

# Formatting Instructions

The format of 4-H Record Books will depend on the 4-H member's age, experiences, and whether he or she is entering the book for competition. While following formatting guidelines is important, the benefits of completing a 4-H Record Book are a positive and important experience.

4-H members completing 4-H Record Books at the project and club level may either handwrite or use a computer to record information. 4-H members may handwrite their 4-H story or type it on a computer.

## Formatting for 4-H Record Book Competitions

These formatting guidelines help judges review 4-H Record Books entered for competition. 4-H Record Books must follow these formatting guidelines, unless otherwise stated, when entered into a 4-H Record Book competition:

- **Typeface:** Books must be handwritten or typed in black ink. If handwritten, text must be written legibly. If typed, font size must be at least 12-point in an easy to read font (e.g. Garamond, Arial, Times New Roman, or Helvetica). Font size may differ for headings and emphasis in text.
- **Spacing:** Text may be single or double spaced (4-H member's preference).
- **Paper:** Use 8 1/2" x 11" plain white regular paper for all sections. Pages may be double-sided, except for the My 4-H Story which must be single-sided.
- **Margins:** Use a 1 1/2" inside (left) and 1" top, right and bottom margins throughout the book. (if used, page numbers may be outside of these margins)
- **Do not exceed page limitations** as specified for each section.
- **Do not use plastic page covers or laminate** any pages.
- **Folder or Binder:** Use an acco type fastener folder or 3-ring binder (1 inch maximum). The program year, member's name, county, 4-H club, and address must be included on the cover.
- **Tabs and Divider Pages:** Tabs and divider pages help separate sections and improve overall organization. Paper color other than white may be used.
- **Graphics:** Graphics, pictures, and drawings may be included on the title page, table of contents, expression page(s) and collection of 4-H work. Do not use graphics, pictures or drawings in any other sections or forms.

# Organization Overview

A 4-H Record Book contains the following items:

## Section 1: Preliminary Information

1. Title page
2. Table of Contents
3. For State Judging:
  - a. State 4-H Judging Cover Page
  - b. County Check Sheet

See section 1 instructions for more information.

## Section 2: Personal Development Report (PDR)

4-H members record activities that they have completed during the year. 4-H members may earn stars based on their participation in 4-H over a number of years. See section 2 instructions for more information.

## Section 3: My 4-H Story

Reflection on 4-H work completed. 4-H members have an opportunity to reflect on their achievements, knowledge gained, learning experiences and project work. See section 3 instructions for more information.

## Section 4: Projects

4-H members document their specific project work including meetings attended, profit/loss in their project, and knowledge and skills gained. Place items in the following order for each project:

- Section 4-A: One project report form for every project the member has completed.
- Section 4-A: One expression page for every project (*Optional*).
- Section 4-B: Junior and Teen Leadership Development Report.

See section 4 instructions for more information.

## Section 5: Collection of 4-H Work

These materials support the previous sections in showing growth and experience in 4-H. They may include the following: newspaper clippings, 4-H flyers or brochures, 4-H letters, 4-H photographs. See Section 5 instructions for more information.

## Section 6: Previous Years' Records

4-H members include their previous year's records at the back of the book. All records are retained (including photographs).

For State Judging Only: Materials from all previous years in 4-H must be removed and replaced with summary pages.

See Section 6 instructions for more information.

# Section 1: Preliminary Information

## **Title Page**

A title page introduces the 4-H Record Book at the front of the 4-H Record Book. The page includes the member's name, 4-H Club, county and the program year. The title page may be a color other than white paper, use graphics, photos and larger text. The title page must not exceed one standard page.

## **Table of Contents**

A table of contents lists the order of the 4-H Record Book sections. Include the titles of the section headers and page numbers. A 4-H Record Book is organized into the following sections.

- Section 2: Personal Development Report
- Section 3: My 4-H Story
- Section 4: Projects. This section includes Annual Project Reports, Expression Pages and Junior and Teen Leadership Development Reports. Each project may have its own subsection or all of the projects may be contained within one section.
- Section 5: Collection of 4-H Work
- Section 6: Previous Year's Records

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## **For State Judging only:**

### **State 4-H Judging Cover Page**

The State 4-H Judging Cover Page must be included with 4-H Record Books entered for State Judging. The Cover Page may not be altered. 4-H Record Books missing the Cover Page will be reason for disqualification.

### **County Check Sheet**

A county check sheet must be included with 4-H Record Books entered for State Judging. A committee, authorized by the County 4-H Office, must complete the checklist and ensure the completeness of the 4-H Record Book. 4-H Record Books missing the Check Sheet will be reason for disqualification.

Both forms are available at <http://www.ca4h.org/4hresource/ir/recordbook/competition.asp>

## Section 3: My 4-H Story Instructions

On separate sheets of paper, write or type your 4-H story. The 4-H story is an opportunity for you to share your experiences in the 4-H program. Your story should be a record of all years in 4-H and emphasize your current year in 4-H. Use the page length recommendations outlined below.

Do not exceed 6 pages.

- Junior (or first year member): 1 – 2 pages
- Intermediate: 2 – 4 pages
- Senior: 3 – 6 pages

You may upload your 4-H Story on the State 4-H Website to share with others. More information is available at <http://www.ca4h.org/wrp/recordbook/>

**The following outline may help you in developing your story.**

### **Part 1 - About You.**

- How old are you and when did you join 4-H?
- Why did you join 4-H?
- What are your interests and hobbies?
- What are your future and career plans?

### **Part 2 – 4-H Projects and Activities.**

- What projects have you taken? How successful were they?
- What goals did you set and which ones did you reach?
- What would you do differently if you were to try it again?
- What skills have you learned in the program?
- Have your projects grown in size and scope?
- How have you arranged for financing, if needed?
- Were any adults or other 4-H members especially helpful to you? How?

### **Part 3 – Leadership and Citizenship.**

- What do leadership and citizenship mean to you?
- Has 4-H helped you become a better leader and citizen? How? What types of citizenship or leadership projects have you been involved in?
- How have you contributed to 4-H, your community, and your school?
- Describe the most important offices you have held and the committee assignments you have accepted.
- What have you learned from working with other 4-H'ers as a junior or teen leader?

### **Part 4 – 4-H's Impact on You.**

- What kinds of relationships have you had with your 4-H leaders?
- How has your 4-H participation changed how you feel about yourself?
- How has your participation influenced your school and career goals?
- What has being a 4-H member meant to you?