



2019-2020 4-H Recordbook TIP SHEET

This booklet is designed to help GUIDE you through the recordbook process. Please also use the family guide to refer to specific details regarding recordbook guidelines.

TIPS WHEN COMPLETING RECORDBOOK!!!

1. Before creating book: Take pictures throughout the year
2. Before creating book: Write everything down in your calendar
3. Before creating book: Look at other books to get an idea of what to do in your book!
4. Before creating book: Determine main project and other projects for book!
5. Put all 4 years in recordbook form (no past year's books in the back)!
6. Use WORD document downloads instead of doing it online!
7. Some state forms do not include tables. There are some examples within the booklet of suggested table formats. Note: these are not mandatory but a helpful guide on how to do the blank pages on the form.
8. Dividers are allowed to separate forms for each year!
9. Green recordbook covers are available after you complete your recordbook. You can contact your County Extension Office.

Please read the Family Guide Instruction book provided by the state so you know any new changes and other guidelines!



Recordbooks should be compiled in this order:

- Check Sheet
- Personal Information Page
- 4-H Story and Photo Portfolio
 - Make sure look at min and max pages for each age
- Report Forms
 - Make sure look at min and max pages for each age
- PLEASE SEE NEXT PAGE FOR SPECIFICS

If you have any questions, please do not hesitate to ask!

To Download forms and other guidelines: <https://texas4-h.tamu.edu/recordbooks/>

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Texas 4-H Record Book Summary

	Junior <i>Grades 3-5 (Clover Kid years should not be included)</i>	Intermediate <i>Grades 6-8</i>	Senior <i>Grades 9-12</i>
Check Sheet	Include	Include	Include
Personal Information Page	Include	Include	Include
4-H Story & Photo Portfolio	<i>10-point font minimum. Double spaced. 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. When combined, your written story and pages of photos cannot exceed 8 pages.	Min: 3 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 10 pages.	Min: 3 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 10 pages.
4-H Report Form Sections	<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 2 pages max	Up to 4 years Max: 25 entries 3 pages max
III – 4-H Community Service	Up to 3 years Max: 10 entries 1 page max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 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 2 pages 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 2 pages max	Up to 4 years Max: 25 entries 3 pages 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 2 pages max



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-8, 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.



**Personal Information Page
2019-2020**

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** _____

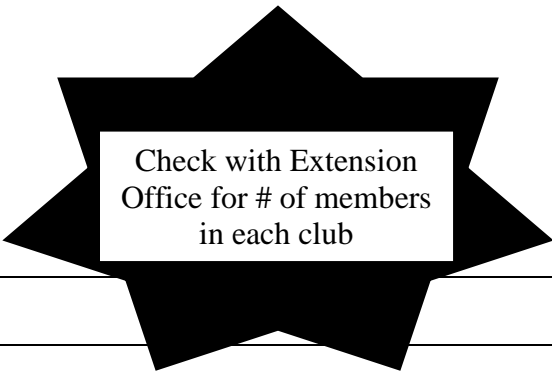
City, State, Zip _____ **Mobile Phone** _____

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** _____



4-H Story & Photo Portfolio

The story should focus on information from the current year; however, it may also include information from prior years.

Title the portfolio as follows: "My 4-H _____ (Record Book Category) Story and Photo Portfolio." For example, "My 4-H Horse Story and Photo Portfolio." A subtitle may be added.



Look at the
TABLE on page 3
for minimum and
maximum pages!

The story should include information in ORDER:

- 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

The photos used are very important and should reflect growth, development and involvement in the member's 4-H career. Use photos that show the member doing things, learning and teaching others, and especially having FUN in 4-H. Use photos that show the main project, other projects, leadership, and community service.

Photos depicting family activities, livestock auctions, U.I.L., sports events, other school events (non-4-H related photos) are not to be included. This is your 4-H Record Book.

Captions help tell the story and describe what is in the photo but are not required. Story and photos may be combined. Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings may be included. Newspaper articles are not allowed.

- 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.**



2019-2020

Texas 4-H Record Book Report Form

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.

This includes 4 projects for the current year!

