



MEMBER GUIDE

Completion of 4-H Record Books

Records such as birth certificates, report cards, and income tax records are important to all of us. We use them throughout our lives. They are a permanent record of where we come from, where we have been, what we've done, and where we are.

4-H records are a written expression of your achievements. They document the knowledge, attitudes, and skills that you have learned; they also relate your experiences in leadership, citizenship, and community service.

4-H records help you to:

- ✓ Establish goals
- ✓ Assume responsibility for record keeping
- ✓ Collect and record information
- ✓ Evaluate your progress in certain areas

4-H records help others understand and know you, learn about your interests, and evaluate your progress and achievements. They are the basis of various awards and recognition that are presented annually to members.

Maryland 4-H has adopted a standard process for Record Books. The concept is based on the Montana 4-H Project Record Keeping System and has been adapted for use in Maryland.

Minimum expectations for 4-H Record Books in Maryland include the following components:

- ✓ Maryland 4-H Summary Record
- ✓ 4-H Story/Essay
- ✓ 4-H Project Record

Senior Level 4-Hers (ages 14-18) should refer to the back of this guide for information on the portfolio process.

The following information will provide additional hints and tips for completing the various aspects of your 4-H Record Book.

✓ Maryland 4-H Summary Record

This summary form is to be used by all 4-H members with one form completed for the 4-H year (January-December). The form includes personal information, 4-H goals, project listing, and signatures on the first page.

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Club Participation

This section is used to show attendance at monthly meetings. You may make notes or simply check (✓) each month for attendance. If you belong to more than one club, please note that and make checks for each month's activities.

Committees/Offices

This will help us understand your involvement in committees and offices. If you haven't become involved in this area, please note "none at this time." You may also include other youth committees and offices such as FFA, youth groups, school, or community organizations.

Promotional Activities

The results section of this chart should list articles published, new members, inquiries about 4-H, and the like.

Page 3

Communication Activities

Please include in this section type of recognition received, as appropriate.

Awards and Honors

You may list all awards individually and add additional pages. You may also group similar types of awards (for example, fair home arts entries, various placings; fair livestock entries, placings from 1st-5th).

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Journal of Activities, Events, and Experiences

This is an annual listing of experience gained throughout the year. It's good to keep this page handy to update on a regular basis.

This **Summary Record** is available on the Web and can be obtained in hard copy form or copied to a disk. Check with your local 4-H Office for details.

√ 4-H Story/Essay

Your story is a narrative form of expression that will begin with information about yourself—your age, interests, parents, brothers, sisters, where you live, where you go to school, and when and why you joined 4-H. Tell about your 4-H projects, why you selected them, what you learned, things you've tried and found both successful and not so successful. Tell about your leadership experiences such as offices held, committee membership, and some of what you've learned. You may want to share some thoughts about your continued participation in 4-H such as goals, how 4-H has influenced or changed you, and what you'd like to do in the future.

Your story may be hand-written, printed in ink, or computer-generated. If you choose to use a computer, the font size should be 12 point with margins of 1 inch. Stories may be up to six pages in length; three to four pages is sufficient. Include only one 4-H story in your record book that tells about all of your experiences. Please take time to review your story to insure use of complete sentences and correct spelling. Be as creative as you like when you write your story.

√ 4-H Project Record

Projects are the foundation for learning in 4-H. Projects are designed so you can progress at your own pace through various learning experiences. Project records help you list everything you've done in your 4-H project during the current 4-H year. Remember, the 4-H year begins in January when you start your 4-H project, and runs through December, when you complete your project. A completed project includes a communication activity and an exhibit. Remember to complete a 4-H Project Record for each different project you carry.

Page 1

This *introductory page* asks you to identify some personal information about yourself, the specific project you chose, and what you hope to learn during the year. Please note information required for either Performance or Achievement levels. The signatures on this page verify that records have been reviewed and the information is correct.

Page 2

The *Project Journal/Log* gives you a chance to describe exhibits, demonstrations, visual presentations, and learning experiences that you've been involved with in the last year. Be as specific as possible and share only work activities associated with the project.

Page 3

The *Project Financial Journal* will give you a chance to record and look over expenses and income associated with various projects. You may want to work on this page throughout the year. Note the space at the bottom of the page for a profit/loss statement.

Page 4

The *Resources Section* can help you learn more about your project. Take time to list resources that have helped you learn more about your projects in the last year.

Life Skills

You've probably heard the saying "4-H teaches life skills." These life skills can be grouped under the "4-H's" in the 4-H Clover. You can use the chart that follows as a guide for listing "life skills" you may have learned through your 4-H projects.

The last statements can be completed as you'd like; please use complete sentences to share your thoughts.

Supplemental Materials/Creative Time

In addition to the minimum requirements for 4-H Record Books, individual 4-H members may want to include more information. This last section of your book can include more in-depth information about your projects. You might want to include charts, graphs, worksheets, drawings, photographs, or other types

of reports that help tell of your adventures with this project. Keep your ribbons, medals, score sheets, and other recognition in a memory book, rather than in your Record Book. Whatever supplemental materials you add to your book, take time to make it neat!

A few reminders...

- √ It is important that the work reported is all yours!
- √ Write or print in ink all information in your book. If you're using a computer, use 12 point font size.
- √ Use plain paper for your 4-H Story; lined paper is acceptable for juniors.
- √ Section dividers give a neater appearance to your completed book.
- √ Keep notes and records all year long—it's a much easier process that way!

For additional information, contact your local Maryland Cooperative Extension Office and your 4-H leaders.

HEAD	HEART	HANDS	HEALTH
Keeping Records	Nurturing Relationships	Community Service	Self-esteem
Wise Use of Resources	Sharing	Volunteering	Self-responsibility
Planning/Organizing	Empathy	Leadership	Character
Goal Setting	Concern for Others	Responsible Citizenship	Managing Feelings
Critical Thinking	Accepting Differences	Contributions to Group	Self-discipline
Problem Solving	Conflict Resolution	Effort to do Better	Healthy Lifestyle Choices
Decision Making	Social Skills	Marketable Skills	Stress Management
Learning to Learn	Cooperation	Teamwork	Disease Prevention
Managing Time	Communication	Self Motivation	Personal Safety
	Caring for Others	Service Learning	

This chart is based on Iowa State University Extension's "Targeting Life Skills Model." 1996.

A Note to Senior 4-H Members

4-Hers, ages 14-18, have the option of completing a 4-H portfolio, which includes a 4-H resume, essay, and one additional piece that completes the portfolio and is reflective of your 4-H Club work.

Seniors need to decide which method of reporting is best for them. Contact your local Extension Office for additional details.

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