Prince George’s County 4-H

RECORD BOOK & SENIOR PORTFOLIO WORKSHOP

Presented by: Laura Manzi, 4-H Educator
The Clover Memory Book

• Clovers are youth ages 5–7 as of January 1 of the current year.
• Clovers do not submit record books to the 4–H Office for judging.
• They may turn in a scrapbook of their 4–H experiences as a Clover.

Cover - May be a 4–H record book cover or any other sturdy binder such as a notebook or scrapbook where pages can be added.

Page 1 - Introduction Page -
• Include a picture of yourself
• Name, Birth Date, Address and 4–H Club.
Page 2 - Table of Contents -

• List the order of materials inside of book.
• There is nothing required in this book, except those keepsakes you want to keep.

Suggestions -

1. Pictures, Post Cards, Drawings
2. Favors, Club Programs, Souvenirs
3. Awards, Certificates, Honors
4. Ribbons
5. Poems, Stories, Jokes, etc.
6. Other items you would like us to see that you have done
Record Books

• 4-H records are written expression of your achievements.
• Documents the knowledge, attitudes, and skill that you have learned
• Shares your experiences in leadership, citizenship, and community service.

4-H records help you to:

- Establish Goals
- Assume responsibility for record keeping
- Collect and record information
- Evaluate your progress in certain areas
Record Book Components:

- Title Page
- Table of Contents
- Judging Summary Form
- Summary Record
- 4-H Story
- Project Pictures (6 page max.)
- Project Record(s)
RECORD BOOK IDEAS

Tip #1 – Start Now

Tip #2 – Keep a Diary

Tip #3 – Use a Binder

Tip #4 – Neatness Counts!

Tip #5 – Don’t Leave Blanks

Tip #6 – Proof Read

Tip #7 – Think About Eye Appeal

Tip #8 – Write an Interesting Story

Tip #9 – Signatures

Tip #10 – Pictures
Additional Helpful Record Book Tips

- Use the standard 4-H cover.
- Do not use plastic covers over the pages in any section. They can cause a glare and make things difficult to read.
- Don’t number the pages.
- Print, write in ink or type the information in your record book. print.
- Use plain white, 8 ½ x 11” paper.
- Don’t include materials from previous years.
- Use a piece of plain, white paper or dividers before each section. Make sure the tabs do not extend past the edge of the cover.
Amanda Wahle

10 Years

243 4-H Camp Road
Cloverland, MD

Leadership Club

Anne Arundel County
Table of Contents

- Maryland 4-H Summary Record
- 4-H Story
- Project Pictures
- Project Records
  - Sheep
  - Horse
  - Science
Baltimore County
Junior and Intermediate 4-H Summary Record
(4-H age 8 to 12 as of Jan 1st)

Use tab key to move cursor to each field. Field will expand as you type.

Name: Susan Smith                     Year: 2006
Age as of January 1st: 11             4-H Age- check:  ☑ Junior (8-10)  ☒ Intermediate (11-12)
Birth Date: 9/8/94                    Grade in School: 7
4-H Club(s): Crafty Crafters          Years in 4-H: 2

My 4-H goals for this year are: To attend more county 4-H events. To complete at least 3 projects

My 4-H project(s) this year; number of years in project:

<table>
<thead>
<tr>
<th>Name of Project</th>
<th># of Years</th>
<th>Name of Project</th>
<th># of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewing</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foods</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crafts</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swine</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have evaluated by records and believe they are complete and accurate.

Signed ___________________________   4-H Member

_________ Date

I have reviewed this record book.

Signed ___________________________   Volunteer

_________ Date

Comments: ____________________________

________________________________________

________________________________________
## Club Participation

Number of Meetings Attended (check or make notes)

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crafty Crafters</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>None</td>
<td>Held</td>
<td>None</td>
<td>Held</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

## Committees & Offices (4-H & Other)

<table>
<thead>
<tr>
<th>Name of Committee/Office/Role</th>
<th>Name of Organization and Description of What You Did</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair Beautification Committee</td>
<td>Helped plan and plant flower bed for County Fair</td>
</tr>
<tr>
<td>Booth Committee</td>
<td>Helped make booth for County and State Fair</td>
</tr>
<tr>
<td>Family Night Committee</td>
<td>Helped plan menu and program for our annual Family night. This is when our club gives out awards.</td>
</tr>
</tbody>
</table>

## Promotional Activities

Describe how you promoted or publicized 4-H during the year (i.e., news articles, TV, radio, 4-H Ambassador responsibilities, displays, fair booths, flyers, new member recruitment, expansion efforts):

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Describe how you promoted or publicized 4-H</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/06</td>
<td>Brought two friends to the 4-H meeting</td>
<td>I invited them to the meeting and now of my friends joined.</td>
</tr>
<tr>
<td>5/1/06</td>
<td>Gave a talk about 4-H at school</td>
<td>I explained what happens during our club meeting and during fair. I think some may join in September.</td>
</tr>
<tr>
<td>9/3/06</td>
<td>State Fair Chicken booth</td>
<td>I worked in the 4-H chicken booth to help raise money for the Baltimore County 4-H Fair.</td>
</tr>
</tbody>
</table>
### Communication Activities

Communication activities participated in (i.e., judging team, judging contest, demonstration, illustrated talk, speech, report, etc.) **NOT** recorded on Project Records submitted with this Record Book.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Communication</th>
<th>Title</th>
<th>Event or Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/06</td>
<td>Demonstration</td>
<td>How to lay a pattern</td>
<td>Club Demonstration Day</td>
</tr>
<tr>
<td>6/1/06</td>
<td>Demonstration</td>
<td>Modeling is fun</td>
<td>Club meeting</td>
</tr>
<tr>
<td>7/13/07</td>
<td>Talk</td>
<td>Caring for your pig</td>
<td>County Fair Tours</td>
</tr>
<tr>
<td>7/14/06</td>
<td>Livestock Judging</td>
<td>Judging Animals</td>
<td>County Fair</td>
</tr>
</tbody>
</table>

