INSTRUCTIONS FOR COMPLETING A ST. MARY'S COUNTY 4-H RECORD BOOK

A 4-H Record Book is the journal of all of your activities and hard work in 4-H. Plus, record books are a great way to learn the important life skill of record keeping. Record books document knowledge and skills that you have learned, and the progress and achievements you have obtained in 4-H. All 4-H club members ages 8-18 are asked to submit a 4-H record book with all completed projects.   Clover members are not required to complete a record book. A record book must be completed in order to participate in the next year's fair.
PLEASE NOTE: The bulk of the Record Book work should be the 4-Her's own work and should be in the 4-Her's own words. It is important for the 4-H member to be able to take pride in and report on their own accomplishments. If you have questions about this, please contact the 4-H Office.

General Tips:
- Fill out your record book throughout the year by writing down events and activities as you do them so you do not forget. Completing project record sheets as you go makes it easier to finish at the end of the year.
- Use a three-ring binder or box to keep all of your 4-H "stuff" in one place (newspaper clippings, newsletters, pictures, project supply receipts, etc.).
- Be consistent and neat. Type or write clearly so the judges can read and understand all of the great things you have done.
- Always write 'none' or 'n/a' on the first line of a section when you have no information to include; leaving sections completely blank creates an opportunity for information be added by others.
- Proofread your work for spelling and grammar before turning in your record books. Ask someone else to review and proofread it for you.
- Assemble your book in the correct order according to the directions below.
- Make sure you sign all of your forms, and have your parent and leader sign forms before the deadline.
- Have someone take pictures of you with your 4-H project as you go (i.e., baking your cookies, sewing your outfit, fitting your animal, giving a demonstration, etc.).
- Keep your previous year's materials in your Record Book so you and the judges can see how you have progressed over the years.
- Do not include ribbons, medals, fair entry forms, or programs in your record book so they do not get lost.

Note: Record book forms that can be typed directly into either Word or Google Doc format can be found at https://go.umd.edu/sm4hmv **under Forms.**

REQUIREMENTS FOR A COMPLETED 4-H PROJECT

1. A 4-H Project Record Sheet (for animal or non-animal projects) must be completed for **each** project area. Decide on your goals for the project at the beginning of the year, and keep records for all activities you do in the project throughout the year.
2. Give a project-related demonstration or illustrated talk to an audience of three (3) or more non-related people. Complete an illustrated talk or demonstration in each project area during the current project year.
3. Exhibit project work for each project area (i.e. fair, shows, etc.)

There are six (6) Sections of the Record Book.
1. Table of Contents
2. Introduction
3. My 4-H Story
4. Maryland 4-H Summary Record
5. Project Record Forms (one for each project completed)
6. 4-H Project Pictures, News Clippings, Correspondence

TABLE OF CONTENTS

The table of contents provides the reader/judge information about where to find the different sections of your record book for review. It also helps to ensure that you have organized your record book in the correct order.

INTRODUCTION PAGE

The introduction page includes a picture of yourself and information about who you are. This consists of your name, 4-H age, address, club and county.

COMPLETING THE "MY 4-H STORY" COMPONENT

All 4-H members are asked to write a personal essay about their own 4-H Story. This essay helps the reader understand your 4-H journey of activities, acts as a time capsule documenting how you have grown and changed over the year, and helps you develop valuable writing skills. This can be typed or legibly hand-written. There are writing prompts for Juniors and for Intermediates and Seniors that can be found on the UME St. Mary's 4-H Webpage https://go.umd.edu/sm4hmv under Forms. These should be placed after your introduction page. This is all about you, so make it uniquely yours. Remember to proofread and ask someone to help you review it as well.

> **Juniors –** Juniors have the option to write or type an original essay 1 to 2 pages in length or complete a fill-in-the-blank essay. Original essays should be double-spaced with 1-inch margins and 12-point font for easy readability.
> **Intermediates –** Write or type an original essay 2-3 pages in length. Stories should be double-spaced with 1-inch margins and 12-point font for easy readability.
>
> **Seniors –** Write or type an original essay 3-5 pages in length. Stories should be double-spaced with 1-inch margins and 12-point font for easy readability.

COMPLETING THE ST. MARY'S COUNTY 4-H SUMMARY RECORD

PAGE 1
1. **Complete** all information or put "n/a" or "none" for anything that does not apply to you.
2. **Goals** are what you decided at the beginning of the year. Please include them on the form.
3. **List** the projects you have completed and number of years you have done that project area.
4. **Signature:** Work with your club leader to have them review and sign this sheet. Leaders should not sign blank forms.

