



**2018 - 2019**

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



**FAMILY GUIDE to the  
Texas 4-H Record Book**

**TEXAS A&M  
AGRI LIFE  
EXTENSION**

# **Record Books 2018-2019**



# Purpose/Objective of 4-H Record Book

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Allow 4-H members to tell how they have grown, what they have learned, where they came up short and to do it creatively within outlined parameters.

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Demonstrate the importance of keeping a written document of what has been done.

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Provides a written platform for goal setting and documentation of the actions required to reach goals.

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Provide an opportunity for competition at the County, District, and State level.



# Steps to the Record keeping process

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# Record book at a glance

## Texas 4-H Record Book Summary

	<b>Junior</b> <i>Grades 3-5</i> <i>(Clover Kid years</i> <i>should not be</i> <i>included)</i>	<b>Intermediate</b> <i>Grades 6-8</i>	<b>Senior</b> <i>Grades 9-12</i>
<b>Check Sheet</b>	Include	Include	Include
<b>Personal Information Page</b>	Include	Include	Include
<b>4-H Story &amp; Photo Portfolio</b>	<i>10-point font minimum. Double spaced.</i> <i>The text and the photos may be incorporated together on the same pages or may be separate.</i>		
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.  These page count towards the full story total of Max: 8 pages.	Min: 3 pages equivalent of photos.  These page count towards the full story total of Max: 10 pages.	Min: 3 pages equivalent of photos.  These page count towards the full story total of Max: 10 pages.
<b>4-H Report Form Sections</b>	<i>10-point font minimum</i>		
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 1 page max	Up to 4 years Max: 25 entries 2 pages max
III – 4-H Community Service	Up to 3 years Max: 10 entries 1 page max	Up to 4 years Max: 15 entries 1 page max	Up to 4 years Max: 25 entries 2 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 1 page 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 1 page max	Up to 4 years Max: 25 entries 1 page 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 1 page max



# Check Sheet

- Fillable Word document



TEXAS 4-H RECORD BOOK

TEXAS A&M  
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## 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"> <li>• Appropriate Signatures</li> <li>• Entered in correct age division</li> </ul>			
3.	4-H Story & Photo Portfolio	<ul style="list-style-type: none"> <li>• Typed</li> <li>• Double spaced</li> <li>• No smaller than 10-point font</li> <li>• Correct page limit (<i>Junior-5, Intermediate 10, Senior 10</i>)</li> </ul>			
4.	Texas 4-H Report Form	<ul style="list-style-type: none"> <li>• All pages included</li> <li>• No additional pages</li> </ul>			
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.





TEXAS 4-H RECORD BOOK

TEXAS A&M  
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Personal Information Page  
2018-2019

Name		County	District
Age Division		Category	
Number of years in 4-H <small>(excluding Clover Kid years)</small>		Number of years in Main Project	
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	

# Personal information page

- Fillable Word document



# 4-H Story & Photo Portfolio

The story should include information such as:

- 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





# 4-H Story & Photo Portfolio

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THE 4-H STORY/PHOTO PORTFOLIO SHOULD NOT JUST BE A REPETITION OF WHAT IS IN THE REPORT FORMS



INCLUDE NEW INFORMATION, EXPAND ON THE ENTRIES TO 'TELL THE STORY' OF YOUR 4-H PROJECT WORK.



CAPTIONS HELP TELL THE STORY AND DESCRIBE WHAT IS IN THE PHOTO BUT ARE NOT REQUIRED. STORY AND PHOTOS MAY BE COMBINED.





# 4-H Story & Photo Portfolio

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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.



Same form for all age divisions

Request same content

Number of allowable entries varies

Current year and three preceding  
calendar years

# Report Form



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.

Individual 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.

# Section I

## 4-H project experiences



Table includes : Year, Leadership Activity, Role, Level, Responsibilities/Duties/Accomplishments

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.

Removed # of people and hours

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

Limit to 2 pages

# **Section II**

## **4-H**

### **leadership**

### **experiences**



Table includes : Year, Your Role, Service Activity & Importance & Impact

List community service or service learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, donations, presentations, etc.

Removed # of people and hours

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

Limit to 2 pages

# Section III 4-H community service



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)

Any number of projects

Limit to 1 page

# **Section IV other 4-H projects**



Year, Level, Recognition, Importance to You

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

Limit to 1 page

# **Section V**

## **4-H**

### **Recognition and awards**





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

# **Section VI Non 4-H activities**



Answer : 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

Limit to 1 page

# Section VII college/ career exploration



What will Judges look for?

