



The Charles County 4-H Record Book

What is required for a complete record book?

- **Picture of the member**- Usually this is like cover page for your record book. This page includes your picture (most 4-H'ers use school photos) with your name, age, club, and what year the records are for.
- **Table of Contents**- This is optional, but it is helpful for the judges to look through and know what is expected next. It is also helpful if there are pages separating each section whether it is dividers or a page with the title of the next section on it.
- **Annual Summary Sheet**- This sheet can be found in the 4-H office or on the website (<https://extension.umd.edu/charles-county/4-h-program/record-books>). This record sheet summarizes how active you have been in the 4-H program for the past year. It displays what activities you have attended, meetings, anytime you have talked about 4-H, and the overall projects and recognition you have done.
- **4-H Story**- This is a brief description (1-2 pages) of your year in 4-H. Many 4-H'ers write about memorable moments and their favorite projects, along with their favorite activities. Some 4-H'ers also include plans for next year.
- **Project Record Sheets**- These sheets can also be found in the 4-H office or on the website listed above. Please make sure you use the state "General Project Sheet" There is a list of projects on our county website that has the projects that can be recorded about. The exception to the "General Project Sheet" are the Animal Science Projects. Each animal science division has their own record sheet. If you ever have a question if you are using the correct record sheet, please call the 4-H Office at 301-226-7507. **These sheets are designed so you can fill out pieces as the year goes on, instead of waiting until the very last minute.**
- **Project Pictures**- The judges and 4-H staff love seeing pictures of your projects and activities throughout the year. This section is optional but it is a nice addition.
- **News Clippings**- This section is for any news articles where your name or club is mentioned. If you don't have any news clippings for your book you can write on a separate sheet that you don't have any.
- **Correspondence**- These are letters that are written to you from the 4-H office or companies that relate to your project. Correspondence can also be from school or extra-curricular activities. This does **not** include any certificates or awards. If you don't have any correspondence you can write on a separate sheet that you don't have any.

When do I complete my 4-H Record Book?

Record books are due to the 4-H office in the beginning of December, watch the voice and listen in your meetings for the exact date. But, you should work on your record sheets throughout your projects and just put the finishing touches on them in December.

What happens to my Record Book after I turn it in?

Once the record books are turned in for the year a panel of judges looks over the books and evaluates how you have done. Once evaluated, 4-H'ers have the opportunity to medal, three medals are awarded per project area, in their project areas and receive recognition from the 4-H staff. You only medal once and then receive recognition every year after. After all the books are judged and medals are awarded the books are returned to you.

Record Book Tips:

- Your records from the previous year can be removed from your record book before turning in the current year.
- If you have any questions on how to complete your record book, ask for help! Your club leaders, 4-H staff and other 4-H'ers are always available to help you.
- If you have sections in your record sheets that you need to leave blank place a line through it or mark it with "N/A." This shows the judges that you didn't simply skip the section, but that you have nothing you can put down.
- Sheets should be filled out in pen, if you can; this rule is generally for the kids that are intermediates and seniors. The record book looks a bit more professional in pen.
- If you make a mistake, simply put one line through the mistake or use white out, don't scribble out the mistake, it makes your record book look messy.
- Complete your own record book. It is ok if parents and siblings help you but you are showcasing your projects and whose thoughts are better to have on the pages than yours.
- Don't get overwhelmed! You are showing off what you did for the year and your record book should look nice and professional. But, work on a bit of it at a time; don't save it until the day before it is due!
- Judges look for neatness, completeness, and organization!

A 4-H Record Book is MANDATORY for those 4-Hers who complete Animal Science projects. However, it is preferred that all 4-Her's turn in record books, so we can see how active you have been in 4-H!

Good Luck completing your Record Book and if you have any questions, email Jeanne (jeanneh@umd.edu) or Bonnie (bboyden@umd.edu) !

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