



This Section and Tips Booklet is designed for the 2013 Recordbooks and has been divided into ages and sections to help you complete the NEW recordbook! Good Luck and I hope it will help!

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<http://agrilife.org/bell4h/4-h-activities/recordbooks/>

TIPS WHEN COMPLETING RECORDBOOK!!!

1. Before creating book: Take pictures throughout the year
2. Before creating book: Write everything down in your calendar
3. Before creating book: Look at other books to get an idea of what to do in your book!
4. Before creating book: Determine main project and other projects for book!
5. Put only current year in recordbook!
6. Place last year's recordbook in the back of the book (this includes past years)
7. Use WORD document downloads instead of doing it online!
8. **Seniors:** State forms do not include all tables. I have created some tables for seniors and you can find that word download on the Bell County 4-H Website. Note: these are not mandatory but a helpful guide on how to do the blank pages on the form.
9. **Intermediate and Seniors:** Promotional leadership was again accidentally left off the leadership experiences page of the recordbook forms, please include it in the recordbook.
10. Green binders are available after you complete your recordbook and turn in to the County Extension Office (Bell County 4-H members)

Junior Report Form

Remember not forget your pictures!!! Please read the family guide for more information on pictures! You get 3 pages of pictures (single sided).

Remember these tips for taking photos and placing them on your sheet:

- Remember all pictures do not require captions but it does help it make sense.
- Pictures need to be big and easy to see
- Need to be action shots not just ones with your ribbon.
- Use photos that show the main project, other projects, leadership, community service and other 4-H related pictures.
- No NON-4-H related pictures including pictures of your family.

I chose this project because...

1. Make a paragraph
2. Give examples like:
 - a. Food and Nutrition: You enjoy cooking a lot with your parents. You like to watch the Food Network
 - b. Clothing: You have always wanted to be a designer and design your own clothes. You have always seen clothes and wondered how they were made.
 - c. Animals: You love to take care of animals. You have always wanted to be a vet. You gained the responsibility of taking care of your animals when you got one and now love it.
 - d. Consumer: You love to shop and find the best deal. Your favorite show is Price is right. You want to be a secret shopper.

List 3 things you want to learn in your 4-H project this year....

1. Remember list 3 individual goals/things you want to learn.
2. You can have more than 3 items.
3. You can list things here but make complete sentences.
 - a. Food and Nutrition: I want to learn how to cook a meal for my family, I want to learn how to make my favorite dishes, (you can be specific), or you can learn about how to cook in many different ways such as sauté, bake, grill, roast, marinate.
 - b. Clothing: This can be special techniques like putting in a zipper, making a button hole, or even learning how to find the best outfit that is well made to buy.
 - c. Animals: You can learn many things here such as: how to vaccinate your animals, groom them, or train them for shows.
 - d. Consumer: You want to learn how to find the best buy, research certain items for the best buy, or use the consumer guide to buy a big purchase

What do you want to accomplish in 4-H this year....

1. These are things you want to do or accomplish.
2. You can put things like:
 - a. Compete in the Food Challenge
 - b. Attend a Rabbit Clinic

- c. Compete at the Bell County Youth Fair
- d. Receive the top 10 with your photo in the photo contest

What new activities or projects do you want to try this year....

1. Remember this is PROJECTS and activities.
2. You could be the following:
 - a. I would like to learn more about food and nutrition
 - b. I would like to add goats to my animal projects
 - c. I want to participate in the Holiday Classic.
 - d. I want to attend the 4-H cake decorating workshop in the summer
 - e. I would like to attend the Government Day Camp and learn more about our county government.

Diary of 4-H Events:

- This is a diary of ALL your 4-H activities, contests, and events.
- This includes taking care of your animals, making dinners for your family, attending workshop or clinics, taking tours, and presentations you may have given.

4-H Story:

Remember this is a STORY so you need to write in complete sentences. NO LISTS need to be in this part!

1. Tell us some things about you and your family that you want to share.

- a. How many brothers and sisters do you have?
- b. What do your mom and dad do for a living?
- c. Do you live in the country or a small or big town?
- d. Do you have lots of animals?
- e. Where do you go to school (Elementary school or homeschool)?
- f. Does anyone else live with you like a Grandma, cousins, etc?
- g. You want to give them a clear idea about your life but not too much!

