



# JUNIOR/INTERMEDIATE 4-H RECORD BOOK GUIDELINES

## WHY KEEP 4-H RECORDS?

Records such as birth certificates, report cards, income tax records and work records are important to all of us they are a permanent record of where we came from, where we have been, what we have done, and where we are.

4-H records are a written expression of the joy of striving. They document the knowledge, attitudes and skills that have been learned, and they relate the experience in leadership, citizenship and community service that have been shared.

4-H records help members:

- 1) Establish goals
- 2) Assume responsibility for record keeping
- 3) Collect information using ordered procedures and
- 4) Evaluate their progress.

4-H records help others to understand and know the member, learn about the member's interests and evaluate the member's progress and achievement. But, perhaps most importantly, a 4-H record is self-recognition of accomplishments that a 4-H member will treasure.

- All 4-H'ers are encouraged to complete Record Books!
- For 2012, 4-H'ers selling Cakes or Livestock in the 4-H Cake and Livestock Auctions are **required** to complete a 2011 record book to be eligible to sell their project.
- 4-H'ers completing a Record Book for the first time, are eligible to complete the Kent County Mini-Record.
- Many Kent County recognition awards are based on 4-H record books and portfolios. These awards are presented at the annual 4-H Achievement and Recognition Banquet. Mini-records will be judged separately from the other records.

The following guidelines will help you assemble and prepare your books. Use this sheet and the checklist on page 5 as you work. Follow these exactly so that the judges can evaluate your book more accurately. Record book judges will also receive a copy of these guidelines.

University of Maryland Extension programs are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation, marital or parental status, or national origin.

REVISED: OCTOBER 28, 2011

1. General Instructions: Please read!

- \_\_\_\_\_ \*A. Use the standard 4-H cover. It is 8 ½ " x 11" and is available at the 4-H office. Cost \$2.50.
- \_\_\_\_\_ \*B. DO NOT USE PLASTIC COVERS over the pages in any section. Plastic covers cause a glare, making it difficult to read the print.
- \_\_\_\_\_ \*C. DO NOT NUMBER PAGES.
- \_\_\_\_\_ \*D. Print in ink, type or use a computer, to fill in the information in your record book. 4-H'ers should do their own work. Younger 4-H'ers may have limited assistance.
- \_\_\_\_\_ \*E. Use all plain white standard 8 ½" x 11" size paper. Lined paper is acceptable for junior 4-H'ers.
- \_\_\_\_\_ \*F. Screen all records for duplication of materials or information.

**Remember when filling out these forms that the 4-H Record Book year runs from January 1st - December 31st.**

2. **INDEX TABS**

Each of the items listed in your table of contents should be indexed with a tab. These can be purchased or home made tabs. There should be a separate sheet of paper to be used as a section divider with an index tab. The index tab should extend out to the right of the 8 ½" x 11" paper but not past the cover of the book so that they will not break off. The tabs are a tremendous benefit to the judges when they are reviewing the books to compare similar sections from separate books.

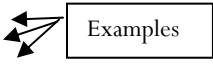
3. **ALL ABOUT ME – PICTURE PAGE**

A photograph of just yourself (head and shoulders preferred) should be mounted on a separate piece of plain white paper. Black and white or color pictures are okay. Use rubber cement, glue, double stick tape or mounting corners to mount. Under the picture type or print in ink your complete name, age as of January 1st of the current year, address, state, zip code, club name and county (KENT COUNTY). You may list more than one club. Never write on front or back of pictures. Your picture page should look like this:

<b>ALL ABOUT ME</b>
YOUR PICTURE
YOUR NAME
XX YEARS OLD ( <i>As of Jan. 1<sup>st</sup></i> )
12345 CLOVER ROAD 4-H VALLEY, MARYLAND 01848
KENT 4-H CLUB
KENT COUNTY

4. The Table of Contents page should look like this one:

TABLE OF CONTENTS	
I.	ALL ABOUT ME
II.	TABLE OF CONTENTS
III.	MD 4-H SUMMARY RECORD
IV.	MY 4-H STORY
V.	4-H PROJECT PICTURES
VI.	4-H CORRESPONDENCE (OPTIONAL)
VII.	4-H NEWS CLIPPINGS (OPTIONAL)
VIII.	4-H PROJECT RECORDS
A.	Sewing
B.	Photography
C.	Beef and Beef Supplement



