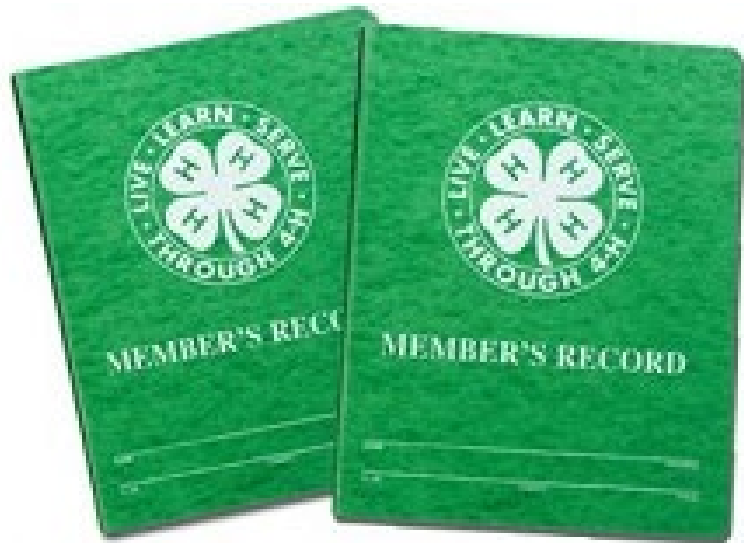


Crafting My 4-H Record Book



PREPARE YOURSELF



**IT'S RECORDBOOK
SEASON!**

Who Completes A 4-H Record Book ?

- ▶ 4-H record books are completed by all Frederick County 4-H members who are 4-H age 8 - 18.
- ▶ A Record book is mandatory to be in good standing as a member of Frederick County 4-H.
- ▶ Clover members age 5 - 7 are eligible to complete a Cloverbud Record Book.

Why Do We Complete A 4-H Record Book ?

- ▶ To document your experiences in 4-H throughout the year, including knowledge, skills, and achievements.
- ▶ 4-H records help others understand and know you, learn about your interests, and track your progress in your projects and achievements.
- ▶ Record books are the basis of various awards and recognition that are presented annually to members.

What Is A 4-H Record Book?

- ▶ Each age group has different expectations for completeness based upon age appropriateness.
- ▶ Clovers (5-7 yr. olds) -
 - ▶ While clovers are not required to complete a full record book, they are encouraged to begin learning the process.
 - ▶ Clovers may submit a Title Page, 4H Story, Clover Project Record, and Picture Page for county recognition.

Clover Book (Before 4-H)

- Title Page
- 4-H Story
- [Clover Record Form](#)
- Pictures Page

▶ Juniors & Intermediates (8 - 13 yr. olds)

- ▶ Juniors and Intermediates complete a standard 4-H record book. Information can be found [here](#).

Record Book (Regular)

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

► Seniors (14 - 18 yr. olds)

- Seniors have two options: A regular record book OR the Portfolio

Record Book (Regular)

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

Portfolio (Seniors 14-18)

- Title Page
- 4-H Resume
(instead of summary)
- 4-H Essay question (instead of story)

Seniors participating in the Portfolio Program have the ability to apply for Out of State Trips. These trips are once in a lifetime experiences! You must complete the corresponding Application, Resume, and Essay.

How Do I Assemble My 4-H Record Book

- ▶ Regular Record Book Assembly: The complete 4-H Record Book must include in the following order
 - ▶ Title Page
 - ▶ 4-H Summary Record
 - ▶ 4-H Story
 - ▶ 4-H Project Record Sheets
 - ▶ Picture Pages

[Microsoft Word Forms](#)

[Google Forms](#)

Title Page

- ▶ The title of your record book!
- ▶ Place a picture of yourself and fill out the basic information

Title Page

PICTURE HERE

Name: _____

Age: _____

Primary Club: _____

Secondary Clubs: _____

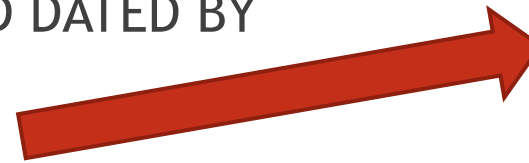
Address: _____



Summary Record

Follow along with this example!

The summary record is a summary of YOU! Not everything included in the summary record will be about 4-H.

- ▶ Includes all of your basic information
- ▶ When it says, “Year”, that refers to the year that the record book is being filled out for. Think of it as looking at your past year in review.
- ▶ Think of a goal for the upcoming year.
- ▶ Fill out your projects (only one is required in 4-H, but you can have multiple).
- ▶ **THIS PAGE NEEDS TO BE SIGNED AND DATED BY YOUR CLUB LEADER**



UNIVERSITY OF MARYLAND EXTENSION  

MARYLAND 4-H SUMMARY RECORD

This record belongs to: _____ Name _____ Year

Mailing Address: _____ (Street): _____ (Apt. #):

_____ (City/Town): _____ (State): _____ (Zip):

Please indicate age as of January 1st: _____

4-H Age for year completing: Please check: Junior (8-10) Intermediate (11-13) Senior (14-18)

Grade in School: _____ Years in 4-H: _____

County/City: _____

4-H Club(s): _____

My 4-H goals for this year: _____

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

Name of Project	# of Years	Name of Project	# of Years

I have reviewed this record book:

Signed _____ Volunteer _____ Date

Comments: _____

MARYLAND 4-H SUMMARY RECORD

Journal of Activities, Events, and Experiences

Use this page to record **all** activities, events, and experience as you have them. Include 4-H, volunteer, community, citizenship, leadership, service learning, school, sports, and other activities.

