

San Juan County 4-H Record Books

Website: <http://sanjuanextension.nmsu.edu>

Record Books are due in the Extension Office on October 6, 2017

Putting Your 4-H Record Book Together

These pages include information and directions for assembling your 4-H Record Book.

- The following materials must be included in your 4-H Record Book in order to be deemed as complete.
- Follow the order below when preparing and assembling your 4-H Record Book for judging purposes. The number of points listed for each section of the record book coincides with the general record book score sheet – Form A.
- Remember this is a new record of project work for the current 4-H year. Do not include materials or information from the previous 4-H year.



The Cover

- Use the standard Acco-type 4-H Record Book Cover (this is the hardback green cover) that is available at the Extension Office at a cost of \$3.00. Record book covers may also be purchased from the National 4-H website at Shop4-H.org.
- No three ring binders or report covers.
- Complete necessary information on front cover --- name, address, 4-H club, county and state.

- This is worth 2 points.**



The “4-H Record Book Award Area Form”

- This page is attached to the inside cover of your 4-H Record Book. It is used to determine the project and personal accomplishment areas to be judged.
- You must be currently enrolled in the project areas chosen for judging.
- A maximum of 6 projects may be featured in your record book.
- Project record sheets for the areas marked for judging must be included in your record book. The record sheet for each project was included in your 4-H project packet / CD or within the project book itself. Contact the Extension Office if you did not request project materials and still need a record sheet.
- Personal accomplishment award areas do not require record sheets. Be sure to check each area you wish to be judged (Agriculture, Home Economics, General, Citizenship/Community Service, Leadership and/or Outstanding 4-H Member). If there is no check mark, it is assumed that you do not want to be considered for these additional awards.

- This is worth 2 points.**



Additional Tips:

- Do not include ribbons, medals, placing cards, score sheets, certificates, receipts, sale forms, or news articles in your 4-H record book. Stick to the basics outlined in these instructions.
- Check all spelling, punctuation, grammar, and financial figures for accuracy.
- Complete all sections of your county report form and project record sheets.
- Write neatly and legibly, if writing by hand.
- Use a typed font (no larger than 12 point for general text) that is easy to read. Headings may be larger than 12 point.
- Clear page protectors may be used. These keep pages clean and protect them from tearing.
- Heavy cardstock paper is suggested for mounting pictures in order to support pictures.
- Organize pages vertically, so your book does not have to be turned sideways to be judged.
- **Don't wait until the last minute to begin working on your record book!** It takes time and patience. Set your personal completion deadline at least one week before the October deadline to reduce stress and allow for unplanned events the week record books are due.
- **Contact your 4-H club organizational leader to see if your club has an earlier deadline for record books.** Clubs may choose to have record books turned in to the leader for review and signatures, before being submitted to the Extension Office.

Record Book Forms available on county website include:

- Putting Your Record Book Together
- 4-H Record Book Award Area Form
- 4-H Clover Template - Green Design Set (Divider pages and more)
- San Juan County Report Form
- How To Write a 4-H Story
- My 4-H Story Form - for handwriting your story
- My 4-H Story Form - in MS-Word, for typing your story
- Livestock Record Sheet
- General Record Sheet
- Self-Determined Project Record Sheet

Specific Project Record Forms can also be obtained from the State 4-H Website at:

<http://nm4h.nmsu.edu>



Individual Photo Page

- This is the first actual page in your record book.
- Mount one good quality photo of yourself on a single sheet of paper. Type or print your name, age and club below the photo.

- This is worth 2 points.**

**You may create your own page or use a “4-H DESIGN SET” for this page, the table of contents and divider pages. The Design Sets are available on the 4-H Record Book section of our COUNTY website (<http://sanjuanextension.nmsu.edu>). The forms may be downloaded to a disk or jump drive to use with your computer; printed from the county website; or obtained from the Extension Office as a hardcopy or on a CD.



Table of Contents Page

- This is the second page after the member photo page.
- The Table of Contents for your record book will include these sections:
 - 1) The San Juan County Report Form
 - 2) My 4-H Story (Overall story of your 4-H accomplishments)
 - 3) General 4-H Photos (3 pages of photos with captions / single sided)
 - 4) Individual Project Record Sheets with project related photos and captions (please list each individual 4-H project that is included in your record book)
- Page numbers are not necessary.

