



WASHINGTON COUNTY
4-H RECORD BOOK GUIDE SHEET
Senior (Ages 14-18 as of January 1, 2009) 4-H Members



Record books, a report and summary of a 4-H member's project work, are the basis for determining Washington County recognition awards. This, along with the learning of basic record-keeping skills, is why 4-H'ers are encouraged to complete a 4-H Record Book.

General Record Book Information:

- Submit records for a one year period - January 1st through December 31st.
- Completed record books are requirement in order to exhibit at the Washington County Ag Expo & Fair.
- A first year 4-H member that has not ever competed in the Washington County Ag Expo & Fair is required to submit the following record book sections; Title Page, Summary Record, and 4-H Story.
- Use a standard green 4-H Record Book Cover. These covers are available at the 4-H Office for \$2.50. Member's name, address, club, county, and state should be written legibly on the cover.
- All information should be printed neatly in black or blue ink or typed throughout the book.
- Check all records for completeness and accuracy.
- **Senior Members may do a 4-H Project Record Book or a resume portfolio as outlined by the Maryland State 4-H guidelines. <http://www.maryland4h.org/Youth/index.cfm>, click on Awards and Recognition.**

Record Book Assembly:

The complete 4-H Record Book must include-

1. Individual Title Page
 - a. Full Name
 - b. Age
 - c. Address, City, State, Zip Code
 - d. County
 - e. State
 - f. 4-H Club (list primary club first)
 - g. Picture of 4-H'er
2. Labeled Tabbed Dividers after Title Page
 - a. Essay
 - Length – no more than two pages
 - Double spaced
 - Margins – no less than 1 inch
 - Font Size – no less than 12 pt.
 - Font Type - Times New Roman

Essay Question: "What are the three most important life skills you have developed through 4-H involvement and why?"

- b. Resume or Summary Record
 - Resume (See attached Sample)
 - Leadership, Citizenship, Life Skills based
 - Length: not more than 3 pages
 - Single spaced, size 12 font, 1 inch margins

OR

- Summary Record

c. 4-H Project Records

- Each project must be done on a separate project record sheet
- A completed project is one where you have completely filled out the record sheet, exhibited the project, and given a demonstration.
- May include up to 2 pages of project pictures behind project record form
- A labeled tab is needed for each project, for example: Photography, Foods & Nutrition, Horse – Buttercup, Breeding Sheep)
- Types of Records:
 - General Record (Projects not related to livestock i.e. Food & Nutrition, Photography, Horticulture etc).
 - Livestock Breeding Record
 - Market Livestock Record
 - Horse & Pony Record

d. Supplemental (Optional, but strongly recommended)

- May include up to 2 pages of additional project pictures

Supplemental Record Book Sections

You may **choose** to include the following items in your 4-H Record Book to give a more complete picture of your 4-H work. These aspects include:

- **Project Pictures** - pictures of you working with your project/projects throughout the current year. You may include up to three pages of project pictures with captions that help describe what is happening in the pictures. Pictures can be mounted with cement glue with three to six pictures per page.
- **4-H News Clippings** - these news clippings would highlight your activities and achievements in 4-H throughout the year. It could be a picture and/or article where your name is mentioned. Underline your name. (Include news clippings from the current year only.)
- **4-H Letters** - letters written to you thanking and/or congratulating you for a job well done in 4-H. You may either layer your letters on a sheet of white paper or include up to three letters as single entries in your book.

If you **choose** to include these sections, they may be added after your project record sheets and should be as neat as possible.

Record books are judged on project achievement of the member, leadership development, and club, county and overall 4-H involvement. You can only be judged on what you include in your records, so **make them complete!**

Please remember, recognition awards are based on completed projects. A completed project is one where you have completely filled out the record sheet, exhibited the project, and given a demonstration.

4-H Portfolio Program & Assembly:

Selection Process for 2010 Delegates: <http://www.maryland4h.org/Youth/index.cfm>, click on Awards and Recognition, and then 2010 Maryland 4-H Portfolio Program.doc.

- 1) Each 4-H unit will screen and can submit a maximum of 3 portfolios for the National 4-H Conference trip and 10 portfolios for the four additional major trips. Please note a 4-Her can attend each trip only once during their 4-H career.
- 2) Each 4-H unit will be provided a 75% scholarship towards expenses for one National 4-H congress delegate and for National Conference, Camp Miniwanca, Virginia 4-H Congress and West Virginia Older Member Conference delegates by the Maryland 4-H Foundation. The remaining 25% of costs are the responsibility of the delegate which might be covered by the local 4-H unit. A unit could receive additional scholarship(s) for additional delegates selected for major out-of-state trips. The Maryland 4-H Portfolio Program (Resume, Essay and Interview) will be the method for the selection of delegates. Youth must also submit the cover sheet-the Maryland 4-H Application for Out-of-State Trips. The 4-Her must have met the minimum score established by the committee.