5. **MY 4-H STORY** –

**MAXIMUM 2 PAGES! (DOUBLE-SPACED)**

Your story should be written printed in ink or typed on a computer. (Juniors may use lined paper and write single spaced, wide-ruled paper). Use complete sentences and watch your spelling. Stories can be humorous, sad, focused on 1 project or event or a general story about the year's 4-H activities. This is your opportunity to be creative and imaginative! You may include in your story information about:

- 🌿 Yourself, Age, Interests, Parents and family, where you live, where you go to school  
(Should take up NO MORE than 1 paragraph of your story!)
- 🌿 When and why you joined 4-H, your 4-H projects, why you selected them
- 🌿 What you have learned in 4-H this year!
- 🌿 Things you have tried and found successful and not so successful
- 🌿 Tell about your 4-H leadership experiences - offices held, planning committee membership

6. **YOUR PROJECT OR ACTIVITY PHOTOGRAPHS** – MAX 3 PAGES

Pictures should be used to illustrate highlights of your projects or activities. Three 8 ½ x 11 inch pages, one side only - Not shingled (overlapping). Secure pictures with rubber cement, art corners, or other method that is neat! Laying out pics on your computer and printing is acceptable. These **pictures must be related to the 4-H projects and activities** completed in this record book!

Caption each picture with the following:

1. Description of activity
2. Date
3. Location

7. **4-H CORRESPONDENCE (OPTIONAL)** – MAX 3 PAGES

Include 4-H related letters or correspondence addressed to you. A letter addressed “To 4-H Potato Project member” is acceptable also. Include letters from Extension staff, leaders, other members, or thank you notes, emails, invitations, notices of project events, etc. You

can have a maximum of **3** pages. Correspondence *must* be 4-H project/activity related.

8. **4-H NEWS CLIPPINGS (OPTIONAL) – MAX 3 PAGES**

Include name of newspaper and date of clipping. Underline your name in **RED**. Article did not have to be written by you, but your name, club name or photo must be included. Maximum of 3 pages allowed. The Extension Office keeps articles from the Kent News, Delmarva Farmer, Tidewater Trader, Star Democrat & Farmshine, so contact the 4-H Office if you need copies of articles in which you were mentioned. \* Don't forget fair results are always printed in the Kent News!

9. **CURRENT YEAR'S PROJECT RECORDS**

To *complete* a Kent 4-H Project Record you must **DESC**:

1. **D - Do** the project
2. **E - Exhibit** the project – at a fair, show, school, gallery, bank, etc.
3. **S - Speak** about your project
4. **C - Complete** the project record

Include current year project records **ONLY**. Records should be neat and *have appropriate signatures where necessary*. Complete **1** record form for each 4-H project. (This must include the animal supplement if it's an animal project!)

1. Kent 4-H uses the MD 4-H Project Record (**4-H 510**) for all projects. The same project record will be completed for each project no matter what it is.
2. 4-H'ers with an animal project of any species, must also complete the supplemental Animal Project record sheet - **Kent 4-H 510S**.

**The Animal Supplement is subject to revisions. Suggestions for continued improvements are welcome.**



BEEF\* DAIRY\* DAIRY GOATS\* DOG\* HORSE\* POULTRY\* RABBIT\* SHEEP\* SMALL PET\* SWINE

**KENT 4-H ANIMAL PROJECT SUPPLEMENT** KENT 4H 510S

This project record is used along with 4-H Project Record (4-H 510) – USE ONE FORM PER SPECIES  
Note: More than 1 animal/species can be placed in 1 supplement, only complete sections appropriate to your animal species.

NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_ SPECIES: \_\_\_\_\_ MARKET ANIMAL? \_\_\_\_\_ (YES/NO)

IS YOUR ANIMAL REGISTERED? \_\_\_\_\_ (YES/NO) (Example: with breed association).

