

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.
  - **May now use a 3-ring binder.** (State only allows a maximum of an one inch 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, and are required at county judging.
  - Divider pages may not be decorated, but may be colored paper other than white.
  - Tabs should not extend beyond the cover when record book is closed.
- 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; 1 page max.
- 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 goals, 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) Place items in the following order for each project.

  - **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 1/2" x 11" piece of paper.
  - **Jr./Teen Leadership Report.** (*if applicable, required to receive credit for being a Jr./Teen Leader*)
  - **Divider** a divider should separate each projects paperwork.
- 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 2008. This may be added to the book before State 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, single or double spaced.

To excel at County Judging 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 a minimum of 12-point font (e.g. Garamond, Arial, Times New Roman, or Helvetica fonts). Font size may be larger for headings and emphasis in text..**
- **Graphics may not 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 About You** - include your age, when and why you joined 4-H, interests and hobbies, your future and career plans.

**Part 2 4-H Projects and Activities** - What projects you have taken, how successful they were, what goals did you set and which ones did you reach, what would you do differently, what have you learned in the program, how have your projects grown in size and scope, how have you arranged for financing, were any adults or other 4-H members especially helpful to you and how.

**Part 3 Leadership and Citizenship** - Explain what leadership and citizenship means to you. Explain how 4-H has helped you become a better leader and citizen. Explain what types of citizenship or leadership projects have you been involved in. Describe how you have contributed to 4-H, your community, and your school. 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.

**Part 4 4-H's Impact on You** – Explain what kinds of relationships you have had with your 4-H Leaders. Describe how 4-H participation has changed how you to feel about yourself, and how it has influenced your school and career goals. Explain what being a 4-H member has meant to you.

This is an example of what to include in your story. Your 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.