2025 Washington County Record Book Workshop



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mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

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correo postal:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; of fax:

correo electrónico:

program.intake@usda.gov.

(833) 256-1665 o' (202) 690-7442; o'

Esta institución ofrece igualdad de oportunidades.



1. Introduce yourself to your group and share what club(s) you are a member of.

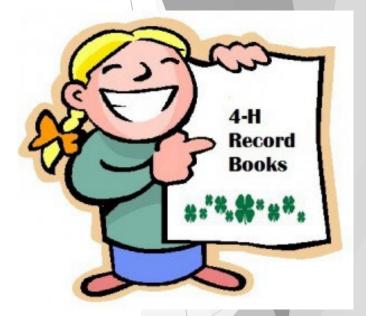
2. What are some of the advantages to completing a record book?

3. What are some of the challenges that you face when completing your record book?

Why Complete A Record Book?

- ► All member enrolled in 2025 <u>MUST</u> complete a record book
 - ▶ Record book covers January 1, 2025 December 31, 2025
- Demonstrates skills and knowledge you have gained and assists with record keeping
- Qualification to show at the 2026 Ag Expo and Fair
- Needs to be reviewed and signed by your club leader
- Use only the templates and forms that are provided!
 - ► All templates and forms are online at
 - May be handwritten or typed
 - ► Handwritten: use blue or black ink and print legibly
- ▶ All books are judged and awards are given out at Achievement Night
 - ▶ Used to determine awards for the 2026 Achievement Night



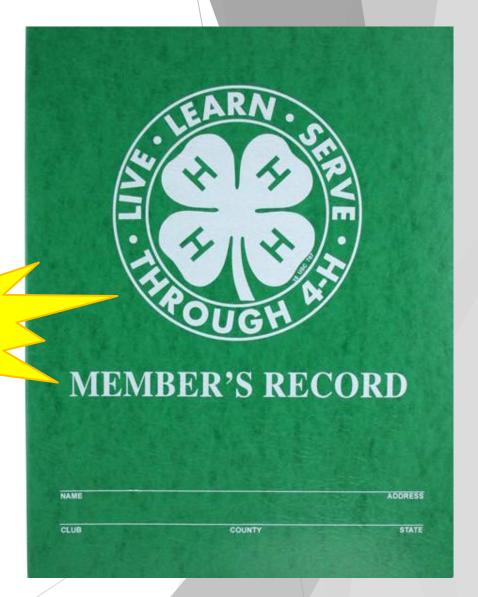




- Standard green 4-H record book cover (can purchase at the office for \$3.00)
- ▶ Dividers, labeled for each section
 - Summary Record
 - Story (juniors and intermediates)/Essay (seniors)
 - ► Project Records (divider labeled for each project)
- ► Title page with picture
- Summary Record
- Story/Essay
- ► Project Records
 - ▶ If you exhibit a project at an exhibition/show in 2025 you need to have a project record completed in your record book. If you did not exhibit a project you do not need to complete the project record for that specific project.
- Supplemental: project photos, news clippings, letters, etc.

ONLY USE THE FORMS
ON THE WASHINGTON
COUNTY 4-H WEB PAGE

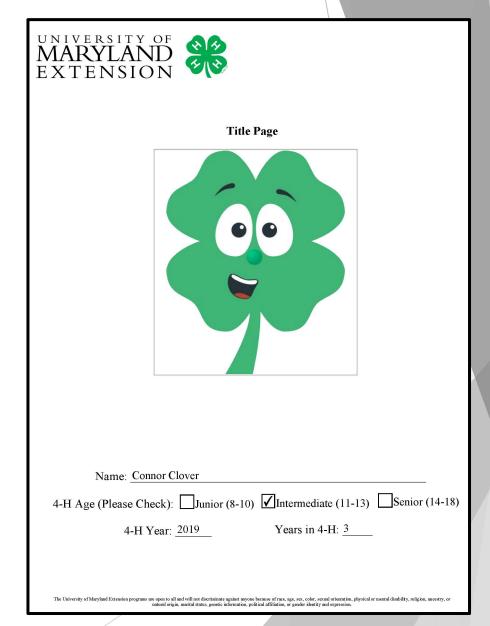




Record Book Sections - Title Page



- ► First sheet in your record book
- Does not need a labeled divider
- Include a photo (school pictures work best)
- ► Fill Out:
 - Name
 - ► Check whether you are a Junior, Intermediate, or Senior
 - ▶ 4-H Year: 2025
 - ➤ Years in 4-H: What year of 4-H you are in (1st year, 2nd year, 3rd year, etc.)