### Awards and Honors

Include 4-H and non/4-H awards and honors such as fair and county recognition **NOT** recorded on Project Records submitted with this Record Book.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Event</th>
<th>Award or Grade</th>
<th>Location (Fair, School, Club)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>County Fair</td>
<td>41st-43rd-25th</td>
<td>Fairgrounds</td>
</tr>
<tr>
<td>Sept</td>
<td>State Fair</td>
<td>51st-23rd-15th</td>
<td>Fairgrounds</td>
</tr>
<tr>
<td>April 06</td>
<td>Champion Chow</td>
<td>1st Champion</td>
<td>Fairgrounds</td>
</tr>
<tr>
<td>9/21/06</td>
<td>Club Awards Banquet</td>
<td>Outstanding Jr. Member</td>
<td>Chatsworth church</td>
</tr>
</tbody>
</table>
# Journal of Activities, Events, and Experiences

Describe activities, events, and experiences. Include 4-H and non/4-H events (fairs, workshops, contests, etc.) volunteer work, community service, leadership, school, and other recognition NOT recorded on Project Records submitted with this Record Book.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity / Event</th>
<th>Describe What You Did</th>
<th>Location</th>
<th>What You Learned New Skills/New Knowledge</th>
<th>Hours Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/12/06</td>
<td>Record Book Workshop</td>
<td>Worked on my record book</td>
<td>4-H Office</td>
<td>Learned about record books</td>
<td>2</td>
</tr>
<tr>
<td>3/1/06</td>
<td>Public Speaking</td>
<td>County Contest</td>
<td>Fairgrounds</td>
<td>Speaking Skills</td>
<td>1</td>
</tr>
<tr>
<td>3/11/06</td>
<td>Achievement Night</td>
<td>Participated in awards ceremony</td>
<td>Fairgrounds</td>
<td>How to present an award</td>
<td>3</td>
</tr>
<tr>
<td>4/10/06</td>
<td>Champion Chow</td>
<td>County Nutrition Contest</td>
<td>4-H Office</td>
<td>How to prepare food and table setting</td>
<td>2</td>
</tr>
<tr>
<td>July</td>
<td>County Fair</td>
<td>County Competitions</td>
<td>Fairgrounds</td>
<td>How to compete and show my animals and exhibits</td>
<td>15</td>
</tr>
<tr>
<td>Sept</td>
<td>State Fair</td>
<td>State Competitions</td>
<td>Fairgrounds</td>
<td>How to compete on a state Level</td>
<td>12</td>
</tr>
</tbody>
</table>

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Developed by

**Baltimore County Cooperative Extension – 4-H**

The University of Maryland is equal opportunity. The University's policies, programs, and activities are in conformance with pertinent Federal and State laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and disability.
Your 4-H Story

1. You may concentrate on a favorite project area or give a broad overview of many projects.

2. Tell us about how your participation in 4-H has contributed to other areas of your life.

3. You may want to use the following outline in writing your story.
   - Introduce yourself
   - Tell about the project(s) you are submitting records for.
   - Highlight other 4-H experiences.
   - Explain how 4-H has helped you feel good about yourself.

4. Your story is limited to 6 type-written or printed, double-spaced pages.
Project Pictures

- Limited to six pages (mount vertically)
- Captions must be included to describe each photo
- Only one side of the paper may be used
- Pictures should not be shingled (layered)
- Make sure the pictures show you in action
- Use clear photos
- Show major points using as few pictures as possible
- For best results, use a photo-mounting adhesive for mounting picture or rubber cement.
Project Pictures

Why are Record Book pictures important?

- Helps judge get to see the 4-Her in action
- To document the project
- Sequences show growth
- Seeing is believing
Selling my cake at the cake auction
Baltimore County 4-H Fair

Mrs. Campbell bought my cake

I won an outstanding record book award at County Achievement Day

I received a trophy for my rabbit at Baltimore County 4-H Fair
Sewing My Blouse

Modeling my outfit for Style Revue

This is me and my Lamb “Misty”

Showing Misty
I am second from the left
Project Records

- Project records are a documentation of your accomplishments from January thru December.

- Only include project records for the current year.

- Place your primary project first and others following in order of importance.

- A project completion may be submitted without a record book.
What is a complete project?

1. Exhibit one item in the project area at fairs, club meetings, afterschool, school events, community shows, window displays or other events.

2. Give a demonstration or talk at a local club, county, or state demonstration night, afterschool program, community contest, or other event.

3. Fill out the project record form.

4. Sign and have your leader sign the front of the project verifying you have completed steps 1–3.

5. The club leader will turn in the form to 4–H office for an educator’s signature and stamp.
A **demonstration** is showing somebody how to do something. It includes posters with directions and supplies, a hands-on presentation and a finished product. It may be done formally, with the presenter standing in front of a group showing what to do or informally, with the presenter teaching others so they participate in the project.

An **illustrated talk** uses posters to tell an audience about how to do something or gives information about a project.
A speech has no posters. It’s a 3–5 minute formal presentation about a project topic. These presentations should be completed in front of at least 3 people with 2 not being related to the presenter. The ideal situation is a club meeting or special club presentation day.

Note: Talking with a judge or answering a question for a passerby at the fair are not considered demonstrations.

Example of how to make it a demonstration? If you bring out your animal at the fair and talk with a group as they tour then it becomes a demonstration.