2. I joined 4-H because....

- a. You want to put a paragraph about why you joined 4-H not just a sentence.
- b. Don't put that your parents made you unless you can say extra about the wonderful experience it has been and you glad you joined and glad they made you.

3. Some things I did in my club or project group this year...

- a. Give a summary of all the great things you have done...include fun stories and experiences here!
- b. Club- you could include some of the club programs you had and learned from, some of your service projects, games, and tours/activities you have done as a club member
- c. Project Group- this means some of the project meetings you have attended in your project such as workshops, clinics, or tours. (ie. Chef day camp, rabbit clinic, holiday classic, cake decorating workshop, government day, recreation day camp)

4. My Favorite parts of 4-H are...

- a. Give us some fun stories or experiences!
- b. Fun Parts- spending time with friends, going to camp, attending a cool workshop.
- c. Make sure you give details about these favorite parts.

d. Remember no lists!

5. Some things I would like to do better, improve upon, or do more of next year are...

- a. Examples: You would like to be able to speak in front of your club, become an officer in your club or council, participate more in your project, make more items for the Fair, make more friends, compete in more contests, and learn more about a certain project topic.
- b. Make sure and give details. Remember this is still part of your story so make sure it is in paragraph form. Elaborate on each item you would like to improve on.

6. Tell us anything else you would like to share about yourself or 4-H.

- a. NEVER leave this blank!
- b. Make sure you always have something else you want to share about.
- c. Examples: This would be an excellent opportunity to talk about your other activities you do besides 4-H such as church, sports, school activities, etc. You could also talk about some fun story you had in 4-H.

Awards, Service, and Leadership:

Lists are fine here!

- 1. **Awards:** You want to really highlight your top awards but also put their meaning of winning that award. Remember if you won 10th in your cookie division at Fair and that was great to you; make sure and explain why...it may be because there were 50 cookies in that division. Or if you want 3rd place with your dress you sewn you might explain it was your first time to sew. DETAILS!!!
- 2. **Service:** Make sure and add club and county service projects (pancake dinner, coke tab collection), projects you do yourself (gave clothes to a HOPE center), and things you might have actually helped lead (yes, you might have this as a junior age!)
- 3. **Leadership:** Remember this is things you have helped lead.
 - a. This can be bringing desserts/snacks to club meetings, leading the pledge at a meeting, giving a report to council, or teaching your friend about 4-H or how to make a cake.
 - b. This can be anything you have helped do to teach someone or help make something happen.
 - c. You might also go to a committee meeting with your siblings and mom/dad.
 - d. Wording on Leadership: Remember if you teach your grandma about something you learned in 4-H...you have taught someone and that is leadership (make sure you put elderly not grandma). Also when you put that you taught a friend, just say: "Taught another 4-H member about..." or change it out if they are not a 4-H member to say another youth.

Intermediate Report Form:

What do you want to learn or do in this project this year?

1. These are your project goals for the year.
2. Make sure you have at least 6 different goals/items in this section you want to learn or do.
3. Make sure you only put items for the ONE project you put up above!

Personal Journal: (All 4-H AND NON-4-H..not project specific)

1. Use this space to record all activities, events, and experiences as they are completed.
2. In addition to 4-H, include such things as school, sports, church, community service activities, awards, and honors.
3. REMEMBER...this is all 4-H activities and project activities. So, basically take out any of your ways of keeping records and just start entering the MOST important activities. If you run out of room, start eliminating the unimportant things.
4. Don't forget to add awards and honors as well as community service projects.
5. Hint: I would focus on non 4-H if you have a lot of it. Also include Bell County Youth Fair in here. The next session will relate more to 4-H.