4-H Projects!

Aerospace

Agriculture Education

Agronomy

Alpacas and Llamas

Aquaculture

ATV Safety

Automotive

Babysitting

Beef - Breeding

Beef - Market

Beekeeping

Bicycle

Cats

Cavies & Guinea Pigs

Child Development

Citizenship & Service

Clothing & Textiles

Communications

Computers

Consumer Education

Crafts

Dairy Cattle - Breeding

Dairy Cattle - Steer

Dogs

Ecology

Electricity

Embryology

Entomology

Entrepreneurship

Environmental Science

Exploring 4-H

Expressive Arts

Family Life

Fashion

Finance

Fishing

Food and Nutrition

Forestry

Gardening

Geospatial - GPS/GIS

Goat - Dairy

Goat - Fiber

Goat, Meat - Breeding

Goat, Meat - Market

Goat - Pet

Health

Healthy Lifestyles

Hobbies

Home Environment

Horses and Ponies

Horticulture

Landscaping

Leadership

Natural Resources &

Conservation

Outdoor Education

Pets

Photography

Plant Science

Poultry - Breeding

Poultry - Market

Public Speaking

Rabbits

Rabbits - Market

Reading

Recreation

Robotics

Safety

Self-Determined

Sewing

Sheep - Breeding

Sheep - Market

Shooting Sports

Small Engine

STEM (Science, Technology,

Engineering, Math)

Swine - Breeding

Swine - Market

Theatre Arts

Tractors

Veterinary Science

Visual Arts

Water Quality

Welding

Wildlife Management

Woodworking

Workforce Readiness



- ► Fill-out personal information
 - Make sure all this information matches the information on your title page
- ► Fill-out project carried for 2025
 - ► If you write a project in this table there needs to be a project record completed in your book
- Primary club leaders signature is required at the bottom of the first page

			40
UNIVERSITY OF MARYLAND EXTENSION	\$ (\$)		4-H SUMMARY RECORD
M	ARYLAND 4	I-H SUMMARY R	RECORD
This record belongs to:	onnor Cover		2019
No.	me		Year
Mailing Address: 7303	Snarpsburg Pik	(e	(Apt. #):
Boons		MD	21713
(City/Tou		(State):	(Zip):
Please indicate age as of Jan	_{1ary1*} 12		
4-H Age for year completing			C = : == (14.10)
	Junior (8-10)	Intermediate (11-13)	Senior (14-18)
Years in 4-H: 3			
County/City: Washington	Ī,	amb	
4-H Club(s): Chewsville	Lo	allio	
My 4-H projects this year;			" () /
Name of Project Sheep – Breeding	# of Years	Name of Project	# of Years
Sheep - Market	3		
Photography	2		
Food and Nutrition	1		
I have reviewed this record bo	ok:		
Signed			
Voluntee	r		Date
Comments:			



Club Participation

- > Select your club from the drop down list
- Select from the drop down list whether you attended the meeting that month(Y), were absent (N), or if there was no meeting (NM)

Committees & Offices

► This includes committees and offices both within 4-H, and outside of 4-H (school, church, other organizations, etc.)

► 4-H Promotion Activities

► Include date, the activity, and the results (had 1 new member join our club, promoted 4-H to the community, etc.)

MARYLAND 4-H SUMMARY RECORD

Club Participation Number of Meetings I Attended (Check or make notes)												
Club Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC
Chewsville	Υ	Ν	Υ	Υ	Ν	Υ	NM	Υ	Υ	Υ	N	Υ
Lamb	Υ	Υ	Υ	Υ	Υ	Ν	NM	NM	Υ	Ν	Υ	Υ

Committees & Offices (4-H, school etc.)			
Name of Committee/Office/Role	Description/What I Did		
Lamb Club Tresurer	Kept track of the club finances and gave the		
	treasurer's report at each club meeting.		
Church Junior Youth Group Leader	Assisted with planning activities each Sunday for the youth group and occassionally assisted with		
	teaching the elementary school group.		
Boonsboro Middle School Newspaper Committee	Helped to identify interesting news stories that were		
	included in the school newspaper each week.		

