



Frederick County recognition awards are based on Record Books. 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:

- ALL members should submit records for a year's period January 1st through December 31st
- Completed record books are requirement in order to exhibit at the Great Frederick Fair and to be an active Frederick County 4-H'er.
- Use a standard green 4-H Record Book Cover or a 3 ring binder with the green cover inserted. These covers are available at the 4-H Office. Member's name, address, club, county, and state should be written legibly on the cover. First year members will receive a cover one time at no charge.
- Do not number pages in the record book.
- All information should be printed neatly in black or blue ink or typed throughout the book. Please refrain from using pencil.
- Check all records for **completeness** and **accuracy**.

A senior may choose to complete a record book or a portfolio as outlined below.

Record Book / Portfolio Assembly:

The complete 4-H Record Book must include in the following order-

1. Individual Title Page
2. 4-H Summary Records or Resume
3. 4-H Story (4-6 pages) typed or Essay (2-3 pages) typed
4. 4-H Project Record Sheets
5. Project Pictures

Labeled Dividers

- Title Page
- 4-H Story
- 4-H Summary Record
- 4-H Project Record
- 4-H Project Pictures

Resume Assembly:

The complete 4-H Resume must include-

1. Resume Requirements:

- Leadership, Citizenship, Life Skills based
- Length: non more than 3 pages
- Single Spaced

- **2010 Essay Question: "What are the three most important life skills you have developed through 4-H involvement and why?"**

A 4-H'er may include up to 3 picture pages for each project with their records in addition to 3 – 5 pages of project pictures in the last section of the book. Project pictures may also include news clippings. Be sure to document where and when the article was printed.

Please refer to the Record Book section for the correct forms and guidelines for completing a Frederick County 4-H Record Book at <http://www.extension.umd.edu/local/frederick/4-H/index.cfm> .