PAGE 2
1. **Club Participation:** Check the box for the months where you attended the club meetings. If you have more than one meeting a month, add a check for each meeting you attended.
2. **Committees & Offices:** Write any club office you held (i.e., President, Treasurer, etc.) during the year, any committees you served on, and other roles you played in your club. This could include leadership, teaching events, camp counselor, organizing a special event for your club, or membership on a county or state 4-H Committee.
3. **Promotional Activities:** List the date, type and results of any 4-H publicity that you did, either alone or with your club. This can include interviews shown on TV, newspaper articles that you wrote, radio announcements you recorded, help that you gave on fair displays or club books, advertising or club flyers you designed or helped to distribute, teaching the public about 4-H at the fair, or participation in a membership drive.
4. **Communication Activities:** List any communication activities you participated in that are not fulfilling a requirement of a specific project and are **NOT** listed on one of your project record forms.

5. **Awards and Honors:** Include 4-H awards from judging contests, outstanding 4-H Member, record book awards, spirit awards, county, district and state level programs/contests awards and recognition **NOT** included as part of your project work. Exhibits you put in the fair but did not carry as a project can also be listed here. You can also include awards and honors received outside of the 4-H program.

PAGE 3
1. **Journal of Activities, Events, and Experiences:** Include all events you participated in during the year that are **NOT** listed on your project record. Some events may include the Achievement Banquet, officers' training, camps, Spring Show, dog shows, Dog Bowl, rabbit show, State Fair, County Fairs, workshops and contests, training programs, trail rides, or community service projects.

COMPLETING THE ST. MARY'S COUNTY 4-H PROJECT FORMS

One 4-H Project Record form should be completed for **each** project area. The Maryland 4-H General Project Record should be used for all non-animal specific projects. Those enrolled in animal projects must fill out the appropriate form for each species (market livestock, large animal breeding, horse, rabbit, poultry, etc.)

For Non-Animal Projects use MARYLAND GENERAL PROJECT RECORD found at https://go.umd.edu/sm4hmv under Forms**.**

PAGE 1 - *This page identifies you and the project you worked on.*
1. **Fill** in your name, 4-H year, club name, 4-H age, years in 4-H, and years in this project.
2. **Signatures:** Make sure you have all signatures on forms and records. It will be your responsibility to arrange with your parent and leader for his/her signature.
3. **Fill** in the name of the project or project manual being completed.
4. **Goals:** Write the goals you set at the beginning of the year that you wanted to accomplish in your project during the year.
5. **For the next two sections,** tell about what you learned in this project and what you would change or improve for the next year in the project.

PAGE 2 - *This page helps you to identify what skills you used and learned through this project.*
1. **Life Skills:** Use the Life Skills Wheel at the bottom to identify one life skill from each "H" (Head, Heart, Hands and Health) you used during this project, and what you learned in each of those areas. A sample table is provided on the sheet for you.

PAGE 3 - *This page helps the reader to know what you did in your project area this year.*
1. **Project Activities/Learning Experiences and Project Resources**. Fill in the chart with activities you did related to this project specifically. Include meeting with a project leader/mentor, workshops, meetings, trips, lectures, or other learning experiences and what you learned.
2. **Project Communications.** Fill out the chart about speeches, demonstrations, or visual presentations you gave about this project area.
3. **Project Exhibits.** Fill out the chart about fairs, shows, community events, contests, etc. that you participated in for this project area.

PAGE 4 - *This page helps you to keep track of your financial records for this project area this year.*
1. **Table 1**. **Project Expenses.**   Fill in the chart with information about everything you purchased to complete your project this year. Total up expenses at the bottom of the table.
2. **Table 2**. **All Income.** Fill in the table with information about any money you received for this project this year (i.e. premiums, sale of product, etc.). Total up the income at the bottom of the table.

PAGE 5 - *This page helps you to determine the final financial outcome of your project.*
1. All project areas have expenses - craft supplies, cooking supplies, seeds, patterns, frames, equipment, etc. If your parents or sponsor purchases or gives the items to you, the estimated cost/value should still be listed. If your parents pay for the feed for all farm animals, figure out what your reasonable share would be if purchased separately. Don't forget to include entry fees as expenses and premiums earned as income. **Please note that a profit or a loss of money does not indicate that a project succeeded or failed. The most important part of a 4-H project is learning life skills.**

    A. **Income.**   Use the total income from Table 2 on Page 4.
    B. **Expenses.** Use the total expenses from Table 1 on Page 4
    C. **Calculate -** Subtract your Expenses from your Income to determine if you made more money than you spent (profit) or spent more than you made (loss).

