



# 4-H GROWS HERE

## Junior/Intermediate Record Book Guide

Record keeping is an important skill that 4-H members need to learn and practice. Your Record Book is a record of all of your 4-H projects and activities for the year. **The Record Book is due the last Monday in October each year.** Your total 4-H Record Book should include the items listed below.

Please follow this order; this is helpful for leaders and others as they review your records:

### **Cover**

Use the Standard 4-H Cover. It's available at the Extension Office for \$3.00 or from the 4-H Mall online store. Financial Assistance is available, if needed. Contact the office, 410-758-0166.

### **Title Page**

Your **Title Page** should include:

Current Portrait Picture of you – head & shoulders *only*

Full Name

Age (as of Jan 1 of the record year)

Address

County

List of *ALL* clubs that you belong to

### **Table of Contents**

Do NOT use a divider between the title page and your **Table of Contents**. The Table of Contents should list your: Summary Records, 4-H Story, Project Pictures (these are required elements), Correspondence and Newspaper Clippings (which are optional) and last are your Project Records which need to be indented and listed individually (such as: crafts, food & nutrition, gardening, etc.).

## **Summary Record**

Use a labeled divider next for your Summary Records.

Keep every year's summary record in your book. Keep the old ones on the bottom with your current one on top of each previous year.

The **MD. 4-H Summary Record** consists of:

Your personal information

A list of all your project areas

Club Participation, check the number of meetings that you attended.

Committees / Offices, (4-H, school, etc.) the office & description.

4-H Promotion Activities, list how you promoted 4-H during the year.

Communications Activities, list speeches, demonstrations, visual presentations, etc.

Awards & Honors, 4-H awards & honors such as fair & county recognition

Journal of Activities, Events, & Experiences, record *ALL* activities, events, & experiences as you have them. Include 4-H, volunteer, community, citizenship, leadership, service learning, school, sports, & other activities.

That completes the summary record.

## **Your 4-H Story**

Next is a labeled divider for your **4-H Story**.

This is not a fictional story. It is a story that gives information about you and your year in 4-H. (See the guidelines at the end of this guide.)

**Photographs** are next with their labeled divider.

**These are mandatory!** They should be depicting you and your project work and 4-H activities. Limit of 3 pages, one side only.

You need to label each photo with who, what, when, and where. They should relate to your 4-H Projects and activities.

Photos may be true photos or computer generated ones.

## **4-H Correspondence and Newspaper Clippings**

The next two sections require labeled dividers, but they are ***optional***.

The first is **4-H Correspondence**, which are letters to you about 4-H and the second is **Newspaper Clippings** which are newspaper clippings in which you are shown and/or mentioned relating to 4-H only. (Both limited to 3 pages)

You need to underline in red or highlight your name in the articles.

## **4-H Project Record Forms**

Last, but not least, are your **4-H Project Record Forms**. There are forms for all of the animals plus the **4-H General Project Record** which is for NON-Animal Projects.

**The Maryland 4-H General Project Record** is for all projects except animals.

**All Animal Species Forms:** These are:

Camelids, Dairy Cattle, Dog, Horse, Large Animal Breeding, Livestock Market, Poultry, Rabbit & Cavy, and Small Pet (cat, gerbil, hamster, snake, etc.)

Please be sure to use the Maryland State 4-H Record forms for all of your projects. Forms can be accessed via the QAC 4-H website, <https://extension.umd.edu/locations/queen-annes/local-4-h-youth-education>.

Also, only fill out ***one form per project***. For example, if you carry the Food & Nutrition project, use one form and list all of your cookies, cakes, pies, etc. in that one form. Do not use a separate form for each item. If you have more than one horse, just use one form for all of the horses, not separate ones for each horse, etc.

Please **do NOT** use page protector sheets on anything.

Judging is done by how well you have followed the guidelines and the quality and accuracy of your content.

(See the reverse of this page for the Story Guidelines.)

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



## Your 4-H Story

Your 4-H Story is an essay of your 4-H experiences.

Be creative – your 4-H Story is a very important part of your 4-H Record. These ideas can be used as a guide in writing your Story.

- ★ Introduce yourself – include your age, interest, family, where you live, where you go to school, when and why you joined 4-H.
- ★ What were the highlights of this 4-H year?
- ★ Tell about the 4-H Project(s) you carried this year – what you did, problems encountered; items made, skills and knowledge learned.
- ★ Tell about your other 4-H activities – about your participation in your club and at county activities.
- ★ Explain how 4-H has helped you become a better leader and citizen – how you have helped others in your club and community.
- ★ Tell what 4-H has meant to you – now and in the future. What are your future plans –this could be for the next 4-H year or 5 – 10 years from now.

Your story may be handwritten or computer generated or typed for juniors and computer generated, or typed for intermediates and seniors. Be creative, be yourself, be original!

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Financial Assistance is available if needed. Contact the office, 410-758-0166.

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

If you need accommodations please notify the office within 2 weeks of any program deadlines or events.