

Record Book Organization

A 4-H Record Book contains the following items:

- **Folder**
 - Use either a three-prong or acco type fastener folder. Do not use a 3-ring binder.
 - The member's name, 4-H club and county must be written on the cover.

- **Tabs** (*optional*)
 - Tabs and divider pages may help separate sections and improve the overall organization.
 - Divider pages should not be decorated. Paper color other than white may be used.

- **Title page** (*optional*) - Contains the member's name, club, county, and program year.
 1. **Table of Contents** (*optional*)
 2. **State 4-H Judging Cover Page** (*For state judging*)
 3. **Personal Development Report (PDR)**

4-H members record their projects and activities in and out of 4-H that they have completed during the year. 4-H members may participate in the 4-H Star Ranking and earn stars based on their participation in 4-H over a number of years. Members must complete one report per year.
 4. **Shasta County Project History Sheet** (This form must be removed for state judging.)
 5. **My 4-H Story**

Reflection on 4-H work completed. 4-H members have an opportunity to reflect on their achievements, knowledge gained, learning experiences and project work. (see back side)
 6. **Projects**

4-H members document their specific project work including meetings attended, profit/loss in their project (if applicable), and knowledge and skills gained.

 - One project report form for every project the member has completed or completes.
 - Expression page (*optional*) – one page per project on which the member may be creative. If completed, page must be one side of an 8 ½" x 11" piece of paper.
 - Jr./Teen Leadership Report.
 - County optional project-specific supplemental forms. (These forms must be removed for state judging.)
 7. **Collection of 4-H Work** (*optional*)

These materials support the previous sections in showing growth and experience in 4-H. They may include the following, single-sided:

 - Newspaper Clippings (*Limited to two pages written by the 4-H member or about the 4-H member.*)
 - 4-H Flyers or Brochures (*Limited to two pages which the member created or is featured. May be double-sided.*)
 - 4-H Letters (*Limited to two pages written by the 4-H member or about the 4-H member.*)
 - 4-H Photographs (*Limited to five pages. Photo paper may be used. Captions are encouraged.*)
 8. **Previous Years' Materials**
 - Youth that have been in 4-H for two or more years, add three pages to summarize previous years in 4-H: 1) project, 2) leadership and 3) citizenship.

My 4-H Story Instructions

On separate sheets of paper, write or type your 4-H story. Tell about your activities and experiences, what you learned, what you would do differently, and how you feel about 4-H. Your story should be a record of all years in 4-H and emphasize your current year in 4-H. Do not exceed 6 pages.

Use the page length recommendations outlined below. Do not exceed 6 pages.

- Junior (or first year member): 1 – 2 pages
- Intermediate: 2 – 4 pages
- Senior: 3 – 6 pages

The My 4-H Story must be single-sided and use a 1 ½” inside margin and 1” top, bottom, and outside margins. It can be single or double spaced, but MUST be at least 12-point font size.

The following outline may help you in developing your story.

- Part 1** Introduce yourself - include your age, interests, parents, brothers and sisters, where you live, where you go to school, when and why you joined 4-H.
- Part 2** Tell about your 4-H projects and activities. What goals did you set and which ones did you reach, what have you learned in the program, how has the program grown in size and scope, describe the things you have tried and found successful and some that were not so successful, how have you arranged for financing, indicate profits, losses and savings? Include major learning experiences, special interests and unusual situations you encountered.
- Part 3** Explain how 4-H has helped you become a better leader and citizen. Describe the most important offices you have held and the committee assignments you have accepted. Tell about what you have learned from working with other 4-H'ers as a junior and/or teen leader. Explain how you have learned to accept citizenship responsibilities.
- Part 4** Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future and career plans.

"Creativity takes courage." - Henri Matisse