



FAMILY GUIDE to the Texas 4-H Record Book



2021-2022

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

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Family Guide to the Texas 4-H Record Book

Recordkeeping is a valuable skill taught to members of the Texas 4-H program. Members are encouraged to keep project records and have these records reviewed annually by submitting a Texas 4-H Record Book. The primary purposes of completing a Record Book are for a young person to develop the skills necessary to set goals, work toward achieving those goals, reflect on his/her experiences, and set new and higher goals for themselves. A secondary benefit is to prepare young people for the process of completing academic scholarship and/or collegiate admission applications.

Recordkeeping – maintaining a history of one’s activities such as financial dealings or life events by entering data in ledgers, journals, calendars or putting items into a file system; an essential life skill.

4-H Record Book – the competitive event where 4-H members assemble their records into a specified document and submit those for evaluation against other 4-H members. However, one may choose to complete a record book just for the skill learned and not elect to submit for competition.

Purpose/Objective of 4-H Record Book

- Allow 4-H members to tell how they have grown, what they have learned, where they came up short and to do it creatively within outlined parameters.
- Demonstrate the importance of keeping a written document of what has been done.
- Provides a written platform for goal setting and documentation of the actions required to reach goals.
- Provide an opportunity for competition at the County, District, and State level.

Record-Keeping Process

Goal Setting - Getting Started

Prior to or at the beginning of the 4-H year, a member should begin identifying, setting and recording personal goals for themselves in each project area. Parents, club managers, adult volunteers, and County Extension Agents play an important role in helping guide young people through this process. Members should record their personal goals and then begin work toward achieving those goals. It is important to record anything the member would like to learn or do.

Journaling - As Things Happen

Record keeping is going to be an important part of a member’s life. Members will keep records in high school, in college, and at work whether they own their own business or work for someone else. Now is the time to learn how to keep good records. The most important thing about 4-H record keeping is to find a comfortable way to collect information. Some of the most common ways of keeping up with 4-H records include a calendar, an index box, smart phone, computer, or a notebook. These are further defined below.

- A. **Calendar Method** – Keep a calendar in a handy location (such as on the refrigerator) and every time the member does something related to 4-H, school, church or other organizations, write it down. Then at the end of each month place the calendar in a safe place until it is time to assemble the RecordBook.

- B. **Index Box Method** – Get a 3-inch by 5-inch box, index cards and some dividers. Label each of the dividers as one of the sections in the report form discussed later in this guide. Then each time the member does something, write it down on an index card, then file the card in the section marked by the divider. For example: If the 4-H member were to go to the nursing home for recreation with the residents, then have him/her write it down and put the card behind the community service divider. After maintaining the “4-H File Box” for a year, pull the cards out and select the most important activities for the 4-H Record Book. Do not forget to date each card.

- C. **Binder or Spiral Notebook Method** – Grab an old school binder or notebook and organize each activity by type or by date. This is an easy first step to start out until the member gets the hang of record keeping.

- D. **Electronic Device** – If an electronic device is available, use an “app” or some other software to record or document activities, trainings, clinics, leadership roles, service activities, project experiences, etc. iPhone users can download an App “4-H Livestock Record” that is helpful to track project activities and finances (livestock and non-livestock).

Reflecting – Looking Back

Below are some questions to help a member start reflecting on his/her project experiences as he or she prepares to complete a Record Book.

- What did you learn from your project(s)?
- Did you meet any of your goals? If so, what helped you attain those? If not, what were some obstacles that might have prevented you from reaching your goals?
- How did your project change or grow within the year or from previous years?
- Did you serve in any type of leadership capacity?
- What impact did your involvement have on you, your club, or community?
- How have your project experiences influenced your future career choice?

What makes up a Texas 4-H Record Book?

A Texas 4-H Record Book consists of information that a 4-H member records over the course of a 4-H year that documents his/her goals, knowledge and skills gained, leadership experiences, awards earned, and service in his/her community. Those experiences are recorded into forms, narratives, and a story/photo portfolio written by the 4-H member. The information is printed, bound in a cover, and is typically submitted for evaluation.