Date	4-H Event	Type of Activity or Event	Location	Description

(Add additional pages as needed)

Developed by: University of Maryland 4-H State Office 2017

University of Maryland Extension programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, or gender identity and expression.

- ▶ This will be the longest page in your record book.
- ▶ A journal of your activities, events, and experiences during the year. You should keep this handy and update it as the year goes on so you don't forget things.
- ▶ Record ALL your activities! The amount of detail you include is up to you - judges want to see that you're involved in a lot of things.
- ▶ Be sure to include 4-H, volunteer opportunities, sports, ANYTHING!

4-H Story

- ▶ This is your opportunity to add a personal touch to your record book.
- ▶ Be creative and talk about your experiences in 4-H.
- ▶ Be sure to emphasize what you have learned from your projects as well as how you have helped others.
- ▶ Should be typed. Font size: 12. Margins: 1 inch.



Story Template

▶ Introduction

- ▶ Age
- ▶ Interests
- ▶ Parents, siblings, where you live
- ▶ Schooling
- ▶ When and why you joined 4-H

▶ Paragraph 1

- ▶ Talk about your 4-H projects
- ▶ Why you selected them
- ▶ Things you have learned from them (successful and not successful)

▶ Paragraph 2

- ▶ Talk about your leadership experiences
- ▶ Offices held
- ▶ Committee membership
- ▶ What have you learned from those experiences

Story Template

▶ Paragraph 3

- ▶ Talk about 4-H participation
- ▶ 4-H Goals
- ▶ How 4-H has influenced or changed you
- ▶ What you'd like to do in the future

▶ Paragraph 4

- ▶ Closing
- ▶ Reflect back on your year in 4-H - was it a good year? Bad year?

4-H Essay

(ONLY FOR SENIORS COMPLETING PORTFOLIO)

The essay question changes ***EVERY YEAR!***

2022 Question:

- ▶ *"EXPLAIN HOW 4-H HAS HELPED YOU DEVELOP LEADERSHIP SKILLS AND BECOME A LEADER IN YOUR LOCAL 4-H PROGRAM, YOUR COMMUNITY, AND FOR THE FUTURE."*
- ▶ **Formatting:**
 - ▶ Essay format
 - ▶ Include Paragraphs
 - ▶ Font Size: 12 pt
 - ▶ Font Type: Times New Roman (preferably)
 - ▶ Margins: 1 in.

Project Record

- ▶ There are 3 types of Project Records
 - ▶ General (ANYTHING other than animal or shooting sports)
 - ▶ Animal Projects
 - ▶ Market
 - ▶ Breeding
 - ▶ Performance
 - ▶ Shooting Sports (NEW!)

Project Record

Project Completion—in order to complete a project, you must do three things:

- ▶ Exhibit your project in some way. A good way to do this is to enter exhibits at the county fair, state fair, or community show.
- ▶ Communication—give a speech or demonstration about your project at the club, county, or state level.
- ▶ Complete a project record.



The following tips will help you complete a 4-H project record:

- ▶ Complete one project record for each different project you carry.
- ▶ The record should include only information for that project.
- ▶ If you run out of space in the form, you can add pages.
- ▶ If you can include them, pictures help make your project record more interesting. They can be included on a page after your project record and should be labeled. Try to show a variety of photos, not just photos of competitions.

The project record includes two main sections—a cover sheet (including basic information about you and your project), and a project journal/log.

▶ **The project journal/log has several sections in it:**

- ▶ Communications topic or title—this is for any demonstrations and presentations you give relating to your project. Required for project completion.
- ▶ Exhibits—this is for things like exhibiting your project at the fair or a competition. Required for project completion.
- ▶ Learning Experiences—this is for any activity or event you attended where you learned something related to your project.
- ▶ A financial journal—where you make entries for all money you spend and money you make on your project. You should update this part throughout the year.
- ▶ Resources—list all the books, articles, and websites (or anything else) you used to complete your projects. Also include any people who provided you with assistance or education.

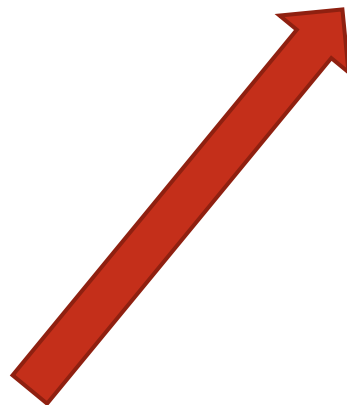
General Project Record Form

- ▶ Introductory Page
 - ▶ Identify personal information
 - ▶ Specific project you chose
 - ▶ What you hope to learn with that project

Write in complete sentences

Your signature, a parent signature, and your club leader's signature are required!!