Y- Attended Meeting

4-H Promotion Activities

I promoted or publicized 4-H in these ways during the year (news articles, TV, radio, 4-H Ambassador Responsibilities, displays, fair booths, flyers, new member recruitment, and expansion efforts):

Date	Activity Be Specific - Explain Activity & Location	Results
03/31/19	Tractor Supply Paper Clover Sales	Helped promote 4-H to people who
		came to the store by handing out flyers.
04/06/19	Rural Heritage Museum Open House	Promoted 4-H to kids who participated
		in the craft activities.
06/11/19	Chick-fil-A Fundraiser	Promoted 4-H to people eating and
		helped raise \$245 for the Lamb Club
07/16/19	Staffed the STEM Table at the Fair	Promoted 4-H to the people who
		stopped and made bee bombs.



- Communication Activities
 - ► Include <u>only</u> your 4-H communication activities!
 - Include all communication even if it was a report at your club meeting or giving a small demonstration at the fair to the public
 - Indicate the date of the communication
 - ► Either select the type of communication from the drop down box, or type in your own
 - ▶ Drop down options include: demonstration, fair conference judging, report at club meeting, speech, or visual presentation
 - ► Enter the title of your communication piece
 - ► Indicate the event or location where you gave the communication

MARYLAND 4-H SUMMARY RECORD

Communication Activities

I took part in the following communication activities (judging, demonstrations, illustrated talks, public speaking, conference judging, reports at club meetings, community groups):

Date	Type of Communication	Title	Event or Location
03/18/19	Visual Presentation	Selecting a Market Lamb	Lamb Club Meeting
05/14/19	Demonstration	Photography Composition	Chewsville Club Mtg.
07/12/19	Fair Conference Judging	Cookies	Ag Expo and Fair
07/12/19	Fair Conference Judging	Photography Exhibits	Ag Expo and Fair
07/12/19	Fair Conference Judging	Apple Pie Exhibit	Ag Expo and Fair
07/18/19	Speech	Scrape in Sheep	4-H Presents at Fair
11/15/19	Demonstration	The Perfect Pie Crust	Chewsville Club Mtg.



- Awards and Honors
 - ► Include awards and honors within 4-H and also outside of 4-H
 - ► Outside 4-H activities may include: girl/boy scouts, FFA, school organizations, etc.
 - Indicate the date
 - Either select the type of activity/event from the drop down box, or type in your own
 - ▶ Drop down options include: Ag Expo and Fair, Achievement Night, Maryland State Fair, WaCoHu Grange, Wills Fair
 - Enter your award
 - ► Indicate the location or type your own
 - ▶ Drop down options include: club, county, state, regional, national

Awards and Honors

Include 4-H awards and honors such as fair and county recognition (you may add additional pages)

Date	Activity/Event	Award	Location
03/02/19	MD State Livestock Skillathon Contest	2nd High Individual	State
04/13/19	Washington County Achievement Nigh	Sheep Record Book Award	County
05/18/19	Wills Fair	Market Lambs-2nd, 4th,6th	Regional
06/12/19	Boonsboro Middle Awards Ceremony	Perfect Attendance	School
07/12/19	Washington County Ag Expo and Fair	Home Arts; 5-1st, 1-2nd	County
07/15/19	Washington County Ag Expo and Fair	Champion Sheep Showman	County
07/15/19	Washington County Ag Expo and Fair	Market Lambs-1st, 2nd, 3rd	County
07/15/19	Washington County Ag Expo and Fair	Breeding Sheep - Supreme Ewe	County
07/18/19	Washington County Ag Expo and Fair	4-H Presents - 1st	County
08/31/19	Maryland State Fair	Champion Sheep Showman	State
09/01/19	Maryland State Fair	Market Lambs-1st, 2nd	State
09/07/19	Maryland State Livestock Judging	High Intermediate Individual	State