Summary of Activities and Accomplishments: (All 4-H..not project specific)

1. List and describe up to 10 of your most important 4-H activities and experiences (demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc.) that you participated in and is related to your main projects.
2. Make sure and list your main project first then go to other projects if you run out of things.
3. Do not put things you have led here because you need to save it for leadership.
4. Try not to duplicate items from other sections so you can save it for other parts and put the main stuff here. I would maybe do this part last.
5. Items to include here: workshops/clinics/demonstrations attended (especially at higher levels).
6. For those who have completed a recordbook, this would be part 2 of Section 1 in your "What have you learned."

Recognition and Awards: (All 4-H..not project specific)

- This is not for NON-4H and MUST be ONLY 4-H!

Section Must Include:

- Award
- Level of Award
- Importance to You

Include:

- County and Club Awards
- District Awards
- Bell County Youth Fair Awards- only high ones
- Placing at contests- only high ones
- This does not include FFA Stock Shows

- Show how it is important: (1st out of 45 entries) You want to really highlight your top awards but also put their meaning of winning that award. Remember if you won 10th in your cookie division at Fair and that was great to you; make sure and explain why...it may be because there were 50 cookies in that division. Or if you won 3rd place with your dress you sewn you might explain it was your first time to sew.
- DETAILS are important!!!

Remember you must put only 5 awards so make sure they COUNT!

Community Service and Citizenship Activities: (All 4-H..not project specific)

What did you do to help other people because of 4-H?

NO FUNDRAISERS IN THIS SECTION!!!!!! Must be service that does not have a fundraiser for your club or to benefit you in any way. Now if you did a benefit for someone and raise money to help them it could be service. Just not to benefit you somehow.

This section must include:

- Your Role
- Service Activity
- Importance and Impact- MAKE IT COUNT!
- Hours- NEW!!!

Service Role

- Y- Completed Community Service by yourself
- M- Completed Community Service with a member of a group- club, county council
- P- Lead and implemented community service project

Y:

Donated clothes to good will, etc
 Made a dish for potluck at church
 Donated coke tabs to Ronald McDonald House by yourself
 Helped elderly with something at house---without taking money!!!

M:

Anything your club or county council does as a group community service project.
 Gathering supplies for Hurricane Ike
 Coat Drive for County Council
 Dry Milk for Helping Hands
 Coke tabs to Ronald McDonald House
 Highway Clean up

P:

(Make sure and use words for leadership- see list below)
 Lead Blankets of Love project for club and coordinated with club manager on how to get the project going and finished.

ALL P's need to have one of these words to show you actually had leadership.

Coordinated
 Lead

Organized
Planned
Created

Leadership Experiences: (All 4-H..not project specific)

- Promotion Leadership: How have you told someone about 4-H? (**FORMS WILL BE CORRECTED SOON TO INCLUDE THIS FOR 2012-2013**):
- Volunteer Leadership: How and what did you do to lead or teach others in 4-H?
- Elected/Appointed Leadership: What did you do to help?

Break down in years. Most Current Year FIRST!

This section must include:

- Leadership Activity
- Leadership Role
- Level
- Did this activity meet one of my goals? Yes, No, I don't know
- What project does this activity relate to?

Promotion Leadership (**FORMS WILL BE CORRECTED SOON TO INCLUDE THIS FOR 2012-2013**):

- Wear 4-H Shirt
- Newspaper Articles
- School Announcements
- National Volunteer Week
- Commissioners Court
- Told a friend about 4-H
- Got a friend to join 4-H
- Taught a friend something you learned about in 4-H
- Picture in National 4-H Calendar
- Exhibit at Mall of 4-H Photography
- Helped promote 4-H at School Open House
- Sold 4-H raffle tickets

Volunteer Leadership:

- FUNDRAISERS GO HERE!
- Lead officer installation at 4-H Club
- Booth at Open House
- Helped setup and clean up at 4-H events
- Helped 4-H members with 4-H projects
- Script part at 4-H contests
- Taught a friend something you learned about in 4-H
- Group leader for Safety Day/Ag Days
- Helped with Photo Exhibit at Mall and Library
- Helped make judges gifts
- Helped conduct session at project workshop
- Handed out programs at county or district contest

Elected Appointed: (Add how many in club, what do you do in the office-duties)

- Club, County, District, State Officer Positions
- Lead Pledges at meeting
- Gave report at meeting
- Committees
- Brought refreshments at meeting
- Took pictures for event

Project Summary: (MAIN PROJECT SPECIFIC)

Remember this is a summary so paragraph form is what you want not lists!!!

