.

Year	Leadership Activity	Role (E, A, V, P)	Level (Cl, Co, D, S, N, I)	Responsibilities / Duties / Accomplishments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10			J	
11				
12				
13				
14				
15			I	
16				
17				
18				
19				
20				
21				
22				
23				
24				
25			S	

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 something you learned about in 4-H
 - Booth at Open House
 - Picture in National 4-H Calendar
 - Exhibit at Mall of 4-H Photography
 - Helped promote 4-H at School Open House
 - Sold 4-H raffle tickets
- Elected/Appointed:** What did you do to improve 4-H?
- (Add how many in club, what do you do in the office-duties)- Include number of club members in roles and responsibilities!!!!
 - Club, County, District, State Officer Positions
 - Led Pledges at meeting
 - Gave report at meeting
 - Committees
 - Brought refreshments at meeting
 - Took pictures for event

Volunteer Leadership: How and what did you do to lead or teach others in 4-H?

- FUNDRAISERS GO HERE!
- Lead officer installation at 4-H Club
- Helped setup and clean up at 4-H events
- Helped 4-H members with 4-H projects
- Script part at 4-H contests
- Taught a friend something you learned about in 4-H
- Group leader for Safety Day/Ag Days
- Helped with Photo Exhibit at Mall and Library
- Helped make judges gifts
- Helped conduct session at project workshop
- Handed out programs at county or district contest

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.



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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 1 page; Senior – 25 entries and 2 pages.

Year	Your Role (Y, M, or P)	Service Activity	Importance and Impact
1			
2			
3			
4			
5		Y: Completed Community Service by yourself	P: Lead and implemented community service project
6			
7		<ul style="list-style-type: none"> Donated clothes to good will, etc. 	<ul style="list-style-type: none"> Led Blankets of Love project for club and coordinated with club manager on how to get the project going and finished.
8		<ul style="list-style-type: none"> Made a dish for potluck at church 	
9		<ul style="list-style-type: none"> Donated coke tabs to Ronald McDonald House by yourself 	<ul style="list-style-type: none"> (SENIORS!!!!- YOU NEED AT LEAST 1-3 P's in your book!!!)
10	J	<ul style="list-style-type: none"> Helped elderly with something at house--- without taking money!!! 	<ul style="list-style-type: none"> <u>ALL P's need to have one of these words to show you actually had leadership.</u> <ul style="list-style-type: none"> Coordinated Led Organized Planned Created
11			
12			
13			
14		M: Completed Community Service with a member of a group- club, county council	
15	I		
16		<ul style="list-style-type: none"> Anything your club or county council does as a group community service project. 	**What did you do to help other people because of 4-H? NO FUNDRAISERS IN THIS SECTION!!!!
17		<ul style="list-style-type: none"> Gathering supplies for disaster relief 	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.**
18		<ul style="list-style-type: none"> Coat Drive for County Council 	
19		<ul style="list-style-type: none"> Dry Milk for Helping Hands 	
20		<ul style="list-style-type: none"> Coke tabs to Ronald McDonald House 	
21		<ul style="list-style-type: none"> Highway Clean up 	
22			
23			
24			
25	S		



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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.

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.
- Include project
- Divide years within project



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

Project:	Years in Project:	Summarization:



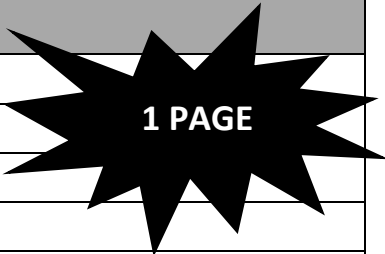
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SECTION V – 4-H RECOGNITION AND AWARDS

List 4-H recognition and awards. Level CI-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 1 page; Senior – 25 entries and 1 page.

	Year	Level (CI, Co, D, S, N, I)	Recognition	Importance to You
1				
2				
3				
4				
5				
6				
7				
8				
9				
10	J			
11				
12				
13				
14				
15	I			
16				
17				
18				
19				
20				
21				
22				
23				
24				
25	S			



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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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 at Church
- Help with Technical stuff at church
- Student Council

Community Service Examples

- Volunteer at Vet
- Volunteer at Good Will, Food Pantry, etc.
- Can Food Drives
- Donated clothes to goodwill, etc.
- Helped Neighbors
- Mow yards for no cost
- Volunteer at Youth Center

Awards/Recognition Examples

- FFA Shows
- Honor Roll
- UIL
- Athletics
- TAKS Awards



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

Leadership Activities	Responsibilities / Duties / Accomplishments	People Reached or Hours Spent	Level (L,C,D, S, N, I)

Community Service Activities	Why was it Important and Impact of Involvement	People Reached or Hours Spent	Level (L,C,D, S, N, I)

Award Type	Significance	Level (L,C,D, S, N, I)

Work Experience	What I did and what I learned	Dates



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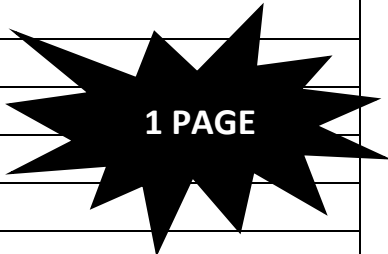
SECTION VII – COLLEGE & CAREER EXPLORATION

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 1 page.

	Year	Activity Title	What did you learn or do?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10	J		
11			
12			
13			
14			
15	I & S		



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.

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