- Journal of Activities, Events, and Experiences
 - Record all 4-H and outside of 4-H activities and events
 - Indicate the date
 - ▶ Use "2025" for an activity that occurred year-round and indicate the frequency in the description
 - ▶ Use a date range if an activity occurred multiple times over a period of weeks or months
 - ▶ Write "YES" if it was a 4-H activity or event, or leave it blank if it was an outside of 4-H activity or event
 - ► Enter the type of activity or event
 - ► Indicate the location or type your own
 - ▶ Drop down options include: club, county, school, state, regional, national
 - ► Give a brief description of the activity
 - Add more pages as necessary

MARYLAND 4-H SUMMARY RECORD

Journal of Activities, Events, and Experiences

Use this page to record **all** activities, events, and experience as you have them. Include 4-H, volunteer, community, citizenship, leadership, service learning, school, sports, and other activities.

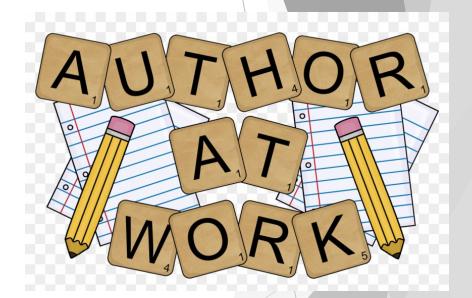
Date	4-H Event	Type of Activity or Event	Location	Description
2019		Church Youth Group	Church	Weekly Youth Group
2019	Yes	Lamb Club Meetings	Club	Monthly Club Meeting
2019	Yes	Chewsville Club Meetings	Club	Monthly Club Meeting
1/8/-3/1/19	Yes	Livestock Skillathon Practices	County	Weekly Practices
3/2/19	Yes	Livestock Skillathon Contest	State	Competed at the State Contest
3/31/19	Yes	Tractor Supply Promotion	Club	Set-up Table to Promote 4-H
	1.170 1	1 1		

(Add additional pages as needed)



- ► Juniors/Intermediates ONLY
- ► Narrative of your experiences in 4-H this year, you can be as creative as you like
- ▶ Can be handwritten or typed
 - ► If typed:
 - ▶ 1-2 pages
 - ▶ Double-spaced
 - ▶ 12 point, Times New Roman font
 - ▶ 1" margins
- ► Proof read for grammar, spelling, and complete sentences





Record Book Sections - Story

- ► Should be structured with an introduction, body, and conclusion
 - ► <u>Introduction:</u> Information about yourself
 - ► Examples: age, interest, parents, siblings, where you live, where you go to school, when and why you joined 4-H

► Body:

- ► Examples: 4-H projects you carried this year, why you selected your projects, what goals did you have for those projects, what you learned, things you tried and found both successful and not successful
- ► Example: share a special experience
- ► Example: share your leadership experiences such as offices held, committee memberships

Conclusion:

- ► Example: share your project goals for next year
- ► Example: share how 4-H has influenced what you plan to do in the future





Record Book Section - Senior Essay



- ► Seniors **ONLY**
- Must write on the essay topic topics are posted by October
- Structure the essay with an introduction, body, and conclusion
- Can be handwritten or typed
 - ▶ If typed:
 - ▶ 1-2 pages (no more than two)
 - ▶ Double-spaced
 - ▶ 12 point, Times New Roman font
 - ▶ 1" margins
- ► Proof read for grammar, spelling, and complete sentences



Record Book Sections - Project Records



- Completed project -
 - 1. Carried the project for the current year in 4-HOnline
 - 2. Exhibited/showed the project
 - 3. Completed a form of communication about the project
 - 4. Completed Project Record form
- Each project should have a separate project record form
- Include a labeled tab or divider for each project record form
- ► All information included in these forms should be specific to the individual project
- ▶ Be sure to fill out <u>all</u> sections of the project forms!

