



4-H MINI-RECORD BOOK GUIDELINES FOR JUNIORS, INTERMEDIATES AND SENIORS

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 this 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 book. Use this guide 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.

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 reflects 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, home-made or recycled tabs. A separate sheet of paper should 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. Photos printed from your computer are fine also. 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:

<p style="text-align: center;">ALL ABOUT ME</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto; text-align: center; padding: 5px;">YOUR PICTURE</div> <p style="text-align: center;">YOUR NAME</p> <p style="text-align: center;">XX YEARS OLD</p> <p style="text-align: center;">12345 CLOVER ROAD 4-H VALLEY, MARYLAND 01848</p> <p style="text-align: center;">KENT 4-H CLUB</p> <p style="text-align: center;">KENT COUNTY</p>

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

Junior and Intermediate

Senior

TABLE OF CONTENTS	
I.	ALL ABOUT ME
II.	TABLE OF CONTENTS
III.	MY 4-H STORY
IV.	MY 4-H YEAR IN REVIEW
V.	MINI PROJECT RECORD
	A. ANIMAL SUPPLEMENT(S)
	(If applicable)

TABLE OF CONTENTS	
I.	ALL ABOUT ME
II.	TABLE OF CONTENTS
III.	SENIOR ESSAY
IV.	RESUME
V.	MY 4-H YEAR IN REVIEW
VI.	MINI PROJECT RECORD
	A. ANIMAL SUPPLEMENT(S)
	(If applicable)

5. **A. MY 4-H STORY – 1 PAGE – DOUBLE-SPACED! (Junior and Intermediates Only)**

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! Your story may include information about:

- 🌿 Yourself, Age, Interests, Parents and family, where you live, where you go to school (No more than a short paragraph!)
- 🌿 When and why you joined 4-H, your 4-H projects, why you selected them
- 🌿 What you have learned in 4-H!
- 🌿 Things you have tried and found successful and not so successful
- 🌿 Tell about your 4-H leadership experiences - offices held, planning committee membership

B. SENIOR ESSAY – MAXIMUM 2 PAGES! Essay is part of the Senior Portfolio eligible for national trips. Complete with the Resume and turn in by January 6th, 2012 for portfolio judging.

2012 Essay Theme: “If you were selected to represent Maryland on an out-of-state trip, what would you do upon your return, to promote Maryland 4-H?”

The essay replaces the Jr/Int. story. You must write an essay reflecting the above topic.

Length – no more than two pages
 Double spaced
 Margins – no less than 1 inch
 Font Size – no less than 12 point

<u>Scoring:</u>	
Interview -	40 points
Resume -	40 points
Essay -	<u>20 points</u>
Total	100 points

6. **RESUME – SENIORS ONLY (Included with Essay for Senior Portfolio Judging)**

- 🌿 Leadership, Citizenship and Life Skills based (see sample, page 8)
- 🌿 Length – no more than 3 pages
- 🌿 Margins – no less than 1 inch
- 🌿 Font Size – no less than 12 point
- 🌿 Single spaced

Examples of items to include:

- Life Skills: Personal achievement of goals, skills, honors, awards, media, etc.
- Leadership: Any leadership experience including, club and organization offices, counselor roles, organizer of events, including non-4-H events as well.
- Citizenship: Community service, teaching others, activities with a beneficial community outcome.
 *It is best if listed in some type of order, Example - chronologically.

Non 4-H activities may and should be included in your activities listed above. Examples available in 4-H Office.

7. **MY 4-H YEAR IN REVIEW** – **MAXIMUM 3 PAGES**

This should be lots of fun! It’s your one chance to have fun with your 4-H “stuff”. Next year you will complete the more formal style.

- Formal or scrapbook style is acceptable
- Sections can include: **news clippings, photographs, correspondence, ribbons, memorabilia, drawings, etc. but MUST reflect your 4-H projects and activities.** Note: Only news clippings, photographs and correspondence are permitted in a regular record book.
- See page **10** of these guidelines for a sample page

8. **MINI-PROJECT RECORD**

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** mini-record form for all your 4-H projects. If 1 or more animal projects are included then an animal supplement (1 for each species) should accompany the Mini Project Record Form!

1. The Mini-Record will be completed on the Kent 4-H Mini-Project Record Form (**Kent 4-H 510-Mini**). **One** project record will be completed for all projects and activities.
2. 4-H’ers with an animal project of any species, must also complete the supplemental Animal Project record sheet - **Kent 4-H 510-S**. Complete 1 supplement per species. Do the best you can. Since this is your 1st record book, you may not have all the records you need. Be as complete as possible and remember what you will need for a more complete record next year!!!!

