

Purpose/Objective of 4-H Record Book

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.

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

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

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



Steps to the Record keeping process





Record book at a glance

	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		nt font minimum. Double s may be incorporated toget may be separate.	
Story (the written text)	Min: 2 pages	Min: 4 pages	Min: 6 pages
	Max: 8 pages	Max: 10 pages	Max: 10 pages
4-H Photos (captions are not	Min: 2 pages	Min: 3 pages	Min: 3 pages
required, but may help tell your	equivalent of photos.	equivalent of photos.	equivalent of photos.
story)	These page count	These page count	These page count
*Note. Photography Record Books DO NOT include additional photos.	towards the full story total of Max: 8 pages.	towards the full story total of Max: 10 pages.	towards the full story total of Max: 10 pages.
4-H Report Form Sections		10-point font minimum	
I – 4-H Project Experiences	Up to 3 years	Up to 4 years	Up to 4 years
	Up to 4 projects	Up to 4 projects	Up to 4 projects
	2 pages max	3 pages max	4 pages max
II – 4-H Leadership Experiences	Up to 3 years	Up to 4 years	Up to 4 years
	Max: 10 entries	Max: 15 entries	Max: 25 entries
	1 page max	1 page max	2 pages max
III – 4-H Community Service	Up to 3 years	Up to 4 years	Up to 4 years
	Max: 10 entries	Max: 15 entries	Max: 25 entries
	1 page max	1 page max	2 pages max
IV – Other 4-H Projects	Up to 3 years	Up to 4 years	Up to 4 years
	Any number of projects	Any number of projects	Any number of projects
	1 page max	1 page max	2 pages max
V – 4-H Recognition & Awards	Up to 3 years	Up to 4 years	Up to 4 years
	Max: 10 entries	Max: 15 entries	Max: 25 entries
	1 page max	1 page max	1 page max
VI – Non-4-H Activities	Up to 3 years	Up to 4 years	Up to 4 years
	1 page max	1 page max	1 page max
VII – College & Career Exploration	Response to question	Response to question	Response to question
	Up to 3 years	Up to 4 years	Up to 4 years
	Max: 10 entries	Max: 15 entries	Max: 15 entries
	1 page max	1 page max	1 page max

Texas 4-H Record Book Summary



Check Sheet

Fillable Word document





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-5, Intermediate 10, Senior 10) 			
4.	Texas 4-H Report Form	All pages included No additional pages			
	1	INITIALS OF CHECKER \rightarrow			
Т		e the first page at the fro Check Sheet will be used	-		







Personal Information Page 2018-2019

Name			County	District
Age D	ivision		Category	
	er of yea		Number of years in Ma	iin Project
Addre			Home Phone	
City, S	State, Zip	-	Mobile Phone	
Best E	imail	-		
Date	of Birth		School Grade	
Place	of Reside	nce		
	Farm	/Ranch		
	Rural	area or Town less t	han 10,000	
	Town	or City of 10,000 to	50,000	
	Subu	rb or City of more t	han 50,000	
	Centr	al city of more thar	50,000	
Name	of your 4	-H Club or Group		
Numb	er of mer	mbers in your 4-H C	lub or Group	
4-H M	lember Si	gnature		Date
Paren	t Signatu	re		Date
	ignature			

Personal information page

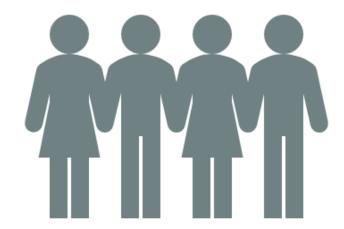
Fillable Word document



4-H Story & Photo Portfolio

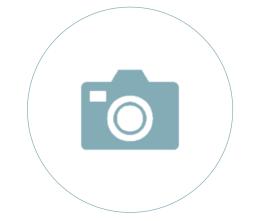
The story should include information such as:

- 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







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

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 Section III 4-H

community service

Limit to 2 pages

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

Section VII college/ career exploration

Limit to 1 page



What will Judges look for?Books
Submitted
for
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
4-H Story & Photo Portfolio		
 Personal/family background Projects and goals outlined 4-H activity highlights and experiences Leadership and citizenship highlights Describes future 4-H plans/goals Quality photos included Follows guidelines Mechanics: grammar, punctuation, spelling, organization, etc. Overall Quality 	30	
4-H Report Form		
Section 1: 4-H Project Experiences Up to 4 projects included Up to 4 years included (3 years for Juniors) Experiences appropriate for age and length of time in project(s) Noteworthy learning experiences listed Shows knowledge gained Demonstrates growth in project experiences from year to year	20	
Section II: 4-H Leadership Experiences Shows variety of experiences Varied types and levels Explains activity and accomplishments Appropriate for age and time in 4-H	15	

	Value
Section III: 4-H Community Service	15
 Shows variety of experiences 	
 Varied types and levels 	
 Explains activity and accomplishments 	
 Appropriate for age and time in 4-H 	
Section IV: Other 4-H Projects	5
 Explains experiences and significance 	
 Appropriate for age and time in 4-H 	
Section V: 4-H Recognition & Awards	5
 Explains significance/importance of 	
award	
 Appropriate for age and time in 4-H 	
Section VI: Non-4-H Activities	5
 Includes membership, activities, 	
leadership, service, awards	
Appropriate for age	
· ++ · · + · · · · · · · · · · · · · ·	
Section VII: College/Career Exploration	5
 Explains activity or what was learned 	
 Appropriate for age 	
Additional General Comments	

Record book cover

All types of covers or binders are accepted.

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

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...

Photography books include same number of photos as other categories

Old Report Forms will NOT be included in any book







Updated categories



Texas 4-H Record Book Winners

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 jcbarrett@ag.tamu.edu or 979-458-0910