

Lee County Recordbook Training

Phase 2

The next time that the Lee County 4-H Counsel will meet we will be working on starting a 4-H Record Book. Below is the order that the information will be in the finished product. We will only work on **ONE** section at time so it is not so overwhelming.

Report Forms:

Identical forms are available in an online version or can be downloaded as a Word or PDF document. Any version, or combination of versions, may be completed and submitted.

The Texas 4-H Report Form is the main form for the 4-H recordbook. It is used to report all of the neat and cool stuff that has been done in 4-H, along with school, church and other community groups. Always keep in mind that 4-H teaches growth, so show as much growth as possible when filling out the report form.

Some of the sections will require more time and thought, while a couple of the sections will be a breeze to complete. Each section highlights different parts of the member's 4-H career, such as projects, learning experiences, teaching experiences, community service, leadership, awards and recognition and non-4-H activities.

From this point forward, members should include copies of each year's report forms, so that by the end of the 4-H career, the member should have a complete history of his/her 4-H experiences.

Keep in mind, the following rules will apply for judging:

- Juniors will only be judged for the current year
- Intermediates will be judged for the current and previous year
- Seniors will be judged for the current and previous 3 years

Below are some important facts that families should know about the different forms for each age division.

For Juniors, the report form consists of 4 main sections:

- **Goals** (main project; current year only)
- **Diary** (all projects; current year only; no page limit; summarize as much as possible)
- **4-H Story** (all projects; all years)
- **Awards/Community Service/Leadership** (all projects; current year only)

Intermediate report forms include:

- **Goals** (main project; current year)
- **Personal Journal** (all projects; current year; no page limit; summarize as much as possible)
- **Summary of Accomplishments** (all projects; current year)
- **Community Service, Leadership, and Project Summary** (all projects; current year only)

The Senior report forms consist of the following sections (current year's information only):

- **Section I: 4-H Project Experiences**
- **Section II: 4-H Leadership Experiences**
- **Section III: 4-H Community Service**
- **Section IV: Other 4-H Projects**
- **Section V: 4-H Recognition and Awards**
- **Section VI: Non 4-H Activities**
- **Section VII: College and Career Exploration**

Section I: 4-H Project Experiences (3 page maximum, current year's information only) asks: What is your project? How did your project change or grow? What have you done and what have you learned? This section includes the current year's information for up to four main projects.

This section includes, but is not limited to, such things as: items bought, items made and/or raised, places visited, profits/losses, and hours spent on the project. Projects outlined in the Report Form must include the project or project(s) that match the recordbook category entered. Be sure to list the recordbook category entered as the first project.

List all of the cool and neat things that the member has done and learned that are related to his/her 4-H projects. This is the member's opportunity to tell the world: "Look at the cool stuff I have been doing!" Include such things as, but not limited to, workshops, contests, tours, research, computer learning programs, study of written material, interviews, etc.

Learning experiences are those activities in which the 4-H member has been a participant and not a teacher or instructor. Project related leadership experiences should be reported under Volunteer Leadership in Section II. Remember everything done in 4-H is at some level—local, county, district, state, national or international. The member needs to let others know the level of participation in 4-H activities. "Code" each experience by using "L" for local and/or club, "C" for county, "D" for district, "S" for state, "N" for national and an "I" for international.

Section I should include information on a maximum of four projects.

Additional 4-H projects are listed in Section IV of the Report Form. This four-project report allows the member to write about his/her successes and to show a greater amount of growth.

Leadership and Citizenship are listed as projects just like Swine, Beef, Clothing and Textiles, etc. Examples of leadership learning experience might include learning about different leadership styles, how to work with people, and effective communication.

Explanation about contests:

Contests, such as livestock, dairy, horse judging and horse and nutrition bowls are considered learning experiences. They are not projects and therefore should not be listed in this section. All of these types of activities are learning experiences that should be listed under a designated project (example: horse judging should be listed as an activity in the horse project).

Section II - 4-H Leadership Experiences (2 page maximum, current year's information only):

4-H leadership experiences are the most important things that tell others how the member has been involved in teaching and leading. The Texas 4-H Report Form provides two pages for the member to tell about these leadership experiences for the current 4-H year. It is important to list leadership experiences that are tied to your main project area. The 4-H member should be able to demonstrate leadership in three different areas:

- Promotion
- Volunteer
- 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 improve 4-H?" This includes 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 the local club, county 4-H council and or district/state council.

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.