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)

Table with 4 columns: Description, Year, How many?, Level (L,C,D, S, N, I)

Table with 4 columns: What have you learned?, Year, Hours Spent, Level (L,C,D, S, N, I)

Explanation of what to put in the table above:

(General to all projects):

- Trainings/Workshops
• Classes
• Tours
• Demonstrations/Educational Presentations
• Leadership
• Taught/Served
• Competitions Entered
• Tours-Places Visited

Description

- Demonstrations/Educational Presentations
• Project Meetings
• Hours Spent
• People Reached
• Research Hours Spent or Group/Independent Study

Hours

- Awards

What have you learned:

Learning Experiences

- Knowledge Gained
• Research
• This can also be other "soft" skills like responsibility, decision making, selfconfidence, work ethic, critical thinking, etc.



TEXAS 4-H RECORD BOOK



EXAMPLES SPECIFIC TO SOME COMMON PROJECTS

Public Speaking/Leadership:

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

- 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

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

Fashion and Interior Design:

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

Food and Nutrition:

- Meals/Dishes Prepared
- Tables Set
- Money Saved by cooking at home
- Coupons used/saved
- Prize Money Earned from County Fair
- Scenarios Written
- Reasons Given
- Hours Spent Studying

- Consumer:
- Budgets Made
- Classes Created
- Hours studying
- Kahoot It! Quizzes Completed
- Reasons Given

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

Veterinary:

- 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 Cam

Theater and Performing Arts:

- Plays
- Lines learned
- Acts completed
- Performances
- Camps

Health and Personal Safety:

- Healthy presentations given
- Healthy Lifestyles Practices/Contests
- Healthy Lifestyles Ambassador
- Tours
- Camps



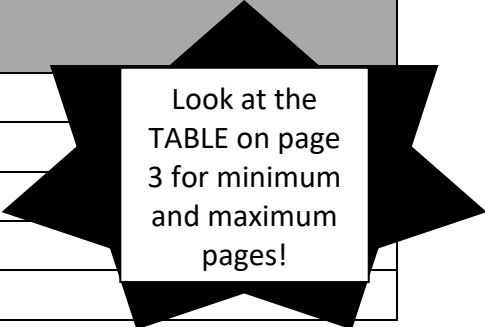
2019-2020

Texas 4-H Record Book Report Form

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 2 pages; Senior – 25 entries and 3 pages.**

	Year	Leadership Activity	Role (E, A, V, P)	Level (Cl, Co, D, S, N, I)	Responsibilities / Duties / Accomplishments
1					
2					
3					
4					
5					



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.

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/Meet the Teacher Night
- Picture in National 4-H Calendar
- Exhibit at Mall of 4-H Photography
- Sold 4-H raffle tickets

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

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



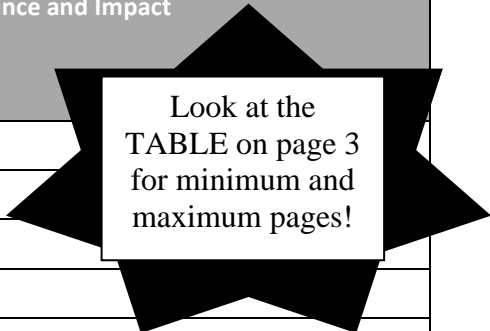
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Texas 4-H Record Book Report Form

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 2 pages; Senior – 25 entries and 3 pages.

	Year	Your Role (Y, M, or P)	Service Activity	Importance and Impact
1				
2				
3				
4				
5				



What did you do to help other people because of 4-H?

NO FUNDRAISERS IN THIS SECTION!!!! 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.

Y: Completed Community Service by yourself

- Donated clothes to good will, etc.
- Made a dish for potluck at church
- Donated coke tabs to Ronald McDonald House by yourself
- Helped elderly with something at house--- without taking money!!!