NAME OF REGISTRANT ANIMAL: \_\_\_\_\_  
(complete name if registered)

Table 1: PROJECT ANIMAL(S)							
Animal Name/Number	Breed	Date of Birth	Sex M/F	Bred by you? (Yes/No)	Date Obtained	Purchased From And Cost	Value if Animal Sold

See Extension Office if you need copies of:

- 4-H 508 Members Guide – Completion of 4-H Record Books
- 4-H 509 Leaders Guide – Completion of 4-H Record Books
- 4-H 510 4-H Project Record
- 4-H 510S Kent 4-H Animal Project Record Supplement

Project Records can also be downloaded and completed online:

1. Project and Summary Records, Members and Leaders Guides - <http://www.maryland4h.org/Resources/Project%20Record%204H-510.doc>
2. Kent Animal Supplement - <http://Kent.umd.edu>

# DO REMEMBER.....

1. Only one record book including ALL 4-H projects needs to be entered by each 4-H member.
2. Records are judged mainly on leadership, learning, participation, project achievements, and growth and development in personal, community, and civic responsibilities (citizenship). **You can only be judged on what you include in your record, so make it complete.**
3. A separate memory book is the place for souvenir materials, ribbons, programs, and additional pictures. It should not be submitted with your records.

Call the 4-H office, 410-778-1661, if you need help! Do not wait until the last minute.

REVISED FROM NOTES OF:

MARTIN L. HAMILTON, Extension Agent, 4-H Howard County, Sept. 1986

REVISED FROM QUEEN ANNE'S COUNTY NOTES: FEBRUARY 24, 1995

LATEST KENT REVISION: OCTOBER 28, 2011

**University of Maryland Extension programs are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation, marital or parental status, or national origin.**

## RECORD BOOK CHECKLIST

Make sure you haven't forgotten anything in your record book! Check off as you complete!

\_\_\_\_\_ Save all my 4-H records – receipts, show results, correspondence, news clippings and photos.

\_\_\_\_\_ Purchase my 4-H Record Book Cover, \$2.50 at the Extension Office



\_\_\_\_\_ Complete All sections of my Record Book:

\_\_\_\_\_ "All About Me" page – with picture

\_\_\_\_\_ Table of Contents

\_\_\_\_\_ Summary Record

\_\_\_\_\_ My 4-H Story

\_\_\_\_\_ Project Pictures – mounted, labeled and name underlined in red

\_\_\_\_\_ Correspondence

\_\_\_\_\_ News Clippings – mounted, labeled and dated

\_\_\_\_\_ 4-H Project Record(s)

\_\_\_\_\_ Project: \_\_\_\_\_ Supplement (yes/no) \_\_\_\_\_

\_\_\_\_\_ Project: \_\_\_\_\_ Supplement (yes/no) \_\_\_\_\_

\_\_\_\_\_ Project: \_\_\_\_\_ Supplement (yes/no) \_\_\_\_\_

\_\_\_\_\_ Project: \_\_\_\_\_ Supplement (yes/no) \_\_\_\_\_

\_\_\_\_\_ Project: \_\_\_\_\_ Supplement (yes/no) \_\_\_\_\_

\_\_\_\_\_ Signatures of Leader and Extension Educator on Summary and Project Records

\_\_\_\_\_ Submit completed Record Book to the Extension Office by 4:30 p.m. the Tuesday after the Martin Luther King, Jr. Holiday

# Sample Record Book Layout

## I. ALL ABOUT ME



YOUR PICTURE

MY NAME

XX YEARS OLD

← *(As of January 1<sup>st</sup>)*

12345 CLOVER ROAD

4-H VALLEY, MARYLAND 01848


KENT 4-H CLUB(S)

KENT COUNTY


## II. TABLE OF CONTENTS


- I. PICTURE OF ME
- II. TABLE OF CONTENTS
- III. MD 4-H SUMMARY RECORD (4-H 511)
- IV. MY 4-H STORY
- V. 4-H PROJECT PICTURES
- VI. 4-H CORRESPONDENCE (Optional)
- VII. 4-H NEWS CLIPPINGS (Optional)
- VIII. 4-H PROJECT RECORDS
  - A.
  - B. [List only the Project record sheets (with applicable animal supplements) included in your record book.]
  - C.