Record Book Sections - Project Record Forms



- ► Fill out the correct form for your project
- ► Refer to the help document: "4-H Projects and Their Corresponding Record Book Forms"
- ► All project forms are listed online: http://extension.umd.edu/Washington-county



Washington County Office 7303 Sharpsburg Pike Boonsboro, Maryland 21713 TEL 301-791-1404 FAX 301-791-1048 Ashlev99@umd.edu

4-H Projects and Their Corresponding Record Book Forms

Maryland 4-H General Project Record Form (Your Project in 4-H Online)

Aerospace **Ecology** Gardening Safety Agriculture Education Electricity Geospatial Self-Determined Agronomy Entomology Home Environment Sewing Aquaculture Entrepreneurship Horticulture **Shooting Sports ATV Safety** Health/Healthy Lifestyles Landscape **Small Engines** Automotive Hobbies Leadership STEM Natural Resources and Babysitting **Environmental Science** Theatre Arts Beekeeping Exploring 4-H Conservation Tractors Bicycle **Expressive Arts** Outdoor Education Veterinary Science **Photography** Child Development Family Life Visual Arts Water Quality Citizenship and Service Fashion Plant Science Clothing and Textiles Finance **Public Speaking** Welding Communications Wildlife Management Fishing Reading Food and Nutrition Woodworking Computers Recreation Consumer Education **Workforce Readiness** Forestry Robotics Crafts



MAR EXTI	ersity of YLAND ENSION	(S)		4-H PROJECT RECORD
	MARYLAND	4-H GE	NERAL PROJECT RE	CORD
Name		.	4-H Age	
Primary Clu	ub Name	1		
Years in 4-F	ł	1	Years in this Project	
		Land balls	Years in this Project	and accurate

Project Record Forms - General Project Record







What Project Does My Fair Entry Go Under??

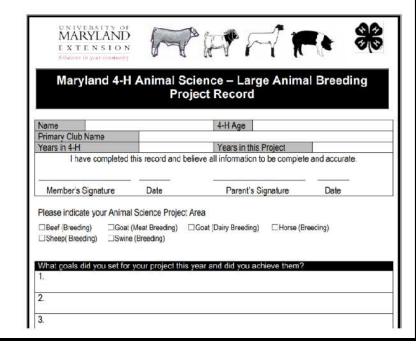
4-H Project	Department/Class at Ag Expo
Agronomy	Field Exhibits Department (Agriculture Related Projects)
	*The exhibition of eggs should go under the poultry project
Clothing and Textiles	Craft made with Fabric (In the Clothing Department)
Communications/Public Speaking	4-H Presents
Crafts	Craft Kits
	Paper Crafts
	Decoupage (may also go under visual arts)
	Wall Hanging (may also go under visual arts)
	Metal Craft
	Recyclable Craft
	Candle Making
	Tie Dye Article
	Holiday Crafts
	Item Made with 100% Duct Tape
	Nature Craft
	Fabric Painting
	Jewelry Making
	Handmade Flower Arrangement
Fashion	Fashion Revue
Food and Nutrition	Food Preservation Department (All Canned Goods)
	Food Preparation Department (All Baked Goods)
Gardening/Horticulture	Garden Department (Fresh Vegetables and Herbs)
2554	Indoor Gardening, Flowers, and Plants Department
Health/Healthy Lifestyles AND/OR	Health and Safety Department
Safety	
Hobbies	Collections
	Hobby
	Scrapbook/Memory Book
Photography	All Photography
Sewing	All Classes in the Clothing Department except Craft Made with Fabric
STEM	Science, Engineering, Technology Department
Visual Arts	Paintings
	Drawings
	Ceramics
	Decoupage (may also go under crafts)
	Wall Hanging (may also go under crafts)
	Stenciling
	Stamp Art
Woodworking	Woodworking





Maryland 4-H Animal Science – Livestock Breeding Project Record

Beef, Breeding
Dairy Cattle, Breeding
Goat, Meat Breeding
Goat, Dairy Breeding
Goat, Fiber
Horse, Breeding
Sheep, Breeding
Swine, Breeding



Maryland 4-H Animal Science – Livestock Market Project Record

Beef, Market Dairy Cattle, Steer Goat, Market Sheep, Market Swine, Market

	Proj	ect Record	ck Market
Name		4-H Age	
Primary Club Name		The state of the s	
Years in 4-H		Years in this Project ieve all information to be completed in the complete in	
Member's Signature	Date	Parent's Signature	Date
Please indicate your Anima	Science Project A	rea	
☐ Beef/Dairy Steer	☐ Market Goat	☐ Market Sheep	☐ Market Swine
What goals did you set for	your project this y	ear and did you achieve them	1?
1.			
What goals did you set for 1.	your project this y	rear and did you achieve them	1?
2.			