Effective September 1, 2018, the Report Forms for each age division (Junior, Intermediate, and Senior) request the same content. However, the number of allowable entries and pages vary by age division. The 4-H member may include information for the current year, plus up to three previous years on the Report Form. The 4-H member will only complete ONE Report Form each year that includes up to four years of information. (NOT four Report Forms with one year per form). Previous years’ Report Forms should not be included. Please see table below for more details.

Record Books contain 4 parts: (all three age divisions: Junior, Intermediate, and Senior)

1. Check Sheet
2. Personal Information Page
3. 4-H Story & Photo Portfolio
4. Report Forms

Texas 4-H Record Book Summary

2022 Changes are Bolded in RED

	Junior Grades 3- 5 (Clover Kid years should not be included)	Intermediate Grades 6-8	Senior Grades 9-12
Check Sheet	Include	Include	Include
Personal Information Page	Include	Include	Include
4-H Story & Photo Portfolio	<i>10-point font minimum. Double spaced. The text and the photos may be incorporated together on the same pages or may be separate.</i>		
Story (the written text)	Min: 2 pages Max: 8 pages	Min: 4 pages Max: 10 pages	Min: 6 pages Max: 10 pages
4-H Photos (captions are not required, but may help tell your story) *Note. Photography Record Books DO NOT include additional photos.	Min: 2 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 8 pages.	Min: 3 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 10 pages.	Min: 3 pages equivalent of photos. When combined, your written story and pages of photos cannot exceed 10 pages.
4-H Report Form Sections	<i>10-point font minimum</i>		
I – 4-H Project Experiences	Up to 3 years Up to 4 projects 3 pages max	Up to 4 years Up to 4 projects 3 pages max	Up to 4 years Up to 4 projects 4 pages max
II – 4-H Leadership Experiences	Up to 3 years Max: 10 entries 1 page max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 pages max
III – 4-H Community Service	Up to 3 years Max: 10 entries 1 page max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 pages max
IV – Other 4-H Projects	Up to 3 years Any number of projects 1 page max	Up to 4 years Any number of projects 2 pages max	Up to 4 years Any number of projects 2 pages max
V – 4-H Recognition & Awards	Up to 3 years Max: 10 entries 1 page max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 pages max
VI – Non-4-H Activities	Up to 3 years 1 page max	Up to 4 years 1 page max	Up to 4 years 1 page max
VII – College & Career Exploration	Response to question Up to 3 years Max: 10 entries 1 page max	Response to question Up to 4 years Max: 15 entries 1 page max	Response to question Up to 4 years Max: 15 entries 2 pages max

Specific Guidelines for Order of Assembly

Check Sheet

A single page found at the front of the Record Book; used to verify that all information is included and complete.

Personal Information Page

A single page that contains personal contact information; used to verify the appropriate age division, category entered, and that information contained within the Record Book reflects the work of the individual submitting the records for evaluation. This information page is not judged.

4-H Story & Photo Portfolio

The story should focus on information from the current year; however, it may also include information from prior years. Title the portfolio as follows: "My 4-H _____ (Record Book Category) Story and Photo Portfolio." For example, "My 4-H Horse Story and Photo Portfolio." A subtitle may be added. The story should include information such as:

- Information about yourself, your family, and your community
- When and why you joined 4-H
- Project Goals (Starting with your main project)
- 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 (include the goals) and develop new interests, and if 4-H has influenced your future plans or career goals

The photos used are very important and should reflect growth, development and involvement in the member's 4-H career. Use photos that show the member doing things, learning and teaching others, and especially having FUN in 4-H. Use photos that show the main project, other projects, leadership, and community service. ***Photos depicting family activities, livestock auctions, U.I.L., sports events, other school events (non-4-H related photos) are not to be included.*** This is your 4-H Record Book.

Captions help tell the story and describe what is in the photo but are not required. Story and photos may be combined. Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings may be included. Newspaper articles are not allowed.

- The combined portfolio should be completed within the page limits listed in the Texas 4-H Record Book Summary (page 5) for each age division.
- Text is to be double-spaced type, using a minimum of a 10-point or equivalent size font.
- Photos may be placed throughout the story, adhering to the minimum number of equivalent pages as listed on page 5 or they can be all grouped together.
- Effective September 1, 2018 - Record Books submitted in the Photography category follow the same guidelines regarding number of photos included. **DO NOT** include extra photos.