The Animal Supplement is open to revisions. We welcome feedback or suggestions for improvements!

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:

- | | |
|----------------------|------------------------------------------------|
| 1. 4-H 508 | Members Guide – Completion of |
| 4-H Record Books | |
| 2. 4-H 509 | Leaders Guide – Completion of 4-H Record Books |
| 3. Kent 4-H 510-Mini | Kent 4-H Mini-Project Record |
| 4. Kent 4-H 510-S | 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, all Guidelines, Mini Project Record - <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 as complete as possible!**
3. Judging and recognition of the Mini-Record Book will be separate from the regular record books.
4. **Seniors** – The Essay and Resume portion of your record book + a coversheet is what makes up the Maryland 4-H Senior Portfolio. Complete these 3 sections and turn into the Extension Office to be eligible for Out-of-State Trips. **Deadlines: October 3rd, 2011** for National 4-H Conference or **by January 6th, 2012** to be eligible for National 4-H Congress (Kent has 1 slot for this trip annually), Virginia 4-H Congress, West Virginia Older Youth Conference and Camp Miniwanca. See the MD 4-H Portfolio Guidelines for details.

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.

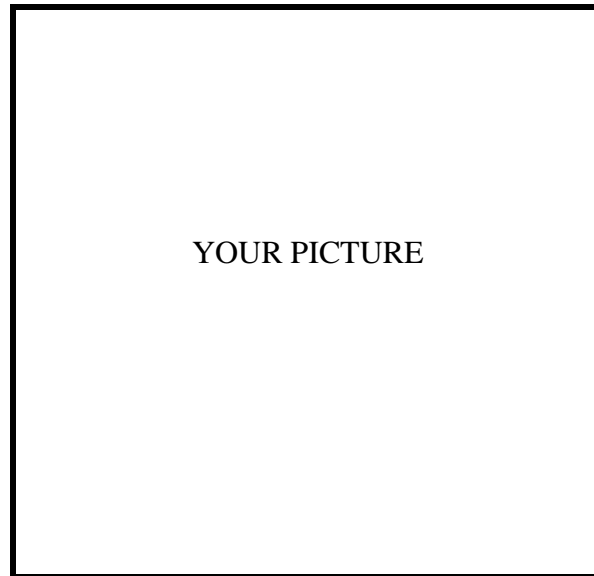
MINI RECORD BOOK CHECKLIST

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
 - _____ My 4-H Story OR Senior Essay
 - _____ Senior Resume (Senior 4-H'ers only)
 - _____ My 4-H Year in Review – pictures, clippings, correspondence, memorabilia, etc
 - _____ Mini – Project Record: _____
 - Animal Supplement (yes/no) _____ Species _____
 - Animal Supplement (yes/no) _____ Species _____
 - Animal Supplement (yes/no) _____ Species _____
- _____ Signatures of Leader and Extension Educator on Project Records
- _____ Seniors: Submit Senior Portfolio (Essay, Resume and Coversheet) in October or January
- _____ Submit completed Mini - 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



MY NAME

_____ YEARS OLD ← (As of January 1st)

12345 CLOVER ROAD

4-H VALLEY, MARYLAND 01848

HAPPY CLOVERS 4-H CLUB

KENT COUNTY

II. TABLE OF CONTENTS

(Junior/Intermediate)

- I. PICTURE OF ME
- II. TABLE OF CONTENTS
- III. MY 4-H STORY
- IV. MY 4-H YEAR IN REVIEW
- V. 4-H MINI-PROJECT RECORD
 - A. ANIMAL SUPPLEMENT (1/SPECIES)
 - B. ANIMAL SUPPLEMENT
 - C. ANIMAL SUPPLEMENT

(Senior)

- I. PICTURE OF ME
- II. TABLE OF CONTENTS
- III. SENIOR ESSAY
- IV. RESUME
- V. MY 4-H YEAR IN REVIEW
- VI. 4-H MINI-PROJECT RECORD
 - A. ANIMAL SUPPLEMENT
 - B. ANIMAL SUPPLEMENT
 - C. ANIMAL SUPPLEMENT

III. MY4-H STORY

JUNIORS & INTERMEDIATES

Your story should be written printed in ink or on a computer, 1 page, double-spaced. Juniors may use wide ruled lined paper (and then write single spaced on each line). Use complete sentences and watch your spelling.

