

# 4-H Record Book Guide

(Use this guide to organize your record book-do not include this guide in your book)

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Record keeping is an important skill that 4-H members need to learn and practice. Your Record Book is a record of all your 4-H Projects and activities for the year. The year runs from January 1<sup>st</sup> through Dec. 31<sup>st</sup>. Your total 4-H Record Book should include the items listed below.

Please follow the suggested order; this is helpful for leaders and others as they review your records:

- **Cover:** Standard 4-H Cover or any sturdy folder that pages can be fastened into.
- **Title Page** with picture: Also include name, address, club and year under the picture.
- **Table of Contents**
- **Summary Sheets** (Maryland 4-H Summary Record) The form will be available online at [www.garrett.umd.edu](http://www.garrett.umd.edu) or you may request a copy from your club leader.
- **4-H Story:** (See guide on reverse of this sheet)
- **Project Record Sheets(s):** One for each project. In addition to the record sheet, manuals or guides like Veterinary Science, Learning the 4-H Way and project activity books in a workbook format are included, other manuals and guides are not. The form will be available online at [www.garrett.umd.edu](http://www.garrett.umd.edu) or you may request a copy from your club leader.
- **Pictures:** Label them who, what, when, and where. Should relate to your 4-H Projects and activities.
- **News Clippings:** About you and your club. Underline your name and/or club name.
- **Correspondence:** Letters and notes about 4-H that were sent directly to you.

PLEASE use a BLANK PAGE or DIVIDER to clearly separate the different years.

**Past Year Records:** (Include at least one year) if your book is too thick, please include current year and last year information only. Other years can be kept at home in a separate book, do not turn in.

## **Special Hints/Notes:**

- ❖ All work and writing/typing should be that of the member. You may print, write, type or use the computer or a combination of all methods.
- ❖ Either typing or notebook paper can be used for all areas of your book.
- ❖ Proofread your work for errors in spelling, math, grammar and punctuation. After you have completed your 4-H Record, review all parts carefully.
- ❖ Work on your records all year long. As you do an activity or project, record the information.
- ❖ You do not need to include ribbons, feed receipts, whole partylines, etc. Just include the items that are listed above. You may keep the other items in a scrapbook or memory book.



## **Your 4-H Story**

Your 4-H Story is an essay of your 4-H experiences.

Be creative – your 4-H Story is a very important part of your 4-H Record. These ideas can be used as a guide in writing your Story.

- ★ Introduce yourself – include your age, interest, family, where you live, where you go to school, when and why you joined 4-H.
- ★ What were the highlights of this 4-H year?
- ★ Tell about the 4-H Project you carried this year – what you did, problems encountered; items made, skills and knowledge learned.
- ★ Tell about your other 4-H activities – about your participation in your club and at county activities.
- ★ Explain how 4-H has helped you become a better leader and citizen – how you have helped others in your club and community.
- ★ Tell what 4-H has meant to you – now and in the future. What are your future plans – this could be for the next 4-H year or 5 – 10 years from now.

Your story may be handwritten (notebook paper is acceptable), computer generated, or typed. But, years from now, the handwritten story will give you the best memories. Be creative, be yourself, be original!