Maryland 4-H Animal Science – Rabbit and Cavy Project Record

Rabbits Rabbit, Market Cavies and Guinea Pigs



Maryland 4-H Animal Science - Horse Project Record

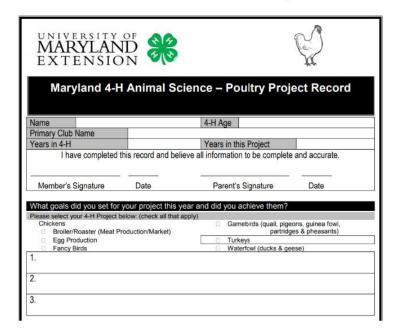
Horse and Pony

is record and be	Years in this Project	
is record and be		
is record and be		
Date	Parent's Signature	Date
20 20 2000	11000000 ADDIS 18000 NECES	
our project this	year and did you achieve them?	
		Date Parent's Signature our project this year and did you achieve them?



Maryland 4-H Animal Science - Poultry Project Record

Poultry, Breeding Poultry, Market (Turkey)



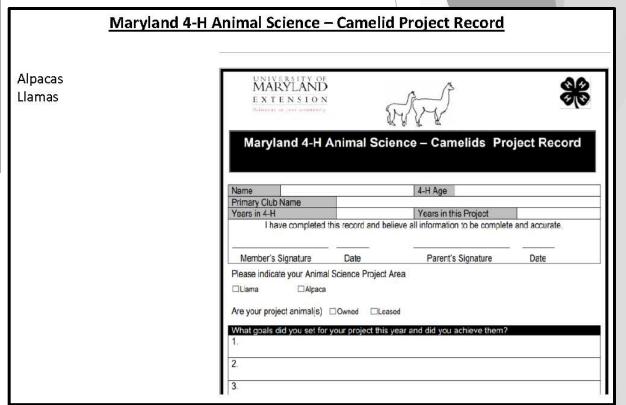
Dog

What were two things you learned from completing this project this year'

Maryland 4-H Animal Science - Dog Project Record



Maryland 4-H Animal Science - Small Pet Project Record Cats MARYLAND Pets EXTENSION Maryland 4-H Animal Science - Small Pet Project Record 4-H Age Primary Club Name Years in 4-H Years in this Project I have completed this record and believe all information to be complete and accurate. Member's Signature Parent's Signature Please indicate your Small Pet Project(s): □Gerbil □Hamster Other What goals did you set for your project this year and did you achieve the



Record Book Sections - Project Record Forms



► Goals:

- ► List the goals that you have for your project for this year
- At the end of the year indicate if you achieved them
 - ▶ It is perfectly fine if you did not meet your goals
- Two things you learned:
 - ► Write two things that you learned from completing your project this year
- ► Indicate one thing that you would like to improve or do differently with your project for the next year

	What goals did you set for your project this year and how did you achieve them?
	1.
	2.
	3.
	What were two things you learned from completing this project this year?
	1.
	2.
	What is one thing you would like to improve or do differently with your project next year?
ŀ	

Goal Setting

UNIVERSITY OF MARYLAND EXTENSION

- ▶ s" What Makes a Good Goal?
 - ► Goals should have three parts:
 - ► The Action (<u>how</u> you are going to do it)
 - ► The Result (<u>what</u> you are going to do)
 - ► Timetable (<u>when</u> you plan to have it done)
 - ► You should have control over your goal
- Reference:
 - ► "Examples of 4-H Project Goal



Good Goal OR Poor Goal???

Read about the different breeds of beef before buying my market animals in December.

Good Goal!

Learn to sew on a button and teach my club at the October meeting. Do a clothing inventory before school shopping.