Ideas you may 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 short 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 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 **1** page in length, double-spaced. **SELECT THE MOST IMPORTANT INFORMATION FROM YOUR 4-H YEAR TO HIGHLIGHT. 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! (Parents may assist juniors.) USE YOUR OWN IDEAS, THOUGHTS AND EXPRESSION.

III. SENIOR ESSAY

2011 ESSAY TOPIC:

“If you were selected to represent Maryland on an out-of-state trip, what would you do upon your return, to promote Maryland 4-H?”

IV. YOUR 4-H RESUME – SENIORS - 3 pages max!

Harvey Smith
1234 Old Meadow Road
Anytown, MD 21600

OBJECTIVE:

To present my 4-H credentials and demonstrate the positive impact 4-H has had on my life.

SKILLS AND ACCOMPLISHMENTS

LEADERSHIP:

2011 Elected to office of President –4 years, Vice-President-1 year, Secretary-3 years; Member of Happy Clovers 4-H Club
2011 As Junior Advisory Council member, recruited 2 other 4-H'ers to join JAC
2010 Captain of Senior Consumer Judging Team
2009 President of Anytown Church Youth Group

CITIZENSHIP:

2011 Volunteered for 50 hours in Pediatric Ward at Community Hospital
2011 Wrote weekly to senior citizen pen pal at Heron Point Retirement Community
2010 Organized petition drive against hazardous dump in Kent County

LIFESKILLS:

2011 As a result of being on Kent Consumer Judging Team – saved \$50 in school supplies
2011 Honed showmanship skills to earn Sr. Showman champion at MD State Fair
2010 Interviewed by WJZ TV at MD State Fair

These are sample ideas!
Complete with details of your activities.
Try to fill 2-3 pages.
Lifeskills section can be done using life skills like “Communication” and written in narrative.

EDUCATION:

August 2007 –
May 2011 Kent County High School, Worton, Maryland Class of 2008 Senior
Attended all honors courses since 2009.

2011 Chesapeake Community College – attended for College level courses in English and Philosophy.

EMPLOYMENT:

2008 – Present Babysitting – approximately monthly for 2 neighboring families with 5 children
2010 - 2011 Waitress - The Dock Restaurant, Summers and 10 hours weekly during school

PERSONAL INFORMATION:

FAMILY: James and Betty Smith (parents), Artie and Zinnia (brother & sister)
HOBBIES: Collecting stamps and insects, reading, rowing, woodworking, building model ships

*Call Extension Office for sample Resumes and the 4-H State Resume Score Sheet or go online at [http://www.maryland4h.org/Youth/index.cfm!](http://www.maryland4h.org/Youth/index.cfm)

Experience The  Adventure



MY 4-H YEAR IN REVIEW



4-H INDOOR EXHIBIT CHAMPIONS

4-H Promotion

Club Booth: Kent Clover Calf 4-H Club-1,
Junior Dairy Associates-2, Galena 4-H Club-3,
Lucky 4's 4-H Club-4

Club Banner: Rock Hall Rockers-1

Poster Art:

Junior - Austin Hill
Senior & Grand Champion: Jory Yerkie



4-H CLUB EXHIBIT

ENTRY No. _____ AGE _____

PROJECT _____ DIV. _____

ARTICLE _____

NAME _____

CLUB _____

LEADER _____

FOLD OVER AND STAPLE TO EXHIBIT NAME LABEL AFTER JUDGING

ALL 4-H FAIR PUBLICATIONS PRINTED IN MARYLAND, U.S.A.



709 Morgnac Road, Suite 202, Chestertown, MD 21620

October 10, 20XX

To: 4-H Toy Drive Committee From: Elizabeth M.S. Hill
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!



V or VI. MINI PROJECT RECORD

You **MUST** include the Kent 4-H Animal Supplement Record with your Project Record if you are completing an animal project!! Complete the Animal Supplement as best as you can and remember next year to save your receipts, feed info, and other records!



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

This is a combination of the 4-H Project Record (4-H 510) and the Maryland 4-H Record (4-H 511)

This Record Belongs to: _____ Year: _____

My Project is: _____

Number of years in this project area: _____

Date project started: _____ (Month/Day/Year)

In this project, I would like to do and learn:



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

KENT 4H 510S

KENT 4-H ANIMAL PROJECT SUPPLEMENT

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 I: 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