# III. MD 4-H SUMMARY RECORD 4-H 511




**MARYLAND  
COOPERATIVE  
EXTENSION**  
UNIVERSITY OF MARYLAND  
COLLEGE PARK • EASTERN SHORE






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4-H Logo Protected Under 18 U.S.C. 707 4-H 511



## MARYLAND 4-H SUMMARY RECORD



This record belongs to \_\_\_\_\_

Name Year

---

Mailing Address \_\_\_\_\_

Street Apt.#

---

City/Town State Zip

---

Birth Date \_\_\_\_\_ Grade in School \_\_\_\_\_

Please indicate age as of  
January 1st.

4-H Age—Please check

junior (8-10)

intermediate (11-13)

senior (14-18)

---

County/City \_\_\_\_\_ Year in 4-H \_\_\_\_\_

---

4-H Club(s) \_\_\_\_\_

These are my 4-H goals for this year:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

My 4-H projects this year; number of years in project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

I have evaluated my records and believe they are complete and accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

4-H Member Date

---

I have reviewed this record book.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Volunteer

---

Comments: \_\_\_\_\_










# IV. YOUR 4-H STORY

## TELL ABOUT YOURSELF:

Your story should be written printed in ink or on a computer. Juniors may use lined paper and write single spaced. Typed stories are 2 pages, double-spaced. Use complete sentences and watch your spelling.

Ideas to include in your story:

-  Introduce yourself: include your age; interests; parents; brothers and sisters; where you live; where you go to school; when and why you joined 4-H. (No more than 1 paragraph!)
-  Tell about the projects in which you are submitting your record: how 4-H helped you learn things about this subject you didn't know before; how your project grew in size and scope; and some things you tried successfully or unsuccessfully.
-  Highlight other 4-H projects and activities--including major learning experiences, special interest, service learning and unusual situations you encountered.
-  Explain how 4-H has helped you become a better leader and citizen: how 4-H has increased your interest and participation in community affairs, and what you have learned from team efforts.
-  Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future plans and career you want to pursue.
-  Make your story interesting & fun to read.
-  And finally, emphasize about how you shared what you learned with others. This is a written record of your 4-H year so include what you feel is important, interested and pertinent.

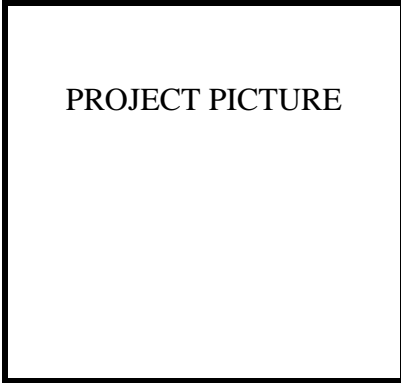
Your 4-H Story should be a maximum of 2 pages in length, double-spaced. **SELECT THE MOST IMPORTANT INFORMATION FROM YOUR 4-H YEAR TO HIGHLIGHT. ONLY 2 PAGES OF YOUR STORY WILL BE CONSIDERED IN JUDGING. ANY PAGES PAST 2 WILL NOT BE CONSIDERED SO ORGANIZE YOUR THOUGHTS CAREFULLY. SEE PRINT GUIDELINES ON PAGE 3.**

Appearance, presentation, spelling and grammar will be included in the evaluation points for the story.

**THIS MUST BE YOUR OWN WORK! USE YOUR OWN IDEAS, THOUGHTS AND EXPRESSION.**

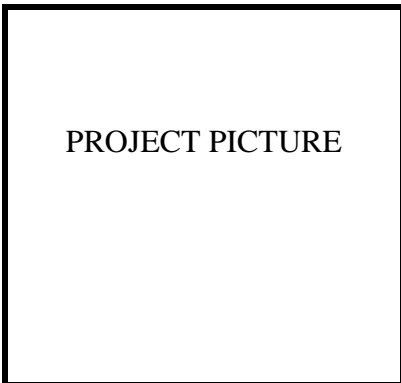
Parents may offer some assistance to juniors.

# V. PROJECT PICTURES



INCLUDE CAPTION

EXAMPLE: "ME AT THE MD STATE FAIR... TEACHING FAIR GOERS ABOUT GROWING UP ON A HOG FARM", AUGUST 20\_\_



EXAMPLE: "LEARNING TO SEW A HEM ON PANTS, MAY12, 20\_\_.

