

San Juan County 4-H Record Books

Website: [http:// sanjuanextension.nmsu.edu](http://sanjuanextension.nmsu.edu)

Record Books are due in the Extension Office on October 1st 2026

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.
- ☐ Follow the order below when preparing and assembling your 4-H Record Book for County Awards.



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 \$4 .00.
- ☐ No three ring binders or report covers.
- ☐ This is worth 2 points.



1. 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.
- ☐ Project Record sheets included in your project book must be included for the areas marked. Personal accomplishment award areas do not require record sheets.
- ☐ This is worth 2 points.



2. 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 section of our COUNTY website (<http://sanjuanextension.nmsu.edu>). The forms may be downloaded or printed from the website; or obtained from the Extension Office as a hardcopy or flash drive.



Table of Contents Page

- ☐ This is the second page after the member photo page.
- ☐ **You may create your own page/s 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 section of our COUNTY website.
- ☐ The Table of Contents for your record book will include these sections: The San Juan County Report Form, My 4-H Story, General 4-H Photos, and Individual Project Record Sheets with project related photos and captions.
- ☐ Page numbers are not necessary.
- ☐ This is worth 2 points.



3. 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 County Report Form, 4-H Story, General Photo Pages, and the Individual Project Record Sheets.
- ☐ Tabs may be used on the dividers to allow for easier readability.
- ☐ **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.



4. 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 in printed form from the Extension Office.
- ☐ The form may be typed on the computer. Novice members may hand write form. Parents are not to hand write for their children. Just remember that neatness counts however, age of child will be considered when judging.
- ☐ 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.
- ☐ Make sure the form is signed by the member, a guardian and your 4-H club leader.
- ☐ This section is worth 40 points.



5. “My 4-H Story”

- ☐ This is the second section after the 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 essay of your 4-H experiences.
- ☐ The story should be at least one page but no more than 5 pages. It may be typed or handwritten.
- ☐ 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; 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 should **highlight what you learned this year**.
- ☐ See “How to Write a 4-H Story” for more detailed information.
- ☐ Be sure to check for spelling before submitting.

- ☐ This is worth 40 points.



6. General 4-H Photos

- ☐ This is the third section of your Record Book after the “4-H Story.”
- ☐ 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 4-H activities you participated in this year.
- ☐ Include a caption for each photo with a description of what is taking place.

- ☐ This is worth 10 points.



Project Record Sheets

- ☐ Project records are the last section/s of your 4-H Record Book. Each project should be separate and have dividers between them. Only projects selected on the for judging should be in book.
- ☐ Include your current year's 4-H Project Record sheet(s). Place photo page/s after the project record sheet.
- ☐ Use the **Specific Project Record Sheet** for your project(s) that was either included in your project packet or book. If the project did not come with a specific record sheet the general project or general livestock record sheets may be used. Self-determined (SD) record sheets must be used for all self-determined projects.
- ☐ Record sheets can be obtained from the 4-H website, 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 (N/A) to you this year. When you leave something blank, you are often scored lower.

- ☐ This is worth 30 points. (5 points for pictures, 5 points for neatness and 20 points for record sheet)

Project Story

- ☐ The Project Story should be half a page – two pages long. It should tell the story of your experience with that project. Be sure to include GOALS AND WHAT YOU LEARNED. Include your plans for the project next year.
- ☐ This is worth 20 points.



Additional Tips:

- Do not include ribbons, medals, placing cards.
- Check all spelling, punctuation, and financial figures for accuracy.
- Complete all sections of your county report form and project record sheets.
- Use a typed font (no smaller than 12 points no larger than 16 points for general text) that is easy to read. Headings may be any font/ size.
- Clear page protectors may be used but are not mandatory. These keep pages clean and protect them from tearing.
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.

Record Book Forms/ Resources available on county website include:

- ☐ Putting Your Record Book Together
- ☐ 4-H Record Book Award Area Form
- ☐ 4-H Clover Template for Dividers and Main Pages
- ☐ San Juan County Report Form
- ☐ How To Write a 4-H Story
- ☐ General Project Report Form
- ☐ General Livestock Report Form
- ☐ Self-Determined Project Record Sheet

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

<http://nm4h.nmsu.edu>

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