



QUEEN ANNE'S COUNTY

SENIOR

4-H RECORD BOOK GUIDE

It is the policy of the University of Maryland, Agricultural Experiment Station and Maryland Cooperative Extension, that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

If you need special assistance to participate in the program, please contact
Queen Anne's County Extension Office at 410.758.0166

Senior aged members have two options when submitting portfolios/record books. Either is acceptable at the county level.

- 1) To be considered for **STATE COMPETITION or county competition** (at achievement night you will receive a ribbon but will not be eligible for project recognition, life skill recognition or story awards) you must include:

- Title page
- Table of Contents
- Resume
- Essay Topic: *** Check web page for current year's topic or call 4-H Office 410.758.0166.

Title Page
Table of Contents
Resume
***Essay ***

- 2) To be considered for **COUNTY RECOGNITION in project areas, life skill awards as well as 4-H Story competition** for the Miss Mary Larrimore Challenge to Achieve Award you must also include:

- Title Page
- Table of Contents
- Resume
- Essay: Topic: *** Check web page for current years topic or call 4-H Office 410.758.0166.
- 4-H Story
- Pictures
- (Optional are: Correspondences and News clippings)
- Project Records

Title Page
Table of Contents
Resume
Essay
Story
Pictures
Correspondence (optional)
News Clippings (optional)
Project Records

Option 2 follows the same guidelines as the Junior/Intermediate record book with the exception that the resume replaces all of the summary forms and you add the essay.

RESUME

No more than **three pages** [single spaced] 12 point font size, 1 inch margins, showing the skills and accomplishments of what you learned, knowledge gained, feelings and values and what you did. They should highlight your 4-H involvement, plus other areas of your life, in the following areas:

- Leadership
- Citizenship
- Life Skills

Personal Information

Name, Address, Club, & County

Objectives

One sentence - e.g. To present skills and achievements acquired through membership in the Queen Anne's County 4-H Program.

Skills and Accomplishments

Citizenship, Leadership, & Life Skills

- Teaching
- Sharing - Working
- Accomplishments
-

Education

Employment

Personal Information

- Family, hobbies, church, etc.

ESSAY

Check the website or call the 4-H office for the current essay title.

The length should be **no more than 2 pages**, doubled spaced. Margins should be no less than 1 inch. Font size should no less than 12 point.