## VI. 4-H CORRESPONDENCE

709 Morgnac Road, Suite 202, Chestertown, MD 21620

10/9/20XX

To: Toy Drive Planning Committee

From: 4-H Educator

*4-H Toy Drive 1st Planning Session*  
**Thursday, October 19th ~ 2:00 p.m.**  
Extension Office  
**EARLY SCHOOL DISMISSAL THIS DAY**

Let's Kick-off the 7th Annual 4-H Toy Drive with a bang!

Plan on attending the 1st meeting of the drive. We will set dates, develop a timeline and organize the drive.

Invite anyone who you think may be interested. The more the merrier!

**Please RSVP by the 18th!**

Elizabeth M.S. Hill, Faculty Extension Assistant, 4-H & Youth Development

EMSH/tjb

Letters **MUST** relate to your 4-H projects or activities.

If letters are written on office size paper just insert in record book.

If letters are written on small size paper,  
mount on 8 ½" x 11" pages and insert in your record book.

**NO MORE THAN 3 PAGES ALLOWED!**  
**SELECT ONES MOST APPROPRIATE TO YOUR 4-H PROJECTS AND**  
**ACTIVITIES**

# VII. NEWS CLIPPINGS

NAME OF NEWSPAPER & DATE ARTICLE APPEARED  
(NO MORE THAN 3 PAGES)

EXAMPLE:

KENT COUNTY NEWS – March 3, 20\_\_

Star Democrat – July 18, 20\_\_

UNDERLINE YOUR NAME  
IN RED

Example:  
Chris Clover, participated in  
the 20XX 4-H Public  
Speaking program

UNDERLINE YOUR NAME  
IN RED

Example:  
Chris Clover, participated in  
the 20XX Kent County Fair.

Tidewater Trader –  
October 24, 20\_\_

UNDERLINE YOUR NAME  
IN RED

Example:  
Chris Clover, participated in  
Park clean-up.

# VIII. PROJECT RECORD SHEET(S)

See “4-H Members Guide” to help complete project records.

**You MUST include BOTH the Kent 4-H Animal Supplement Record and the 4-H Project Record if you are completing an animal project!!**



MARYLAND COOPERATIVE EXTENSION SYSTEM 4-H

4-H Project Record  
(complete this form for each project)

This record belongs to: \_\_\_\_\_ Year \_\_\_\_\_

Club Name:  Junior  Intermediate  Senior Youth in all \_\_\_\_\_

My Project is: \_\_\_\_\_

Number of years in this project area: \_\_\_\_\_

Date project started: \_\_\_\_\_ (Month/Day/Year)

Date this year project was completed: \_\_\_\_\_ (Month/Day/Year)

Year of project started (month): \_\_\_\_\_

Level:  Level 1 a  Level 1 b  Level 1 c  Level 4 & 5  Other \_\_\_\_\_

Year in Achievement Program Level: \_\_\_\_\_

Number of hours completed during the 1st year: \_\_\_\_\_

Number of hours completed during the 2nd year: \_\_\_\_\_

Number of hours completed during the 3rd year: \_\_\_\_\_

In this project I would like to do and have: \_\_\_\_\_

I have completed this record and believe all information to be complete and accurate.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor/Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Extension Educator: \_\_\_\_\_ Date: \_\_\_\_\_



MARYLAND COOPERATIVE EXTENSION SYSTEM 4-H

KENT 4-H ANIMAL PROJECT SUPPLEMENT  
(complete this form for each animal)

KEEP SHEEP! GOAT! QUAIL! DOG! HORSE! POULTRY! RABBIT! SHEEP! SMALL RUMINANTS

The project record is used along with 4-H Project Record (4-H 101) - USE ONE FORM FOR SPECIES  
(Note: More than 1 identification can be placed in 1 equipment, only complete sections appropriate to your animal species)

NAME: \_\_\_\_\_ SPECIES: \_\_\_\_\_ MARKET JOURNAL: (YES/NO)

IS YOUR JOURNAL REGISTERED? (YES/NO) (Example with form attached)

NAME OF REGISTERED JOURNAL: \_\_\_\_\_  
(complete name if registered)

Table 1. PROJECT ANIMALS									
Animal	Sex	Age	Color	Weight	Height	Measure	Measure	Measure	Measure
Mark/Number	Breed	Birth	Sex	Color	Weight	Height	Measure	Measure	Measure