What was most exciting about your project?

1. You really do not want to concentrate on winning something unless you really explain how you worked very hard, how many hours you spent on the project, and then if you worked with a team, and then how it was very exciting to win.
2. Try to maybe talk about a specific learning experience if possible instead of just winning.

What would you do differently if you were to do this project again?

1. Remember it is a paragraph not a list!!!
2. Items may include: Research more, spend more time, do more community service projects and/or leadership experiences relating to this project, do more activities related to project, spend more time on techniques to improve garment/food item, learn how to take better care of the animals, how to vaccinate the animals, learning the project from beginning to end, become more involved if there was a planning committee involved such as Clothing Board, Healthy Lifestyles Board, FCS committee, etc.
3. MAKE SURE AND ELABORATE and give DETAILS!!!
4. Never leave it blank if you would not do anything differently or put, "I would not do anything differently"

What are your future plans with this project?

1. Remember it is a paragraph not a list!!!
2. Items may include: developing my leadership in project, trying to in cooperate community service into main project, joining the planning committee to help plan the project. Help teach younger youth about project. Recruit friends to join 4-H and become part of project.

Now that your project is complete, what are you most proud of?

1. This could be a summary of your project and how it really helped you learn about 4-H and your life.
2. You could tie in how it is helped you become more responsible, dependable, a leader, etc.
3. Remember, this is not just about winning something!!!

Intermediate and Senior Report Form:

4-H Story and Photo Portfolio-Max 10 pages (OPEN PAGE)

I recommend you just do the story and photo portfolio on a Word document instead of trying to do it in the online system. However please see the powerpoint for further instructions on how to put this in the powerpoint if you choose to do it online.

Remember to read the family guide for specifications on the story and pictures!

Photos:

- Place Pictures in Story if Possible- make sure the story matches the picture though not random pictures in your story. For example, when you are talking about the clothing project put a clothing or sewing picture in the story there not when you were showing your steer.
- Remember all pictures do not require captions but it does help it make sense.
- Pictures need to be big and easy to see
- Need to be action shots not just ones with your ribbon
- Try not to place more than 3 pictures on a page when putting it in the story.
- Photos depicting family activities, livestock auction, U.I.L., sports events, other school events (non-4-H related photos) are discouraged.
- Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings can be used; however, they cannot overlap and must be fastened securely.
- No newspaper stories are allowed.

What should be included in a 4-H Story and Photo Portfolio?

However, this information can be provided in any method, using your own creativity and design ideas.

Such as:

Borders, minimal clipart, scrapbooking materials,

A 4-H Story and Photo Portfolio will need to include the following information- in this order.

- Title: "My 4-H _____ (Recordbook Category) Story and Photo Portfolio"

Example: "My 4-H Dairy Story and Photo Portfolio" You may add a subtitle to your story and photo portfolio if you wish, however each story must begin with this title.

- Information about yourself, your family and your community.
- When and why you joined 4-H.
- Project Goals

- Things about your involvement in the recordbook category you are entering and the most important things that you have learned in 4-H.
- Highlights of other 4-H projects and activities.
- How 4-H has helped you become a better leader and citizen and what you have learned through your community service and leadership activities.
- How being a 4-H member has helped you set goals (tell what the goals are) and develop new interests, and if 4-H has influenced your future plans or career goals.

Section I- 4-H Project Experiences-3 pages (OPEN PAGE- SEE WEBSITE FOR A SAMPLE TABLE)

What is your project? How did your project **change or grow**? What have you done and what have you learned.

This includes 4 projects for the past 4 years! When you delete a year make sure and save as into a new document for that year because you will need it for scholarships!

Must include in this section:

- Level of Participation
- Make sure you elaborate on the importance of these events. Remember....who cares? Let us know why it matters!!!!