- This is worth 2 points.**



Dividers - are used to separate the sections of your record book for easier readability.

- You will have 4 main divider pages plus additional dividers for each individual 4-H project to be judged.
- The dividers are for the San Juan County Report Form, 4-H Story, General Photo Pages, and the Individual Project Record Sheets.
- Tabs should be used on the dividers to allow for easier readability when judging. It is best for the tabs to extend beyond the edge of the page.
- **You may create your own page/s or use a “4-H DESIGN SET” for these pages, the table of contents and divider pages. The Design Sets are available on the 4-H section of our COUNTY website.

- This is worth 2 points.**



The San Juan County Report Form

- This will be the first section of your Record Book after the table of contents. This form can be obtained from the COUNTY website or from the Extension Office on a CD or in printed form.
 - The form may be typed on the computer or very neatly handwritten. Just remember that neatness counts. The form is in a fillable format on the county website.
 - These forms are designed to help you outline your 4-H experiences and accomplishments. **Do not include non-4-H related information.**
 - Complete only ONE county report form.
 - List your important 4-H experiences in concise statements. Avoid repetition.
 - You may add pages as necessary to include all your 4-H accomplishments.
 - Make sure the form is signed by the member, a parent or guardian and your 4-H club leader.
- This section is worth 25 points.**



“My 4-H Story”

- This is the second section after the San Juan County Report Form.
 - You may choose to use the 4-H Story template on the county website, if desired.
 - Your “My 4-H Story” is an overall essay of your 4-H experiences this year, as opposed to an individual project story.
 - The story is limited to 6 pages. It may be typed in an easy-to-read, 12 point font or handwritten and must be on one side of the paper only. If handwriting your story, use the form on the County website or obtain the printed form from the Extension Office.
 - Begin your story with an introduction – Name, age, where you live, your club name, how long you have been in 4-H as well as the projects you completed this year.
 - The story should emphasize your personal growth and development; leadership and community service experiences; goals for the year; club, county, district, state, and/or national activities you participated in; and any other 4-H experiences you wish to highlight from the main project areas in which you are submitting your record book. Your story may include information about your projects, however this story should reflect leadership, community service, club/county/state and/or national activities and other 4-H camps, tours, shows, contests and other activities you have been involved in this year.
 - See “How to Write a 4-H Story” on the county website for more detailed information.
 - Be sure to check for spelling, punctuation and grammar before submitting.
- This is worth 25 points.**



General 4-H Photos

- This is the third section of your Record Book after the “4-H Story.”
 - In this section*, photos are **limited to 3 single-sided pages**.
 - Choose good quality photos that illustrate the highlights of your general 4-H activities. They may also show honors and recognition received, special practices, demonstrations, leadership, community service, fairs and shows, contests, or other general 4-H activities you participated in this year. Project photos should be reserved for the “project” section of your record book.
 - Multiple scanned or developed photos may be cropped and mounted on one side of the page only. Do not shingle (stack or overlap) photos.
 - Include a caption for each photo with a description of what is taking place.**
- This is worth 10 points.**



Project Record Sheets

- This is the last section of your 4-H Record Book.
 - Include your **current year’s** 4-H Project Record sheet(s) and **one, single sided page of photos that pertain to that project**. Place this photo page after the project record sheet. **Remember to provide captions for each photo.**
 - Use the **Specific Project Record Sheet** for your project(s) that was either included in your project packet, in the project book, or on your project CD. Self-determined (SD) record sheets must be used for all self-determined projects.
 - Record sheets can be obtained from the 4-H website, CD, or in printed, hard copy form from the Extension Office, if needed.
 - Completely fill in all sections of your project record sheet even if you indicate that a section was not applicable to you this year. When you leave something blank, you are often scored lower.
 - Be sure member, leader and/or parent signatures are included on the record forms, if applicable.
- This is worth 30 points.**
(5 points for pictures and 25 points for record sheet)