



**HOWARD COUNTY**

**SENIOR 4-H RECORD BOOK  
GUIDE**

*Project Year - 2020*

UNIVERSITY OF  
MARYLAND  
EXTENSION

- Records are important to all of us. We use them throughout our lives. They are a permanent record of where we came from, where we have been, what we have 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, and they relate your experiences in leadership, citizenship, and community service that have been shared.
- 4-H records help you to:
  - establish goals
  - assume responsibility for record keeping
  - collect information
  - evaluate your progress
- 4-H records help others to understand and know you, learn about your interests and evaluate your progress and achievement. They are a record of your accomplishments that will be invaluable later in life.
- Howard County 4-H recognition awards are based on 4-H record books and these awards are presented at our annual Achievement Night in the fall.
- Please assemble your record book according to this guide. The guidelines will help you to prepare your book in the best possible way. Pay careful attention to the starred items (\*). Record book judges use these guidelines as a base when scoring books.

## GENERAL INFORMATION

- \*A. Use the standard 4-H cover. It is 8  $\frac{1}{2}$ "x11" and is available from the Extension Office. **Be sure your current club name is on the front so that the book is returned to the right leader.** There is a cost for this cover.
- \*B. Do not use plastic covers over any of the pages. They cause a glare and are very difficult to read.
- \*C. Do not number pages
- \*D. Type or computer generate the information in the book. Books can also be hand written as long as the hand writing is legible.

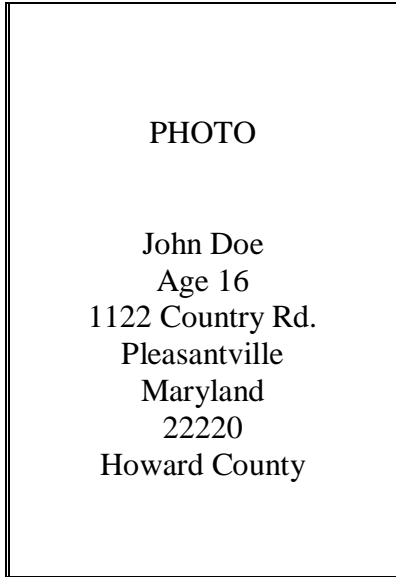
- \*E. Use standard 8  $\frac{1}{2}$ "x 11" white paper.
- \*F. Use **rubber cement or glue** for all mountings.
- \*G. Use tabbed dividers between each section.
- \*H. Type should **not be any smaller** than 12 font with 1 inch margins.

## **CERTIFICATE**

- On the inside front flap of your record book cover, place your record book award certificate. Use the same certificate each year. Achievement seals will be placed on them when they are judged. If this is your first year, the 4-H office will put a certificate in the front of your book.

## **INDIVIDUAL PHOTOGRAPH**

- Mount one individual photograph of yourself on a sheet of paper with rubber cement. Use sharp, head and shoulder shots (minimum size 2"x 3" and maximum 4"x 5"). Black & white or color pictures are acceptable. (School pictures work great).
- Follow the procedure below for listing your name, address and age (as of January 1, 2020) on your photo pages. Wording should be double spaced and centered.



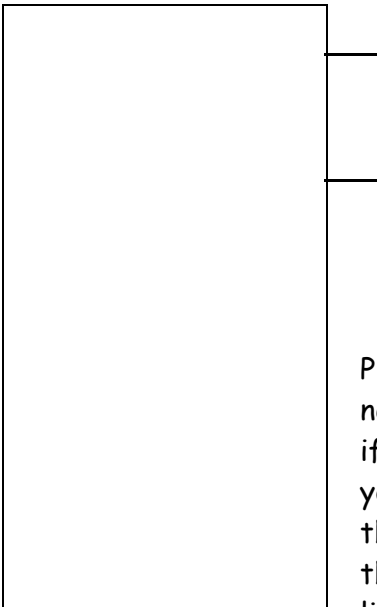
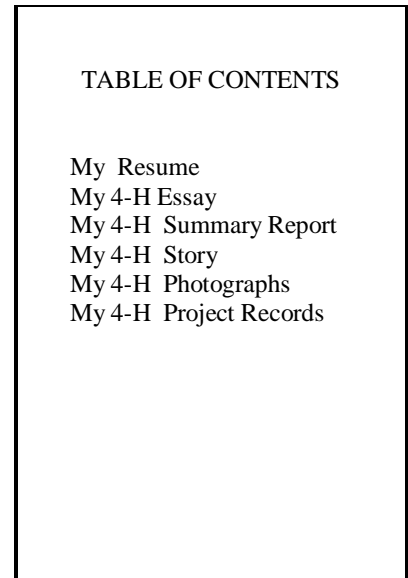
(Do not tab page)

**Be sure age is as of January 1, 2020.**

### TABLE OF CONTENTS

The Table of Contents should be double spaced and formatted like the example.