Include:

- Workshops/Project Meetings/Classes
- Tours
- Demonstrations/Educational Presentations
- Competitions
- Research
- Knowledge Gained

General:

- Training/Workshops
- Taught/Served
- Competitions Entered
- Tours-Places Visited
- Demonstrations/Educational Presentations
- Project Meetings
- Hours Spent
- People Reached
- Research Hours Spent or Group/Independent Study Hours

- Awards

Public Speaking/Leadership:

- Presentations/Reports given at meetings
- Offices Held
- Presentations to Non-Profit Organizations
- Presentations to Non-4-H
- Pledges Lead
- Workshops Lead
- Group Leader
- Master/Mistress of Ceremonies or Script
- 4-H Promotional Presentations
- News Articles written
- Committees/Boards Served
- Served in leadership role at an event

Animals:

- Animals Purchased
- Animal Feed/Medicine-Vet Expenses
- Sale Income
- Profit/Loss
- Number Sold
- Shows Entered
- Equipment Expenses

Horse:

- Horses Trained
- Young members who have been trained by you
- Horses bought/sold
- Look at Animals

FCS Projects (Clothing, Food and Nutrition, Consumer):

Clothing and Textiles:

- Garments/Textiles Sewn
- Dollars Saved by sewing
- Patterns Bought
- Material Bought- (yards)
- Prize Money Earned from Bell County Youth Fair

Food and Nutrition:

- Meals/Dishes Prepared

- Tables Set
- Money Saved by cooking at home
- Coupons used/saved
- Prize Money Earned from Bell County Youth Fair

Consumer:

- Budgets Made
- Scenarios Written
- Reasons Given
- Hours Spent Studying

Photography:

- Picture Development Expense
- Pictures Took
- Prize Money Earned from Bell County Youth Fair

Shooting Sports:

- Guns Bought
- Practice Meets
- Ammo Purchased-\$

Recreation:

- Games lead
- Recreation Planned
- Icebreakers Lead
- Workshop recreation given/lead

Gardening/Horticulture:

- Gardens planted
- Plants planted
- Plants Bought # and \$
- Gardening Equipment and other Expenses

Vet Science:

- Animals Treated
- Vaccinations Completed
- Animals Cleaned
- Hours at Vet Volunteering

Plants and Animals Open:

- Animals Vaccinated
- Animals Groomed

- Hours at Vet Volunteering
- Pets Adopted
- Pets sold
- Hours spent cleaning animal's homes

Range Management/Plant & Soil Science:

- Soils/Plants Gathered
- Plants Studied
- # Soils Tests

Conservation and Natural Resources/Aquatic Science:

- Fish Caught
- Fish cleaned and ate/cooked
- Hatcheries visited
- Boats Repaired
- Lifeguard Training
- # of times gone fishing
- Camps attended- Water Camp

Section II- 4-H Leadership Experiences-2 pages (TABLE PROVIDED)

- Promotion Leadership: How have you told someone about 4-H?
- Volunteer Leadership: How and what did you do to lead or teach others in 4-H?
- Elected/Appointed Leadership: What did you do to help?

This section must include:

- Date-NEW!!!
- Leadership Activity
- Leadership Role
- Level
- Responsibilities/Roles/Duties/Accomplishments
- Number of People Reached/Taught/Served-NEW!!!
- Hours- NEW!!

Promotion Leadership (**FORMS WILL BE CORRECTED SOON TO INCLUDE THIS FOR 2012-2013**):

- Newspaper Articles
- Wear 4-H Shirt
- School Announcements
- National Volunteer Week
- Commissioners Court

- Told a friend about 4-H
- Got a friend to join 4-H
- Taught a friend something you learned about in 4-H
- Booth at Open House
- Picture in National 4-H Calendar
- Exhibit at Mall of 4-H Photography
- Helped promote 4-H at School Open House
- Sold 4-H raffle tickets

Volunteer Leadership:

- FUNDRAISERS GO HERE!
- Lead officer installation at 4-H Club
- Helped setup and clean up at 4-H events
- Helped 4-H members with 4-H projects
- Script part at 4-H contests
- Taught a friend something you learned about in 4-H
- Group leader for Safety Day/Ag Days
- Helped with Photo Exhibit at Mall and Library
- Helped make judges gifts
- Helped conduct session at project workshop
- Handed out programs at county or district contest

Elected Appointed: (Add how many in club, what do you do in the office-duties)

- Club, County, District, State Officer Positions
- Lead Pledges at meeting
- Gave report at meeting
- Committees
- Brought refreshments at meeting
- Took pictures for event

Section III- 4-H Community Service-2 pages (TABLE PROVIDED)

What did you do to help other people because of 4-H?