Clarification on learning activities that take place outside of 4-H clubs and project groups

# **Books Submitted for Evaluation**



# Score Sheet



## TEXAS 4-H RECORD BOOK SCORE SHEET

Name: \_\_\_\_\_ County: \_\_\_\_\_ District: \_\_\_\_\_  
 Age Division: \_\_\_\_\_ Category: \_\_\_\_\_

*The point values are provided as a guide for evaluation. Your Record Book coordinator will provide instructions regarding the requirements for ranking and/or usage of point values. Judges are highly encouraged to focus on writing constructive comments that will assist and challenge the 4-H member to continuing growing their project work.*

	Value	Comments
<b>4-H Story &amp; Photo Portfolio</b>		
<ul style="list-style-type: none"> <li>• Personal/family background</li> <li>• Projects and goals outlined</li> <li>• 4-H activity highlights and experiences</li> <li>• Leadership and citizenship highlights</li> <li>• Describes future 4-H plans/goals</li> <li>• Quality photos included</li> <li>• Follows guidelines</li> <li>• Mechanics: grammar, punctuation, spelling, organization, etc.</li> <li>• Overall Quality</li> </ul>	30	
<b>4-H Report Form</b>		
<b>Section I: 4-H Project Experiences</b>	20	
<ul style="list-style-type: none"> <li>• Up to 4 projects included</li> <li>• Up to 4 years included (3 years for Juniors)</li> <li>• Experiences appropriate for age and length of time in project(s)</li> <li>• Noteworthy learning experiences listed</li> <li>• Shows knowledge gained</li> <li>• Demonstrates growth in project experiences from year to year</li> </ul>		
<b>Section II: 4-H Leadership Experiences</b>	15	
<ul style="list-style-type: none"> <li>• Shows variety of experiences</li> <li>• Varied types and levels</li> <li>• Explains activity and accomplishments</li> <li>• Appropriate for age and time in 4-H</li> </ul>		

	Value	Comments
<b>Section III: 4-H Community Service</b>	15	
<ul style="list-style-type: none"> <li>• Shows variety of experiences</li> <li>• Varied types and levels</li> <li>• Explains activity and accomplishments</li> <li>• Appropriate for age and time in 4-H</li> </ul>		
<b>Section IV: Other 4-H Projects</b>	5	
<ul style="list-style-type: none"> <li>• Explains experiences and significance</li> <li>• Appropriate for age and time in 4-H</li> </ul>		
<b>Section V: 4-H Recognition &amp; Awards</b>	5	
<ul style="list-style-type: none"> <li>• Explains significance/importance of award</li> <li>• Appropriate for age and time in 4-H</li> </ul>		
<b>Section VI: Non-4-H Activities</b>	5	
<ul style="list-style-type: none"> <li>• Includes membership, activities, leadership, service, awards</li> <li>• Appropriate for age</li> </ul>		
<b>Section VII: College/Career Exploration</b>	5	
<ul style="list-style-type: none"> <li>• Explains activity or what was learned</li> <li>• Appropriate for age</li> </ul>		
<b>Additional General Comments</b>		



# Record book cover

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All types of covers or binders are accepted.

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Official 4-H Record Book covers can be ordered from National 4-H Supply if desired.

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Some county Extension offices may have a supply of these covers or may place county orders; check with them.



Handwriting:

Grammar and Punctuation:

Text Margins

Paper Type

Creativity

Font

# General Guidelines

# Additional changes to note...

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Photography books  
include same  
number of photos  
as other categories

Old Report Forms  
will NOT be  
included in any  
book

Updated categories





Agricultural Sciences	Beef	Citizenship & Civic Education	Dog Care & Training	Consumer Education
Entomology	Fashion & Interior Design	Food & Nutrition	Gardening & Horticulture	Goat
Health and Personal Safety	Horse	Leadership	Natural Resources	Photography
Plant & Soil Science	Poultry	Public Speaking	Rabbit	Science, Technology, Engineering & Math (STEM)
Sheep	Shooting Sports	Swine	Theatre & Performance Arts	Veterinary Science

# Updated categories



# Texas 4-H Record Book Winners

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Senior 4-H members who win first place at the Texas 4-H Record Book Judging competition, MAY submit an additional Record Book in future years in the same category in which they earned first place.

State record book winners will earn the opportunity to attend the Texas 4-H Leadership Conference which is held during Thanksgiving break. Cost of the trip to the 4-H member is typically between \$1,250 - \$1,500.





# Questions?

Contact Jana Barrett at  
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