The 4-H Story/Photo Portfolio should not just be a repetition of what is in the Report Forms. Include new information, expand on the entries to 'tell the story' of your 4-H project work.

Don't forget to take pictures throughout the year of 4-H projects and activities. Take active shots where you are engaged in learning, leading, or serving. Photos with awards are great for your documentation, but you want to show how you got there. Waiting until the last minute and having to pose or create false photos is not recommended.

Report Forms

Forms are available as a fillable Word document. The Texas 4-H Report Form is the main reporting form for the 4-H Record Book. It is used to report all of the activities that a member does, along with school, church and other community groups in applicable section. Always keep in mind that 4-H teaches growth, so show as much growth as possible when filling out the report form.

All age divisions may report the activities from the current year and up to the three (*two years for Juniors*) previous years on their Report Forms, for a total of four years (*3 years for Juniors*) of information. The maximum number of entries and pages will vary between section and age division.

Section I - 4-H Project Experiences

This section asks: *What is your project? How did your project change or grow? What have you done and what have you learned?*

Maximum page limits by age division:

- **Junior – 3 pages**
- Intermediate – 3 pages
- Senior – 4 pages

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section I. The main project related to the Record Book Category entered should be listed as the first project.

This section includes, but is not limited to, such things as: number of years in the project, items bought, items made and/or raised, places visited, profits/losses, and hours spent on the project.

List all of the cool and neat things that the member has done and learned that are related to his/her 4-H projects. This is the member's opportunity to tell the world: "Look at the cool stuff I have been doing!" Include activities such as, but not limited to, workshops, contests, tours, research, computer learning programs, study of written material, interviews, etc. These learning activities may be completed in a project setting or may be the result of an independently conducted project; they may also have been completed in other youth or community organizations as long as they connect back to the 4-H project. Report the learning that took place.

Learning experiences are those activities in which the 4-H member has been a participant and not a teacher or instructor. Project-related **leadership** experiences should be reported as Volunteer Leadership in Section II.

Section I should include information on a maximum of four projects.

Additional 4-H projects are listed in Section IV of the Report Form. This four-project report allows the member to write about his/her successes and to show a greater amount of growth.

Leadership and Citizenship are listed as projects just like Swine, Beef, Fashion & Interior Design, etc. Examples of leadership learning experience might include learning about different leadership styles, how to work with people, and effective communication.

Effective September 1, 2015 Livestock Judging can be listed as a project. Horse Judging should continue to be listed under Horse Project as a learning experience; similarly, for Dairy Judging, Wool Judging, etc. Quiz Bowl activities should continue to be listed under the respective project for which the Quiz Bowl is held.

Section II – 4-H Leadership Experiences

List what you did to assist others throughout this 4-H year. Also include general leadership such as Club Officer, 4-H County Council, or Committees. Included elected, appointed and volunteer leadership.

Maximum entry and page limits by age division:

- Junior – 10 entries and 1 page
- Intermediate – 15 entries and 2 pages
- Senior – 25 entries and 3 pages

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section II.

Remember, everything done in 4-H is at some level: club, county, district, state, national or international. The member needs to let others know the level of participation in these activities. Code each experience by using: “Cl” = club; “Co” = county; “D” = district; “S” = state; “N” = national; and “I” = international

4-H leadership experiences are the most important things that tell others how the member has been involved in teaching and leading. The Texas 4-H Report Form provides two pages for the member to tell about these leadership experiences. The 4-H member should be able to demonstrate leadership in three different areas:

- Promotion
- Volunteer
- Elected
- Appointed

Promotion leadership should explain, “How have you told someone about 4H?” This may include activities such as wearing a 4-H T-shirt to school, getting a picture related to 4-H in the paper, speaking on the radio about 4-H, or riding on a 4-H float during a parade.

Volunteer leadership should explain, “How and what did I do to lead or teach others in 4-H?” Examples of volunteer leadership include: led the Pledge of Allegiance at the 4-H meeting, demonstrated how to measure a tablespoon at a 4-H club meeting, or organized a 4-H workshop or give a presentation on a specific topic.