NO FUNDRAISERS IN THIS SECTION!!!! Must be service that does not have a fundraiser for your club or to benefit you in any way. Now if you did a benefit for someone and raise money to help them it could be service. Just not to benefit you somehow.

This section must include:

- Activity Date- NEW!!
- Your Role
- Service Activity

- Importance and Impact- MAKE IT COUNT!
- Hours- NEW!!!

Service Role

- **Y- Completed Community Service by yourself**
- **M- Completed Community Service with a member of a group- club, county council**
- **P- Lead and implemented community service project**

Y:

Donated clothes to good will, etc

Made a dish for potluck at church

Donated coke tabs to Ronald McDonald House by yourself

Helped elderly with something at house---without taking money!!!

M:

Anything your club or county council does as a group community service project.

Gathering supplies for Hurricane Ike

Coat Drive for County Council

Dry Milk for Helping Hands

Coke tabs to Ronald McDonald House

Highway Clean up

P:

(Make sure and use words for leadership- see list below)

Lead Blankets of Love project for club and coordinated with club manager on how to get the project going and finished.

ALL P's need to have one of these words to show you actually had leadership.

Coordinated

Lead

Organized

Planned

Created

Section IV- Other 4-H Projects-1 page (OPEN PAGE- SEE WEBSITE FOR TABLE PROVIDED)

List any 4-H Projects not listed in Section I. Include number of years and summarize participation. Remember you can add projects you just dabbled in. For instance, you went to a workshop on a project during the summer, you can make that a project as long as you have 6 learning experiences. Remember leadership, public speaking, and citizenship and civic education (community service) are projects and can be added to this section. You generally have this project throughout your other projects.

- Can be in paragraph form.
- Include project
- Divide years within project

Section V- 4-H Recognition and Awards-1 page (TABLE PROVIDED)

Highlight 4-H Recognition and/or Awards

Section Must Include:

- Activity Date- NEW!!
- Level of Award
- Award
- Importance to You

Include:

- County and Club Awards
- District Awards
- Bell County Youth Fair Awards- only high ones
- Placing at contests- only high ones
- This does not include FFA Stock Shows
- Show how it is important (1st out of 45 entries)

Section VI- Non 4-H Activities-1 page (OPEN PAGE- SEE WEBSITE FOR TABLE PROVIDED)

Leadership, community service, awards, and recognition from other activities such as school, church, and other community organizations.

Leadership:

- Bell County Youth Board
- VBS teacher
- Chamber of Commerce
- Captain of Sports Team
- TAFE
- FFA Officer
- Read Scriptures at church
- Help with Technical stuff at church
- Student Council

Community Service:

- Volunteer at Vet
- Volunteer at Good Will, Food Pantry, etc.
- Can Food Drives
- Donated clothes to good will, etc.
- Helped neighbors
- Mow yards for no cost
- Volunteer at Youth Center

Awards/Recognition:

- FFA Shows
- Honor Roll
- UIL
- Athletics
- TAKS Award

SENIORS ONLY

Section VII- COLLEGE/CAREER EXPLORATION-1 page (TABLE PROVIDED)

ALL NEW SECTION!!!

Section Must Include:

- Activity Date
- Activity Title
- What did you learn or do?
- Hours

Items that could go here:

- Tour of College
- Research of Career
- Research of Colleges
- Scholarship Interviews
- Interviews you have given to people in your career to be pursued
- Job Shadowing
- Work experience- more to your career
- Even include opportunities that somewhat relate to your career- Ex. You would like to be a chef....you might attend the Taste of Home Cooking School or attend a Cooking Demonstration
- Course Work