*Create a Project Record for <u>each</u> of the projects you completed no matter if it is a profit or a loss.

ANIMAL PROJECT RECORD FORMS (<u>ONE PER SPECIES</u>):

The animal project record forms vary depending on the livestock project. Forms can be found at https://go.umd.edu/sm4hmv under Forms**.**
- Use 4-H Market Livestock Project form for market livestock projects
- Use 4-H Large Animal Breeding Project form for breeding animal projects or non-market animals such as dairy goats and wool sheep.
- Use correct species forms for all other animal projects (i.e. horse, dog, small pet, poultry, rabbit and cavy) found at https://go.umd.edu/sm4hmv under Forms.

PAGES 1 THROUGH 3 - When filling out the animal project forms, please refer to the General Project Record on page 4 for the first 3 pages, as the information required is the same.

PAGE 4 AND ON - *This page helps you to keep track of your financial records for this project area.*
1. These pages include specific information about your animal project and the specific animals involved. Additional information requested includes your expenses, such as how much you spent on items such as food, veterinary, supplies, etc. If your parents or sponsor purchased or gave the items to you, the estimated cost/value should still be listed. If your parents pay for the feed for all farm animals, figure out what your reasonable share would be if purchased separately. Also included is information about your project income, such as how much you earned in premiums, sale of animal, etc. Do not forget to include entry fees as expenses and premiums earned as income.
2. For the breeding livestock forms, include the breeding information related to the animals that are bred, such as the date bred, the date offspring were born, how many offspring were born, the names of the sire and dam, weight at birth, status of offspring, etc.
3. The last page is the financial summary. This is where you will add your income from the income tables listed and deduct your expenses from the appropriate tables listed to find out the cost of your project work. **Remember - a profit or a loss of money does not indicate that a project succeeded or failed. The most important part of a 4-H project is learning life skills.**

ASSEMBLE YOUR 4-H RECORD BOOK IN THIS ORDER

Section 1 – Make a **Table of Contents** like this:

- Table of Contents
- Introduction
- My Story
- 4-H Summary Report
- 4-H Projects (animal projects and non-animal projects)
- 4-H Project Pictures, News Clippings, Correspondence

Section 2 – Make an **Introduction Page** like this:

Picture of You

Your Name
Your 4-H Age
Your Address
Your Club
St. Mary's County

Section 3 – My Story – Insert your 4-H My Story here according to the prompt found at https://go.umd.edu/sm4hmv under Forms.

Section 4 – **Maryland 4-H Summary Report** found at https://go.umd.edu/sm4hmv under Forms**.** Refer to the St. Mary's County 4-H Summary Record instructions on page 2.

Section 5 – Project Reports found at https://go.umd.edu/sm4hmv under Forms**.**

1. **Include a Project Record form for each 4-H Project** you have completed and listed on your Summary Record. If you used Project Manuals, they should be included in your record book behind the project record form, but they are not required.

Section 6 - 4-H Pictures, News Clippings and Correspondence: This section should include pictures of your projects, news clipping and any correspondence you have received.

1. **Pictures** - **One picture per project area is required**. Each picture must have an informative caption explaining the picture. These pictures should be of you doing your project work. The caption should include the project area if not obvious from the picture. After you have your REQUIRED project pictures, you may also add club activity pictures, special 4-H event participation, etc.
2. **4-H News Clippings –** These clippings can be taken from Newspapers, Newsletters, or an article you wrote for your school newspaper on 4-H, etc. Tell where the clipping came from and the date it was published. Clippings should be placed chronologically, oldest on the bottom. Your name or club name should be underlined or highlighted. Do not put the entire page of a newsletter in if it has sections that do not apply to you.
3. **4-H Correspondence** – Include any correspondence you received relating to 4-H. It can include personal letters of congratulations or thank you cards for 4-H related work you or your club has done. Smaller thank you cards or notes can be glued to one side of an 8 ½ x 11 sheet of plain, unlined white paper, in such a way that they can be opened by the judges.

It is required that you keep at least one previous year's work in your book. Put this year's project work on top of the previous year's work. This allows the judges to see "growth" in project work if this is not your first year in 4-H. Move your project manuals up to the current year (if needed), but leave your record sheets in the previous year.