Elected/Appointed leadership explains, “What did you do to improve 4-H?” This includes leadership in volunteering to serve on a committee like the telephone, recreation, and/or refreshment committee, and in serving in any elected office such as president or reporter of the local club, county 4-H council and or district/state council, and ambassador groups.

Do NOT include leadership that occurred as part of performing a community service activity. Providing primary leadership to a community service effort should be reported in Section III.

Section III – 4-H Community Service

List community service or service-learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, and donations.

Maximum entry and page limits by age division:

- Junior – 10 entries and 1 page
- Intermediate – 15 entries and 2 pages
- Senior – 25 entries and 3 pages

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section III.

Community service is the opportunity for 4-H members to go out into the community and help others, or to improve the quality of the town and the lives of those around them. How do you know if what you have been doing is community service? Ask yourself: “What did I do to help other people because of 4-H?”

The descriptions of the community service activities should reflect the importance and impact of the activity. This can include but not limited to the number of lives impacted by the project.

There are three codes that reflect this:

- **Y = Yourself** – this was a community service project that you did all by yourself with no help from other 4-H members or club.
- **P = Provided Primary Leadership** – you were the organizer, you made all the arrangements, and recruited other 4-H members to help you.
- **M = Member of a Group** – when another 4-H member called asking for help, you were there as a worker and helper.

Note: This section is for community service activities only and not for citizenship experiences (citizenship is a project; see category description document for more details).

Section IV – Other 4-H Projects

List other project(s) not listed in Section I, include number of years and summarize participation.

Maximum entry and page limits by age division:

- Junior – any number of projects and 1 page
- Intermediate – any number of projects and 2 pages
- Senior – any number of projects and 2 pages

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section IV.

Tell briefly about other 4-H projects not listed in Section I. These are not the 4-H member's main project area but have enhanced the individual's 4-H experience. Be sure to summarize the project knowledge and skills gained.

Section V – 4-H Recognition and Awards

List 4-H recognition and awards.

Maximum entry and page limits by age division:

- Junior – 10 entries and 1 page
- Intermediate – 15 entries and 2 pages
- Senior – 25 entries and 3 pages

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section V.

Awards and recognition are important in the 4-H program. They provide an opportunity for 4-H members to be recognized for all of their hard work and dedication to a 4-H project, leadership provided to others, community service activities, and of course for being the "best all-around 4-H member."

Section VI – Non-4-H Activities

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

Maximum page limits by age division:

- Junior – 1 page
- Intermediate – 1 page
- Senior – 1 page

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section VI.

This section allows the member to show off school, church, Boy Scouts, Girl Scouts, or other youth organization activities, leadership, community service, and awards and recognition.

Section VII – College and Career Exploration

List activities that have helped you learn more about careers or the necessary education to enter a career.

Maximum entry and page limits by age division:

- Junior – 10 entries and 1 page
- Intermediate – 15 entries and 1 page
- Senior – 15 entries and 2 pages

Juniors should include information from the current year and up to the two previous years (up to 3 years total). Intermediates and Seniors should include information from the current year and up to the three previous years in Section VII.

List 4-H and non-4-H activities that have helped the member learn more about careers or the necessary education to enter a career of interest. Examples of these activities include: presentation by professional, interviews, tours, job shadowing, research, mentoring, work experience, skill development, course work, etc.

Record Books submitted for evaluation (4-H Competition)

What will judges look for?

Record Books submitted for competition will be evaluated based on project work, leadership, community service, awards, and non-4-H activities. Please refer to the score sheet for judging criteria.

Record Books will be judged primarily on content. Emphasis will be placed on the quality of the member's experiences, activities, leadership, service, and accomplishments. When readers look at a Record Book, they take into account the details in relation to how long the member has been in 4-H.

Clarification on learning activities that take place outside of 4-H clubs and project groups

Very often 4-H members can enhance their 4-H project learning experiences by participating in activities beyond the 4-H club/project. Example, a youth may participate in a showmanship clinic sponsored by a cattle breed association. The learning that takes place and the practice of showing transcends to their 4-H project and thus should be reported in the Report Form. However, if that same 4-H member competes in a showmanship competition sponsored by the breed association that would be reported as a non-4-H activity.