Good Goal!

Get a purple ribbon on my photography exhibit at the Ag Expo and Fair.

Poor Goal! - You have no control over how a judge places you.

Draw a plan for my vegetable garden in March. Start seeds for cabbage plants by April 1.

Good Goal!

Learn about the care, feed, diseases of a doe and babies by June for a production pen.

Good Goal!

I want to do better in dairy showmanship this year at the fair.

Poor Goal! - Doesn't address how or when.



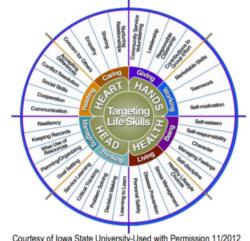


Project Record Forms - Life Skills



- ► Select a Life Skill from the Head, Heart, Hands, and Health Life Skill Wheel
 - ► Reference: "Life Skill Wheel Help Sheet"
- Write what you have learned as a result of using that skill.
 - ► Example:
 - ► Hands
 - ► Self-Discipline
 - ▶ I learned that I had to dedicate time directly after school to feeding and working with my dairy heifer before I could go and do other activities with my friends.

Describe the Life Skills you used and what you learned in relation to your project.					
	Example Table				
I used one or more of these Life Skills					
from the Targeting Life Skills Wheel					
HEAD	I learned that I needed to be sure to budget my money when purchasing my rabbit projects so I				
Example: Decision Making	would have enough to cover all of my expenses.				
HEART	I learned how to give younger 4-H members pointers on how to fit and show their animals				
Example: Sharing	properly.				
HAND	I learned that animals don't grow well unless they receive the proper food.				
Example: Healthy Life Choices					
HEALTH	I learned to control my feelings when I became frustrated that my pig would not cooperate to get				
Example: Managing Feelings	loaded on the trailer				
I used one or more of these Life Skills	What I learned as a result of using this skill.				
from the Targeting Life Skills Wheel					
HEAD					
HEART					
1					
HAND					
HAND					
HEALTH					



Courtesy of Iowa State University-Used with Permission 11/2012

Record Book Sections - Project Record Forms



- Project Activities:
 - Activities listed should be for the specific project ONLY
 - Examples: Animal Husbandry and Quality Assurance, Workshops, Guest Speakers at Club Meetings, Skillathon, Judging, etc.
- Project Communications:
 - Communications listed should be for the specific project ONLY
 - Examples: speeches, demonstrations, and illustrated talks, conference judging at Ag Expo (for home arts entries), interviews during the Fashion Revue contest, official talks about your project during the Fair Tours at Ag Expo
- Project Exhibits:
 - Exhibits/Shows/Classes listed should be about the specific project only

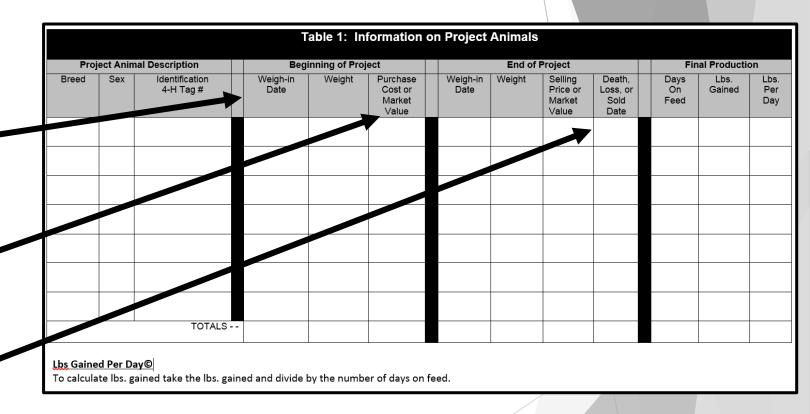
Project Activities Include: Field Trips, Skillathon, Judging, Workshops, Quality Assurance, Class Participation, etc. All project activities listed should be about this project area only.					
Date	Name of Activity/Event	Location (School, Club, County, Regional, State, National etc.)			