M: Completed Community Service with a member of a group- club, county council

- Anything your club or county council does as a group community service project.
- Gathering supplies for disaster relief
- Coat Drive for County Council
- Dry Milk for Helping Hands
- Coke tabs to Ronald McDonald House
 - Highway Clean up

P: Lead and implemented community service project

- Led Blankets of Love project for club and coordinated with club manager on how to get the project going and finished.
- (SENIORS!!!!- YOU NEED AT LEAST 1-3 P's in your book!!!)
- **ALL P's need to have one of these words to show you actually had leadership.**
- Coordinated
- Led
- Organized
- Planned
- Created

NOTE: You can be part of an officer team who leads the project and still count it as a P



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Texas 4-H Record Book Report Form

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 (Juniors) Limit to 2 pages (Intermediates & Senior).

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.

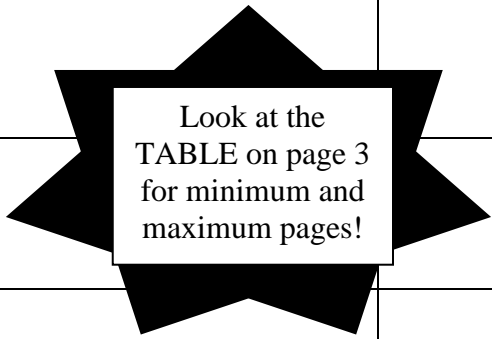
Make sure that you use Projects on the Project List!

- This page could be just one project or several projects.
- Can be in paragraph form (not optimal)
- Include project name
- Divide years within project

Tip: Use the Section I Project lists and ideas for this section as well.

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

Project:	Years in Project:	Summarization:	Levels (L,C,D, S, N, I)





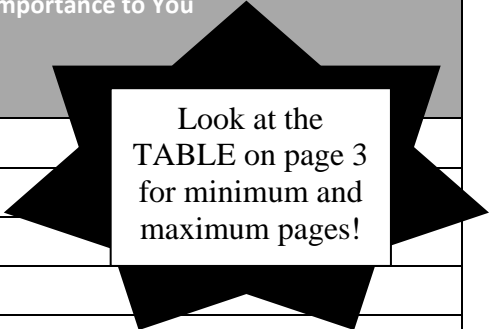
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Texas 4-H Record Book Report Form

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 2 pages; Senior – 25 entries and 3 pages.

	Year	Level (Cl, Co, D, S, N, I)	Recognition	Importance to You
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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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Texas 4-H Record Book Report Form

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:

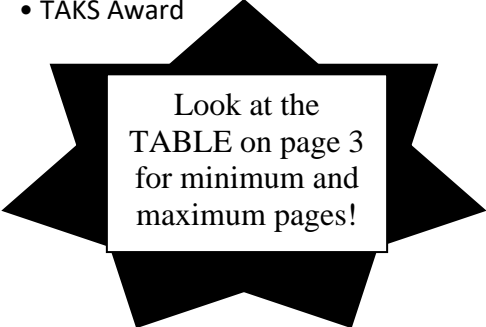
- County Youth Board
- VBS teacher
- Chamber of Commerce
- Captain of Sports Team
- TAFE
- FFA Officer
- Read Scriptures at church
- Help with Technical stuff at church
- Student Council

Community Service Examples:

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

Awards/Recognition Examples:

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



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

Community Service Type	Year	People Reached/Hours Spent	Level (L,C,D, S, N, I)

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



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Texas 4-H Record Book Report Form

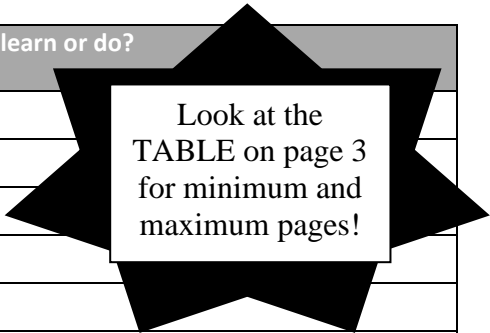
SECTION VII – COLLEGE & CAREER EXPLORATION

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 2 pages.

	Year	Activity Title	What did you learn or do?
1			
2			
3			
4			
5			
6			



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.

Section Must Include:

- Activity Date
- Activity Title
- What did you learn or do?
- Hours

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