

**HARFORD COUNTY 4-H RECORD BOOK REQUIREMENTS  
(COUNTY AWARDS / PARTICIPATION IN COUNTY FAIR)**

- 1.) Must be enrolled in 4-H by JUNE 1 of current year ( re-enrollment required **every year.**)
- 2.) Must be enrolled in ALL project areas by JUNE 1 of current year to enter either the County or State Fairs.
- 3.) Turning in a Record Book meeting the *minimum requirements* is required to participate at the Harford County 4-H Fair (Farm Fair) as a 4-H'er. FFA members will turn in the required records to their Advisors and these will be reviewed by the Extension Office.

*Exceptions are as follows :*

- \*Turning in a Record Book is OPTIONAL for High School Seniors and Freshman in College.
  - \*Turning in a Record Book is OPTIONAL for 4-H'ers enrolled their first year in 4-H regardless of their age. *4-H'ers are required to turn in a Record Book the end of their second year in 4-H.*
  - \*Turning in a Record Book is OPTIONAL for Clovers ( ages 5-7 ). Older Clovers are encouraged to complete SCRAPBOOKS not a Completed Record Book.
  - \*4-H'ers who have been chosen to represent Maryland 4-H as a Delegate for an Out-of-State Trip based upon a Portfolio and Interview process are not required to turn in a Record Book in future years as a member of 4-H.
  - \*Youth who are deemed excused due to extenuating circumstances. Individuals must submit in writing their reason for requesting an exception. Final decision for acceptance of the exception will be made by the Extension Office.
- 4.) First year 4-H'ers are required to attend a Record Book workshop before beginning their second year in 4-H. Record Book workshops will be scheduled at the Extension Office in the Spring and early Fall each year.
  - 5.) Must be an active member of 4-H as approved by the club Leader and meeting the member guidelines set by the County 4-H Program and/or the Club's By-Laws.
  - 6.) Record Book **MUST** be turned into the Extension Office by deadline.

***MINIMUM REQUIREMENTS (To Participate at the Fair)***

***Junior Record Book ( 8-10 year olds)***

- Title Page
- Table of Contents
- Maryland 4-H Summary Record
- 4-H Story (maximum 6 pages)
- Completed Project Record Sheet (*Junior or Regular Record Sheet*)
- Pictures (maximum 6 pages front only)
- Previous Years Record Book Score Sheets
- Previous Years Record Book

***Intermediate (11-13) & Senior (14-18) Record Book***

- Title Page
- Table of Contents
- Maryland 4-H Summary Record
- 4-H Story (maximum 6 pages)
- Completed Project Record Sheet (Specific Project Area)
- Pictures (maximum 6 pages front only)
- Previous Years Record Book Score Sheets
- Previous Years Record Book

***Seniors (14-18) Having Completed a Record Book for 3 Years May Submit a PORTFOLIO instead of a traditional Record Book***

- Title Page
- Essay (3 pages/Topic Given Each Year)
- Resume (entire 4-H Career)
- Pictures (maximum 6 pages)
- Previous Years Record Books

**MAXIMUM REQUIREMENTS TO RECEIVE SPECIAL AWARDS**

- ***PROJECT AWARDS***
- ***1<sup>ST</sup>, 3<sup>RD</sup>, 5<sup>TH</sup>, 7<sup>TH</sup>, and 9<sup>th</sup> YEAR BOOK AWARDS***
- ***DIAMOND CLOVER AWARDS (1-4 LEVELS)***
- ***BEST STORY***
- ***OUT-OF-STATE TRIP OPPORTUNITIES***
- ***YEAR END RECORD BOOK PARTY***

**SPECIAL AWARDS RECORD BOOKS FOR ALL AGES INCLUDE THE FOLLOWING:**

- Title Page
- Table of Contents
- Maryland 4-H Summary Record
- 4-H Story (maximum 6 pages)
- Completed Project Record Sheet (Specific or Junior for 8-10)

- Activity Guide for Project Area
- Pictures (maximum 6 pages front only)
- Extra Credit - News Clippings (maximum 6 pages)
- Extra Credit - Correspondence (maximum 6 pages)
- Past Years Record Book Score Sheets
- Past Years Record Books

### **Seniors (Option of a Record Book or Portfolio)**

#### ***Completed Project Record IS:***

*Minimum of ONE Completed Project Record – Must be on your main focus project (Animal Science Projects are considered FOCUS projects. To be considered COMPLETE the Project Record Sheet must be TOTALLY FILLED OUT and a VISUAL PRESENTATION/ DEMONSTRATION must be done on that project during the current year.*

#### ***Activity Guide Requirement:***

*Minimum of ONE Activity Guide to accompany your project area MUST have the required number of activities completed for the current year (approximately 7 per year). Activities must be dated and signed off by your Leader, Junior Leader or designated person.*

*Revised September 2010*