Project Communications All project communications listed should be about this project area only.					
Date	Type of Communication (Speech, Demonstration, Visual Presentation, etc.)	Title	Location (School, Club, County, Regional, State, National etc.)		
	1				

Project Exhibits Include: Fairs, Shows, Community Events, etc. All project exhibits listed should be for projects in this area only.						
Date	Exhibit	Location/Event	Placing (if applicable)			



- Complete ALL Information in This Table
- Market Projects:
 - ► Keep copies of weigh-in paperwork
- ► All Animal Projects:
 - ▶ Purchase Cost/Value: write what you paid for the project animal OR if it was gifted to you, write the current market value for that animal.
 - ► End Value: Price sold for at Ag Expo, price sold privately, or estimated
 market value at time of death/loss.



Project Record Forms - Expenses/Income



Expenses:

- ► Animal Projects:
 - ► Keep receipts throughout the year
 - ▶ If you have a large herd:
 - ► Calculate feed cost per animal if buying in bulk or market value of feed if produced on farm
 - ► Calculate the cost of a single health exam if completed as a group herd check
- ► Home Arts:
 - ▶ Include costs of all supplies purchased for the project. If supplies were gifted, please include an estimated value of the supplies.

Income:

- ► Animal Project:
 - ► Sale of Animal, Offspring, or Products produced by animal (ie. milk, wool, eggs), Premiums
- ► Home Arts:
 - ▶ Premiums from exhibiting/showing at Ag Expo and Fair



Project Record Forms - Financial Summary

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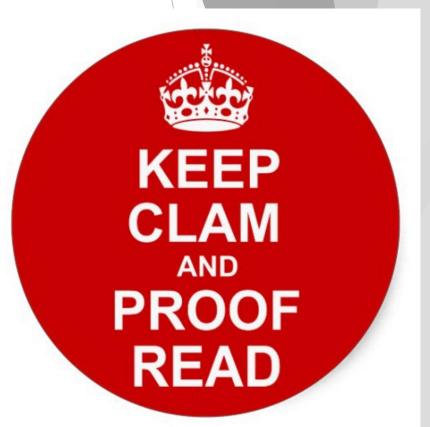
- ► Transfer and add all income tables together to get "Total Income (A)"
- ► Transfer and add all expense tables together to get "Total Expenses (B)"
- ► Take the "Total Expenses (B)" "Total Income (A)" = Total (Profit or Loss) of your project
- ► Circle the word "Profit" or "Loss"
- ► Ensure that your calculations are correct!



Project Record Forms - Misc. Information



- ► If a table does not apply to your project write "N/A"
- Double check that:
 - ► All information is filled-in and complete
 - ► Financial values and calculated correctly
 - ► Animal information/tag numbers match throughout
- Dairy Steers:
 - ► Complete the market animal record for year one and submit
 - ► Add year two to the year one record and submit after the conclusion of year two to show a comprehensive project
- ► Swine:
 - Spring swine show projects can be combined on one sheet with Ag Expo swine projects





What If You Don't Exhibit A Project??

➤ Active 4-H members who do not complete a project will still need to complete and turn in a title page, summary record, and story/essay



MARYLAND EXTENSION

- Supplemental information gives a more complete picture of your 4-H years!
- Supplemental information also earns extra points during record book judging
- What to include:
 - ► Project Pictures -
 - ► Current pictures of you working with your project/projects throughout the year
 - ► MUST provide captions/descriptions and dates that help explain what is happening in the pictures
 - ► 4-H News Clippings -
 - ▶ Should highlight your activities and achievements in 4-H throughout the current year
 - ▶ Example: Picture and/or article where your name is mentioned. Underline your name.
 - ▶ 4-H Letters -
 - ▶ Letters written to you thanking and/or congratulating you for a job well done in 4-H
 - ▶ May include up to three letters as single entry in the supplemental section of your book.
- Do not include: Project manuals, Ribbons, Certificates, Event programs, Premium receipts



Senior Members ONLY Information!

- Senior members may elect to do a senior portfolio instead of a record book
- Portfolios are required when applying for out of state trips



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (886) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf. en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; of fax:

correo electrónico:

program.intake@usda.gov.

(833) 256-1665 o' (202) 690-7442; o'

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QUESTIONS?