



## Section 1: COVER/TITLE PAGE

Include:

First and Last Name

Your age now

Your birthdate

Name of Club

County Name

Program Year (ex: "2023-24")

Your 4-H Level (On December 31<sup>st</sup>, if you were 9 or 10, you are a Junior member; if you were 11, 12, or 13 you are an Intermediate member, if you were 14 or older, you are a Senior member)

Use any artwork, photo, or graphics you like on this page.

**Details on completing each type of form are found in the manual and on the forms.**

The best advice we can give you is to:

- 1) Work on the forms throughout the year.
- 2) Read the manual on how to complete each form.
- 3) Work on assembling the Record Book one section at a time.
- 4) Read the manual for each section.
- 5) Oh, and read the manual!

More resources are found on the [CA 4-H Resource Center](#).



## Section 2: TABLE OF CONTENTS

SECTIONS	Page #
<b>Section 1:</b> Cover>Title Page	1
<b>Section 2:</b> Table of Contents	2
<b>Section 3:</b> Achievement Rank Forms worked on this year (Sparks, Emerald Star I, Emerald Star II, Impact Star Report forms)  If no achievements, omit this material and re-order Sections so that Section 3 becomes My 4-H Story and so on.	
<b>Section 4:</b> My 4-H Story (omit if Senior member working on Impact Star only and re-order following sections as needed)	
<b>Section 5:</b> APRs, Expression page for each APR ONE Leadership Report (optional, behind 1 <sup>st</sup> APR in this section)	
<b>Section 6:</b> Activity Summary (Optional)	
<b>Section 7:</b> 4-H Resume (Senior members only)	



## Section 3: Achievements Rank Forms

This is a placeholder page only.

*Remove this page and insert any Achievements Reports you worked on this year.*

Sparks Achievement Report form (print the most current version)

And/or

Emerald Star I  
Emerald Star II  
Impact Stars

If no achievements are documented, omit this page and move to the next Section. Be sure to re-order the Section numbers if no achievements.



## Section 4: My 4-H Story

This is a placeholder page only.

*Remove this page and insert you're "My 4-H Story" following these guidelines:*

The My 4-H Story can use any media type. You can write it, make a video, make an audio recording, make a slide deck, make a scrapbook.

If you are **writing**, insert your words here. Follow these word counts:

Junior: 250 – 500 words

Intermediate and Senior: 500 – 2000 words

If writing your story, you can also include a few photos with captions.

If you make video, audio, slide deck, or scrapbook, put the URL to the digital place where you created the media right here on this page.

Make sure that evaluators can see your work by making the settings "anyone with the link can view".

Make sure your media follows these guidelines:

Junior: 1 – 2 minutes long or not more than 5 slides or pages

Intermediate and Senior: 2 – 4 minutes long or not more than 10 slides or pages



## Section 5: Annual Project Report

Expression Page for each Project

Optional: Leadership Report behind 1<sup>st</sup> APR Expression Page

This is a placeholder page only.

*Remove this page. Insert the Annual Project Reports (APR) you worked on this year.*

*After each APR, insert the Expression Page that goes with that Project.*

*If you have leadership activities to report,  
after the 1<sup>st</sup> APR, insert the Leadership Report*



## Section 6: Activity Summary (optional)

This is a placeholder page only.

*Remove this page.*

*OPTIONAL: Insert the Activity Summary Report, delete if not wanted*



## Section 7: 4-H Resume (Senior members only)

This is a placeholder page only.

*Remove this page.*

*Insert your 4-H Resume.*