Another example may be in the Theatre and Performance Arts category where many learning experiences may take place within a community theatre or through school theatre. The knowledge, skills and practice associated can be reported as learning experiences within the Report Form. A competitive event or production, however, would be reported as a non-4-H activity.

4-H members also lead self-determined projects where they may be the only individual in their club or county with that particular interest. Learning activities that are self-directed are to be included and reported just as any other project learning activity.

Record Book Cover

All types of covers or binders are accepted. Official 4-H Record Book covers can be ordered from National 4-H Supply if desired. Some county Extension offices may have a supply of these covers or may place county orders; check with them.

General Guidelines

Handwriting:	Handwriting any part of the Record Book is acceptable. When doing so, make sure to write legibly.
Grammar and Punctuation:	For all age divisions, members are encouraged to write using proper grammar and punctuation within the 4-H Story & Photo Portfolio. The Report Forms may be presented in a table or chart form.
Text Margins:	Top, bottom and right margins must be between one-half and on inch. The left margin must be 1 1/2 inches to allow for hole punching and binding.
Paper Type:	Typing paper and bond weight paper are acceptable. Do not paste typing paper onto construction paper. Do not use sheet protectors or dividers.
Creativity:	This is encouraged, and can include the use of backgrounds, decorative elements, construction paper cutouts, etc. throughout the 4-H Story & Photo Portfolio. Creativity varies from person to person and can also come in the form or style of writing.
Font:	Color or black fonts are acceptable. Use a minimum of a 10-point font (equivalent in size to 10-point Arial).

Competitive Record Book Categories

A 4-H member will choose one of the categories for their Record Book entry. These categories are described in detail beginning on page 16. The category selected should be reflective of the 4-H member's main (most active) project.

1. **Animal Agricultural**
2. Beef
3. Citizenship, Civic Education & **Community Service**
4. Dog Care & Training
5. Consumer Education
6. Entomology
7. Fashion & Interior Design
8. Food & Nutrition
9. Gardening & Horticulture
10. Goat
11. Health and Personal Safety
12. Horse
13. Leadership
14. Natural Resources
15. Photography
16. Plant & Soil Science
17. Poultry
18. Public Speaking
19. Rabbit
20. Science, Technology, Engineering & Math (STEM)
21. Sheep
22. Shooting Sports
23. Swine
24. **Visual** & Performance Arts
25. Veterinary

Texas 4-H Record Book Winners

Senior 4-H members who win first place at the Texas 4-H Record Book Judging competition, MAY submit an additional Record Book in future years in the same category in which they earned first place.

State record book winners will earn the opportunity to attend the Texas 4-H Leadership Conference which is typically held during Thanksgiving break. There is a cost to the 4-H members associated with the trip that is between \$1,500-\$1,750.

TEXAS 4-H RECORD BOOK SCORE SHEET

Name: _____

County: _____

District: _____

Age Division: _____

Category: _____

The point values are provided as a guide for evaluation. Your Record Book coordinator will provide instructions regarding the requirements for ranking and/or usage of point values. Judges are highly encouraged to focus on writing constructive comments that will assist and challenge the 4-H member to continuing growing their project work.

	Value	Comments
4-H Story & Photo Portfolio		
<ul style="list-style-type: none"> • Personal/family background • Projects and goals outlined • 4-H activity highlights and experiences • Leadership and citizenship highlights • Describes future 4-H plans/goals • Quality photos included • Follows guidelines • Mechanics: grammar, punctuation, spelling, organization, etc. • Overall Quality 	30	
4-H Report Form		
Section I: 4-H Project Experiences	20	
<ul style="list-style-type: none"> • Up to 4 projects included • Up to 4 years included (3 years for Juniors) • Experiences appropriate for age and length of time in project(s) • Noteworthy learning experiences listed • Shows knowledge gained • Demonstrates growth in project experiences from year to year 		
Section II: 4-H Leadership Experiences	15	
<ul style="list-style-type: none"> • Shows variety of experiences • Varied types and levels • Explains activity and accomplishments • Appropriate for age and time in 4-H 		
	Value	Comments

