

Madera County 4-H
ASSEMBLING YOUR 4-H RECORDS FOR PROJECT COMPETITION
(On the County Level)

All approved forms can be downloaded at the county website:
https://cemadera.ucanr.edu/Youth_Development/Record_Book_Forms/

PLEASE ASSEMBLE YOUR RECORDS IN THE FOLLOWING ORDER:

BASIC RECORD

1. 4-H RECORD BOOK COVER or binder with 4-H emblem on front.
2. Current State Personal Development Report (PDR) or NEW Achievement Form (Sparks). Will be evaluated at club level to earn seal, but current year will be removed from book by Community Club Leader before advancing to County Level 4-H Project Competition.
3. "4-H STORY" Must be 1-3 pages long (three pages recommended). If typewritten, use one side of page and double space. Attach the additional pages for your 4-H Story behind the Personal Development Report. (See reverse side for "How to write your 4-H Story").
4. CURRENT STATE ANNUAL PROJECT REPORT FORM (8/23 Version 2) for each project **with** Expression Page. **** Expression Page should teach something. Be Educational.**
5. Jr/Teen Leaders forms should be placed behind appropriate annual project report form. Use MCF70 (5/98) Madera County 4-H Leadership Plan and Report for Jr/Teen project leaders **OR** State Section 6: Leadership Development Report Parts 1&2. (EXCEPTION: Leadership project must use State Section 6: Leadership Development Report Parts 1&2)
6. SUPPLEMENTAL RECORDS (refer to MCF 22 (8/24 revision) for Madera County approved forms) *may be added behind appropriate annual project report form*, Meat Animal Record, Advanced Livestock-Poultry-Rabbit Records, etc.
7. **SENIOR MEMBERS ONLY (Age 14-19):** 4-H RESUME STATE FORM
Members may choose to type/input their Personal Development Form, Annual Project Report and Leadership Development forms. If handwritten, 2nd year and older must use ink. 1st year members may use pencil.

Condense your time into weekly or monthly increments. **Supplemental forms should be used only when information cannot be recorded on the annual project report form.**

Be accurate in your statements; get to the point, check each record for totals and be neat. When entering your book for competition you need to ask yourself: Do my records indicate clearly to the judge my 4-H projects, activities and achievements? Make sure your project report forms are signed by your project leaders.

OPTIONAL MATERIAL

1. PICTURES - *not more than three (3) pages front and back per year*. Avoid shingling pictures on top of each other. Place three pages of pictures together behind current year's records.
2. NEWS CLIPPINGS, CORRESPONDENCE AND EXAMPLES OF 4-H WORK (computer work, graphic arts, etc.)- *not more than three (3) pages front and back*. Avoid shingling and be selective.
3. Protective cover should only be used for pictures, clippings and correspondence.
4. Include *all past years' records in your book with the current year's record on top*. Tabs must be used for separating years only.

DO NOT INCLUDE:

Monthly calendar sheets, certificates, ribbons, pins, project manuals without worksheets and other mementoes in your record book. It is suggested that you keep a separate scrapbook for those items. Use a picture of your ribbons, trophies, medals, etc. in the picture section of your record book.

NOTE RE: PRIMARY MEMBERS:

Primary members under 9 years old do not submit record books for county competition but may turn in a Primary Member Project Report at club level in order to receive a year pin/stripe. 4-H members who turn 9 years of age by December 31st of the current program year become official 4-H members and may submit a record book for the whole 4-H year July 1- June 30th which may be entered in county competition if given a gold seal.

4-H STORY

Your 4-H story is an important part of your record book.

This outline may help you in writing your story.

Remember in our county your story should not be more than 3 pages.

Part 1: This should be 1/4 to 1/3 of a page or less.

Introduce yourself - include your age; interests; parents; brothers and sisters; where you live and go to school; when and why you joined 4-H. Remember, the person reading your story may not know you.

Part 2: This should not be more than 1 ½ pages.

Tell about your personal experiences in each 4-H project. How has 4-H helped you learn about things you didn't know before, how your project has grown and some things you tried successfully or unsuccessfully.

Part 3: This should be ¼ of a page or less.

Explain your participation in 4-H club activities and county events.

Part 4: This should be no more than ½ of a page.

Explain how 4-H has helped you become a better leader; including offices held – committees served on – helping other members, and what you have learned from team efforts.

Part 5: This should be no more than ¼ of a page.

Explain your participation in 4-H community service activities, and this has increased your interest and participation in community affairs.

Part 6: This should be no more than 1/4 of a page.

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 plans and a career you want to pursue.