3) All Resumes, Essays, and Applications for **National 4-H Conference** will be DUE October 9, 2009 to the State 4-H Office.

All Resumes, Essays, and Applications for **National 4-H Congress, West Virginia Older Members Conference, Virginia 4-H Congress, and Camp Miniwanca** will be DUE January 20, 2010 to the State 4-H Office.

4) Interviews for **National 4-H Conference** will take place:

- Tuesday, November 10, 2009 at the Maryland 4-H Center, College Park
- Sunday, November 22, 2009 at the Volunteer and Teen Forum, Ocean City

Interviews for **National 4-H Congress, West Virginia Older Members Conference, Virginia 4-H Congress, and Camp Miniwanca** will be held in three different locations of the state during the month of February, 2010.

- Saturday, February 6, 2010, Queen Anne's County Extension Office, Centreville
 - (Inclement Weather Date, February 20, 2010)
- Tuesday, February 9, 2010, Maryland 4-H Center, College Park
 - (Inclement Weather Date, Tuesday, February 23, 2010)
- Saturday, February 13, 2010, Carroll County Extension Office, Westminster
 - (Inclement Weather Date, Sunday, February 28, 2010)

Portfolios will be judged in February/March and each youth must be interviewed at their choice of location for the specified trip.

THE PORTFOLIO

Resume:

- Leadership, Citizenship and Life skills based
- Length – no more than three pages
- Single spaced
- Margins – no less than 1 inch
- Font Size – no less than 12 pt.
- Font Type - Times New Roman

Essay Theme:

- **“What are the three most important life skills you have developed through 4-H involvement and why?”**
- Length – no more than two pages
- Double spaced
- Margins – no less than 1 inch
- Font Size – no less than 12 pt.
- Font Type - Times New Roman
- For some life skills suggestions, please refer to the Targeting Life Skills Model.

Scoring:

- Interview - 40 points
- Resume - 40 points
- Essay - 20 points
- Total 100 points

Additional Information:

To receive an application, helpful hints and additional information about the Maryland 4-H out-of-state trips, go to the Maryland 4-H Youth Development Website at www.maryland4h.umd.edu under the Awards and Recognition link or contact your local 4-H Office.

EXPLANATION OF THE MAJOR TRIPS

National 4-H Congress: Congress is the flagship event of the 4-H program. For eighty years, youth have participated in this youth leadership development event. Youth get a quality, educational, and cross-cultural experience and meet other youth from the United States and its territories. Congress is designed to address the needs and issues of youth while helping to develop capable, competent, and caring citizens. Trip takes place in late November normally beginning the Friday after Thanksgiving in Atlanta, Georgia.

Camp Miniwanca: Camp Miniwanca is a leadership development camp that offers a week-long program aimed at developing character, leadership skills, personal and group effectiveness, and nurturing balance within your life. Trip takes place in August in Shelby, Michigan.

National 4-H Conference: At National 4-H Conference, teen delegates take the lead by serving on consulting groups to make recommendations for future directions for 4-H and by accepting responsibility on one of the operations committees to help conduct the events and functions of the Conference. Activities include a visit to Capitol Hill and a meeting with your senator or representative. Trip takes place in late March or early April at the National 4-H Center in Chevy Chase.

Virginia 4-H Congress: Virginia 4-H Congress mission is to provide competitive and non-competitive educational experiences to Virginia teens and the adults who work with them, helping them to develop life skills and leadership abilities to become contributing citizens in their communities. Encouraged commitment to serve as an at-large delegate to Maryland 4-H Teen Council for a year following the trip. Trip takes place in June on the campus of Virginia Tech.

West Virginia Older 4-H Members Conference: West Virginia Older Members Conference mission is to develop leadership among older 4-H members by giving them an opportunity to participate in discussion of timely issues and problems and teach new skills which can be used in their local clubs and communities. Encouraged commitment to serve as an at-large delegate to Maryland 4-H Teen Council for a year following the trip. Trip takes place in mid-June, normally the third week of June at West Virginia University Jackson's Mill State 4-H Camp.

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