<p>Section III: 4-H Community Service</p> <ul style="list-style-type: none"> • Shows variety of experiences • Varied types and levels • Explains activity and accomplishments • Appropriate for age and time in 4-H 	15	
<p>Section IV: Other 4-H Projects</p> <ul style="list-style-type: none"> • Explains experiences and significance • Appropriate for age and time in 4-H 	5	
<p>Section V: 4-H Recognition & Awards</p> <ul style="list-style-type: none"> • Explains significance/importance of award • Appropriate for age and time in 4-H 	5	
<p>Section VI: Non-4-H Activities</p> <ul style="list-style-type: none"> • Includes membership, activities, leadership, service, awards • Appropriate for age 	5	
<p>Section VII: College/Career Exploration</p> <ul style="list-style-type: none"> • Explains activity or what was learned • Appropriate for age 	5	

Additional General Comments

TEXAS 4-H RECORD BOOK CATEGORY DESCRIPTIONS

2022 Changes are Bolded in RED

Record Book Category	Description
Animal Agricultural	This category offers activities and experiences for agriculturally related animal projects such as Exotic Wildlife Animals, Dairy Cattle, Dairy Goats, Llama/Alpaca, and Livestock Judging. <u>Projects NOT suitable include beef, horse, rabbit, sheep, goat, swine or poultry or any other species that has a defined category.</u>
Beef	Includes information from a market and/or breeding beef project. Examples of activities to include: animal husbandry, livestock selection, health, quiz bowls, and the exhibition of beef cattle at local, county, state, and national cattle show.
Citizenship, Civic Education & Community Service	Include information such as serving your community, knowing how to make a difference, or learning about your local, state, or national communities/government. Member understands the right and responsibilities of membership within the family, neighborhood, community, state, nation and world through appreciation of cultures and heritage.
Dog Care & Training	This category should focus on activities related to dogs such as daily care and health, being a “dog foster parent”, obedience training, training in areas of service, community service and competition.
Consumer Education	This category includes activities where youth learn to make wise decisions when making purchases, whether it is apparel, home appliances, electronics, personal financial tools or automobiles. Project activities also focus on the economy, money management, consumer rights and responsibilities, and the environment as it relates to the consumer.
Entomology	This category includes activities where youth learn about insects by studying, collecting and identifying various insects. Discover how helpful and harmful insects live, multiply, are controlled, and affect humans. Includes activities such as beekeeping.
Fashion & Interior Design	This project includes activities such as fashion or interior design, sewing, completing DIY household projects using basic/advanced sewing/construction skills, developing good consumer skills, and be involved in fashion or interior design related community service. This category also includes any textile related activity such as quilting, knitting, weaving, felting, leather work , etc. Fashion and Interior Design includes career exploration opportunities in the industry.
Food & Nutrition	This category includes activities related to the food and nutrition project where youth learn to make healthy food choices, prepare nutritious and safe meals and snacks, gain knowledge of nutrients, and adopt behaviors that can help reduce their risk for chronic disease.

Gardening & Horticulture	This category includes activities related to the horticulture project where youth learn about plant growth, environmental horticulture and ecology, fruits and nuts, landscape design, soil and water, insects and diseases, vegetables and herbs, and life skills and career opportunities.
Goat	Includes information from a market and/or breeding goat project. Examples of activities to include: animal husbandry, livestock selection, health, and the exhibition of meat or haired goats at local, county, state, and national goat shows. This category excludes dairy goat activities, which must be entered in the Agricultural Sciences category.
Health & Personal Safety	This category includes activities where youth learn how to improve physical, intellectual, emotional, and social health. It also focuses on healthy living, prevention and wellness and community health resources. Safety concerns related to health issues, such as first aid and emergency preparedness, can also be included.
Horse	This category includes activities related to the horse project such as activities in horsemanship, horse development, selection and training. Horse project members can demonstrate their knowledge and skills through exhibiting horses, riding competitions, quiz bowls, speaking events and judging events.
Leadership	The leadership category includes activities where youth can demonstrate learning and the practice of leadership life skills. Information provided in this category could demonstrate growth in leadership through a variety of projects. Leadership skills can be learned and practiced through elected/appointed positions, volunteering and making things happen, and/or facilitating activities. Leadership skills and philosophy include, but are not limited to, understanding and accepting self, caring for others, communication skills of listening and speaking, group dynamics, interacting with others, decision making, delegating, and parliamentary procedure.
Natural Resources	This category covers the study and exploration of the science, skills and knowledge within the 4-H Natural Resources project areas. Project areas include Wildlife & Fisheries, Forestry, Aquatic Science, Range Management, Water Resources and Outdoor Education. Learning experiences can include self and group study, events, and activities related to each project area, a variety of summer camp experiences, and a wide array of curriculum enrichment school programs.
Photography	The photography project encourages self-expression and teaches proper use of photographic equipment and technologies that include print and digital media. This project allows for participants to express artistic talents and communicate them through their project work. Photography provides opportunity for career exploration and promoting 4-H.

