

SANTA BARBARA COUNTY

# Record Book Organization

A 4-H Record Book contains the following items:

➤ **Folder**

- Use green 4-H Record Book folder, three prong or acco type fastener folder.
- Do not use a 3-ring binder.
- The member's name, 4-H club and county must be written on the cover.

➤ **Tabs / Dividers**

- Tabs and divider pages help separate sections and improve the overall organization.
- Divider pages should not be decorated.
- Tabs are highly encouraged for sectional and state judging.
- Tabs should not extend beyond the cover when record book is closed. You may have to cut to shorten and punch new holes.

**1. Record Book Application**

Complete both sides. If this is not filled out completely, it may affect your chances if you advance to County Judging level.

**2. Judging Criteria Sheet**

Member's name must be filled in.

**3. Title page**

Must contain the **member's name, club, county, and program year**, can include graphics.

**4. Table of Contents**

Should list PDR, Story, Each Project, Collection of Work, Past Years with each year date.

**5. Personal Development Report (PDR)**

4-H members record their projects and activities in and out of 4-H that they have completed during the year. 4-H members may participate in the 4-H Star Ranking and earn stars based on their participation in 4-H over a number of years. Members must complete one report per year.

**6. 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 My 4-H Story Instructions*)

**7. Projects**

4-H members document their specific project work including meetings attended, profit/loss in their project (if applicable), and knowledge and skills gained. Projects must last a minimum of six hours. (See 4-H Policy Manual 404.2)

- One **project report form** for every project the member has completed or completes.
- **Expression page** (*required for chosen project, optional for all others*) – one page per project on which the member may be creative. If completed, page must be one side of an 8 ½" x 11" piece of paper.
- **Jr./Teen Leadership Report.** (*if applicable, required to receive credit for being a Jr./Teen Leader*)

**8. Collection of 4-H Work** (*optional*)

These materials show growth, experience and 4-H work. They may include the following:

- Newspaper Clippings (*Limited to two page, single-sided, written by the 4-H member or about the 4-H member.*)
- 4-H Flyers or Brochures (*Limited to two pages which may be two-sided which the member created or is featured, may be double-sided.*)
- 4-H Letters (*Limited to two pages, single-sided, written by 4- member or about the 4-H member.*)
- 4-H Photographs (*Limited to five pages, single-sided. Photo paper may be used. Captions are encouraged.*)

**9. Past Years' Materials**

- Materials from all previous years in 4-H YDP must remain in book for County Judging and will have to be removed for sectional and state judging.
- For Sectional and State Judging, for youth that have been in 4-H for two or more years, add three pages to summarize previous years in 4-H: 1) project, 2) leadership and 3) citizenship defined in 4-H Record Book Manual 2006 Version 2. This will be added to the book for Sectional Judging.

# My 4-H Story Instructions

On separate sheets of paper, write or type your 4-H story. Tell about your activities and experiences, what you learned, what you would do differently, and how you feel about 4-H. Your story should be a record of all years in 4-H and emphasize your current year in 4-H. Do not exceed 6 pages, one-sided, double spaced.

Use the page length recommendations outlined below. Do not exceed 6 pages.

- Junior (or first year member): 1 – 2 pages, maximum of 6 pages
- Intermediate: 2 – 4 pages, maximum of 6 pages
- Senior: 3 – 6 pages, maximum of 6 pages
  
- **The My 4-H Story must be single-sided and use a 1 ½” inside margin and 1” for the top, bottom, and outside margins. If typed, font size must be 12-point in Garamond, Arial, Times New Roman, or Helvetica fonts. Font size may be larger for headings and emphasis in text.**
- **Graphics can be included in 4-H Story.**

**The following outline may help you in developing your story, be creative, clarify activities and events in your 4-H career, talk about some of the things you did out side of 4-H as well.**

**Part 1** Introduce yourself - include your age, interests, parents, brothers and sisters, where you live, where you go to school, when and why you joined 4-H.

**Part 2** Tell about your 4-H projects and activities. What goals did you set and which ones did you reach, what have you learned in the program, how has the program grown in size and scope, describe the things you have tried and found successful and some that were not so successful, how have you arranged for financing, indicate profits, losses and savings. Include major learning experiences, special interests and unusual situations you encountered.

**Part 3** Explain how 4-H has helped you become a better leader and citizen. Describe the most important offices you have held and the committee assignments you have accepted. Tell about what you have learned from working with other 4-H'ers as a junior and/or teen leader. Explain how you have learned to accept citizenship responsibilities.

**Part 4** Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future and career plans.

This is an example of what to include in your story. You're my 4-H Story is not limited to the above format. You may include other things in your story you feel has influenced your 4-H career and who you are as a person.