[Follow along with this example!](#)



UNIVERSITY OF MARYLAND EXTENSION		4-H PROJECT RECORD	
MARYLAND 4-H GENERAL PROJECT RECORD			
Name		4-H Age	
Primary Club Name			
Years in 4-H		Years in this Project	
I have completed this record and believe all information to be complete and accurate.			
Member's Signature	Date	Parent's Signature	Date
Club Leader Signature (If required by county/city)			
Project being completed in this record:			
What goals did you set for your project this year and how did you achieve them?			
1.			
2.			
3.			
What were two things you learned from completing this project this year?			
1.			
2.			
What is one thing you would like to improve or do differently with your project next year?			

▶ Life Skills you learned/practiced—organize the skills you used using the 4-H model:

- ▶ Head—managing and decision making
- ▶ Heart—relating and caring
- ▶ Hands—giving and working
- ▶ Health—living and being

▶ This diagram will help you understand the 4-H life skills model.



MARYLAND 4-H GENERAL PROJECT RECORD

- ▶ Lists the financial gains and/losses related to project
 - ▶ Table 1: ANYTHING that you needed to buy to do your project (even if a parent bought the supplies, put it down!)
 - ▶ Table 2: ANYTHING that you monetarily made off the project

- ▶ WORK ON THIS PAGE THROUGHOUT THE YEAR!

- ▶ Remind members to calculate totals for each chart (will need on Page 4)

Table 1: Project Expenses Include all costs associated with project. Examples: Ingredients, Paint, Wood, Fabric, Fees, Lessons, Services, Resources, etc.		
Date	Description of Item Purchased	Cost
	Total Expenses	

Table 2: All Income Includes: Premiums, Selling Project Work Items, etc.		
Date	Description of Income	Income Amount
	Total Income	

- ▶ This page will be used to determine profit/loss
- ▶ Use what you did on the previous page

▶ **Income:**

▶ **A. Income**

- ▶ Income from Total (Table 2) \$12
- ▶ Total Income A \$12

▶ **B. Expenses**

- ▶ All Expenses (Table 1) \$35
- ▶ Total Expenses B \$35

Subtract B from A to get profit/loss Total \$ - 23

It is OKAY if you get a negative number - it is very common! Some projects are more for fun than for profit

MARYLAND 4-H GENERAL PROJECT RECORD

Financial Summary: Please make sure to use the totals from Tables 1 and 2.

Determine how much money you made or lost on your project. Profit or loss is no indication of project success. Profit means your project brought in more income than you brought in and profit loss means your project brought in less than you spent. This does not necessarily indicate the quality of a project. You can determine your profit (or loss) by:

A. Income

1. Income Total (Table 2)

\$

Total Income (A)

\$

B. Expenses

1. All Expenses (Table 1)

\$

Total Expenses (B)

\$

Subtract B from A to get profit or loss

Total \$ (profit or loss)

Additional Project Items

- ▶ Supplemental Materials/Creative Time—these are materials that you attach to the end of the project record and provides a more in-depth look about what you did during the project and what you learned. It can include things like narratives, charts, graphs, worksheets, drawings, photos (can include up to 3 pages of pictures per project). Make sure all supplemental materials are neat and secure in the book.

Examples of supplemental materials include:

- ▶ Animal Sciences: feed records, breeding records, inventory list, health logs, training schedules.
- ▶ Environmental Sciences: drawing of your garden
- ▶ Human Sciences: drawings of garments, recipes, pictures of model rockets you made

Project Record Examples

- ▶ Good example
- ▶ Not-so-good example

Picture Pages

- ▶ Include 3 to 5 pages of pictures in this tab.
- ▶ Be sure to include captions!
- ▶ Picture pages can include newspaper clippings.

Let's Practice!

▶ [Click here!](#)

How Do I Keep Track Of Everything?

- ▶ Personal Calendar
- ▶ Update Monthly
- ▶ 4-H “Box”
- ▶ Newsletters
- ▶ Agenda & Handouts



My 4-H Record Book Is Complete, Now What Do I Do?

- ▶ Finished record books are submitted to the 4-H member's primary club leader for review in the beginning of the year; all books are then hand delivered by the Club Leader to the 4-H county office in early February for review and judging.
- ▶ A 4-H member may be nominated for an award at Achievement Night (April) based on the completeness and quality of the record book submitted to their leader.
- ▶ Any record book submitted with missing or incomplete sections will be returned to the 4-H'er for revisions; once revisions have been submitted to the 4-H office, the 4-H member will receive a letter stating eligibility for participation in Maryland 4-H activities.

When I Have Questions Who Do I Call?

- ▶ Extension Office: 301-600-1589 Ms. Jennie
- ▶ Check Out The FREDERICK WEBSITE:
<https://extension.umd.edu/locations/frederick-county/local-4-h-youth-education>
- ▶ Your Club Leader
- ▶ Ask A Question On Facebook Page
- ▶ Email A 4-H Friend