Plant & Soil Science	The soil and crop science project offers activities and experiences in the area of soils and the science of raising productive and healthy agricultural crops. Backyard gardening projects are not suitable for this category.
Poultry	The poultry project teaches members poultry production and marketing by managing poultry projects. Project topics include broilers, capons, turkeys, egg production, and development from egg to chick.
Public Speaking	The public speaking project develops and promotes the skills needed to research, organize and present a speech on a given topic. Participants learn the process of speaking to a group of people in a structured, deliberate manner intended to inform, influence, or entertain listeners. In addition, participants develop their own personal style, while projecting a positive personal appearance. Members learn about the different types and use of various speaking styles while having the opportunity to practice those skills.
Rabbit	The rabbit project teaches proper methods of caring for, raising, breeding, and marketing rabbits. There are three project options: market, breeding, or any non- competitive (i.e., pet) projects.
Science, Technology, Engineering, and Mathematics	Includes all aspects of biological, mechanical, or electronic sciences. This could include projects in the areas of welding, fabrication and woodworking projects, robotics; rocketry air and space, etc. Any activities related to 4-H Science are included in this category.
Sheep	The sheep category includes activities such as selecting, feeding, exhibiting, raising, animal health, nutrition, breeding and marketing sheep. Includes market or breeding animals.
Shooting Sports	This category covers education in the knowledge and skills of firearms and their use. The Shooting Sports project provides comprehensive introduction to handling and shooting safety and the fundamentals of firearm use. Disciplines include archery, pistol, rifle, shotgun, and muzzleloading. Learning experiences can include self and group study, events, and activities related to each project area, a variety of summer camp experiences, and a wide array of curriculum enrichment school programs.
Swine	The swine category includes activities such as selecting, feeding, raising, animal health, nutrition, breeding, and marketing swine. Either market or breeding animals can be raised.

Visual & Performance Arts	This category includes activities and events that engage imagination through art, dance, plays or theater, and music. It can include stage performance, stage design, videography, and Share-The-Fun. It could also include visual arts such as painting, pencil drawings, crafts, and other skills. Youth should include information about how they have developed communication skills, decision making, and problem solving as well as career exploration in related fields. <u>This category does not include photography or public speaking as they have their own independent category.</u>
Veterinary Science	This category includes the broad study and/or practice of the techniques and procedures involved in caring for animals. It includes learning about veterinarian careers and course of study. This category should include activities or knowledge beyond basic, routine animal husbandry.

Before Submitting Record Book: Questions to Ask

Developed by Dr. Jheri-Lynn McSwain, PhD, Extension Program Specialist, 4-H Youth Development, District 5 – December 2019.

General

✓	Question	Notes to Remember
	Is the type double-spaced?	
	If handwritten, can every word be read?	
	Is the font 10 point or larger?	
	Is the left margin 1 ½ inches?	
	Are the right, top and bottom margins ½ - 1 inch?	
	Did you use a spell checker?	
	Is your grammar all the same tense?	
	Did you use typing, copy, or bond paper?	<ul style="list-style-type: none"> • Do not glue onto construction or other paper. • Do not use sheet protectors. • Do not use dividers.
	Do you have a Record Book cover?	
	Do you only have the current year of forms included?	If not, remove previous year forms.

Part 1: Check Sheet

✓	Question	Notes to Remember
	County column initialed by County Extension Agent?	

Part 2: Personal Information Page

✓	Question	Notes to Remember
	Are all blanks completed?	
	Signed by 4-H member?	
	Signed by parent?	
	Signed by County Extension Agent?	

Part 3a: 4-H Story		
✓	Question	Notes to Remember
	How many pages do you have?	Note: When combined, your written story and pages of photos cannot exceed page limitation Page limits vary by age divisions (see page 5)
	<ul style="list-style-type: none"> Does the title read, "My 4-H _____ Story and Photo Portfolio?" You can use a subtitle, if desired. 	<ul style="list-style-type: none"> Fill in blank with project name, i.e., horse, shooting sports (category)
	Did you give information about yourself?	
	Did you give information about your family?	
	Did you tell about your community?	
	Did you tell when you joined 4-H?	
	Did you tell why you joined 4-H?	
	Did you list or tell about your project goals starting with your main project?	
	How has 4-H helped you become a better leader?	
	How has 4-H helped you come a better citizen?	
	What have you learned through your community service?	
	What have you learned through leadership activities?	
	How has being a member of 4-H helped you set goals?	Include your goals.
	How has being a member of 4-H helped you develop new interests?	
	How has 4-H influenced your future career goals?	

Part 3b: 4-H Photo Portfolio		
✓	Question	Notes to Remember
	How many pages do you have?	(See page 5 for limits by age divisions)
	Do you have photo captions?	Not required but may help tell your story.
	Do photos reflect growth and involvement in your project?	
	Do photos show you doing things, learning and teaching others, and having FUN?	
	Do photos show ACTION?	Posed photos receiving an award do not show action.

	Are photos clear and sharp?	
	Did you include newspaper articles?	<ul style="list-style-type: none"> • If so, remove – not allowed. • Newspaper photo clippings are allowed.

Part 4: Report Forms

Section I: 4-H Project Experiences

✓	Question	Notes to Remember
	How many pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.
	Did you tell what your project was?	This section should include a MAXIMUM of 4 projects. Additional projects are listed in Section IV.
	Did you tell how your project change or grow?	
	What have you done in this project?	
	What have you learned from this project?	Do not list any teaching or instructor leadership you have provided on your project. This will go under Section II – Leadership.
	Did you tell how many years you have been in this project?	
	Did you tell items you bought or made or raised for project?	
	Did you tell about the places you visited in purchasing or showing or learning about your project?	
	Did you tell about your profits/losses and hours spent on the project?	

Part 4: Report Forms

Section II: 4-H Leadership Experiences

✓	Question	Notes to Remember
	How many entries and pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.

	Did you code all your leadership experiences?	Cl = club Co = county D = district S = state N = national I = international
	Have you demonstrated leadership in three different areas? <ul style="list-style-type: none"> • Promotion = How have you told someone about 4-H? • Volunteer = How and what did I do to lead or teach others in 4-H? • Elected or Appointed = What did you do to improve 4-H? 	Do not include leadership that occurred as part of a community service activity. This should be reported in Section III.

Part 4: Report Forms		
Section III: 4-H Community Service		
✓	Question	Notes to Remember
	How many entries and pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.
	Did you code all your community services activities?	Y = yourself P = provided primary leadership M = member of a group
	Did you answer the question, "What did I do to help other people because of 4-H?"	

Part 4: Report Forms		
Section IV: Other 4-H Projects		
✓	Question	Notes to Remember
	How many pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.
	Did you tell about projects NOT listed in Section 1?	Good job! If so, remove.

Part 4: Report Forms		
Section V: 4-H Recognition and Awards		
✓	Question	Notes to Remember
	How many entries and pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.

Part 4: Report Forms		
Section VI: Non 4-H Project Activities		
✓	Question	Notes to Remember
	How many pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.
	Did you list any 4-H activities?	If so, remove and list in Section IV.

Part 4: Report Forms		
Section VII: College and Career Exploration		
✓	Question	Notes to Remember
	How many entries and pages do you have?	(See page 5 for limits by age divisions) Note: Include current year and past 3 years.
	Did you answer the question, "As of today, what career would you choose?"	
	Did you list any of the following activities in this section? <ul style="list-style-type: none"> • Presentation by a professional • Interviews • Tours • Job shadowing • Research on careers or colleges • Work experience • Skill development • Course work 	If so, great!