(Do not tab this page)



### DIVIDERS

Place a piece of plain, paper (heavy weight paper if possible) next. These can be decorated with scrap booking techniques, if, desired. Tab this paper with an index tab or make a tab of your own. These tabs should be recessed inside the cover of the book so they won't break off. The page should look like the sample below. Use a tabbed divider for each section listed in the Table of Contents.

## RESUME

- No more than **three pages** (single spaced) 12 point font size, 1 inch margins, showing these skills and accomplishments.
- Use Times New Roman font.
- Resumes should show what you learned, knowledge gained, feelings and values and what you did and should high light your 4-H involvement, plus other areas of your life in the areas of Leadership, Citizenship and Life Skills.

### Personal Information

Name, Address, Club, & County

### Objectives

One sentence - e.g. To present skills and achievements acquired through membership in the Howard County 4-H Program.

### Skills and Accomplishments

Leadership, Citizenship and Life Skills

### Education

### Employment

### Personal Information

Family, hobbies, church, etc.

ESSAY- 2020 TOPIC- *Explain the importance and power of 4-H involvement through connections during trying times.*

- Length - no more than two pages
- Double spaced
- Margins - no less than 1 inch
- Font Size - no less than 12 pt.
- Font Type - Times New Roman

## MEMBERS SUMMARY REPORT

- Remember when filling out this form that the 4-H record book year runs from January 1 - December 31. This means that if you hand in a record book in January 2021 your report form includes 4-H information from January 1, 2020 through December 31, 2020 **plus previous years**.
- Include all summaries to show yearly progression. The records show your growth through 4-H.

## 4-H STORY

- Your 4-H story is an essay of your 4-H experiences.
- Your story must be limited to six (6) pages with a minimum of 4 pages. Type double spaced with type not smaller than 12 point with 1-inch margins. The left margin should be 1½ ". Use 8 ½"x11" paper.
- Do only one story in your record book. Leadership, Citizenship and Achievements are very important. **SENIORS ALSO NEED TO INCLUDE THE ESSAY USING THE TOPIC LISTED ABOVE. The essay is placed before the Summary Report Form.**

### 4-H Story [ Ideas]

Introduction

Background Information. Why you joined 4-H.

Goals and Accomplishments - Personal - 4-H - Speak of your projects

Leadership Accomplishments

Responsible leadership Roles

Individual Efforts - Team Efforts

Impact or Influence of 4-H

Success and Unsuccessful Leadership Experiences

Citizenship Accomplishments

Community Involvement

Future Directions

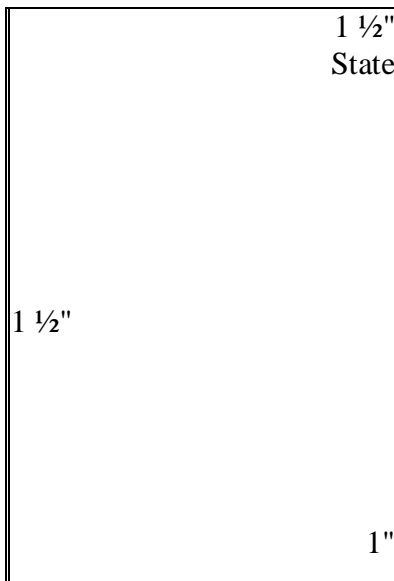
Educational Goals - Career Plans

Use of Leisure time

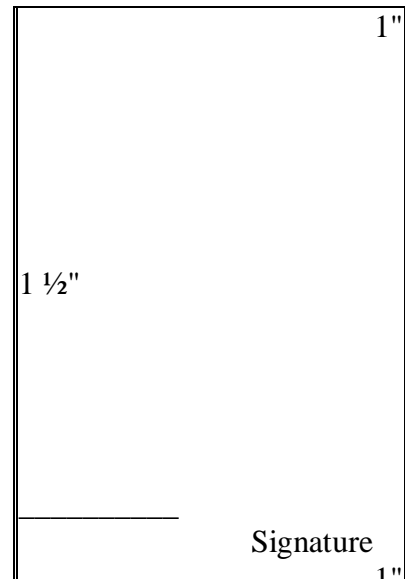
- Your 4-H Story provides an opportunity to show growth by presenting in-depth information in narrative form about your most outstanding accomplishments. Avoid a year-by-year listing of what you did. Don't save the best for last; put it near the beginning to catch the reader's interest. Try to find a theme to tie all your activities together, showing how you

reached specific goals.

- Try to show the human interest side of what 4-H accomplished for you, your family, your community, your state and future plans. Be specific-explain what you mean when something was "great" or "wonderful." Don't use slang; you are writing for adults. Ask someone else to read your story to check for mistakes and clarity. If something is not clear, rewrite it. **YOU NEED TO SIGN YOUR STORY ON THE LAST PAGE!**



First Page



Succeeding Pages  
(sign the last page)

#### 4-H PROJECT OR ACTIVITY PHOTOGRAPHS

- Photographs must be limited to three 8 1/2" x 11" pages, one side only. **Use rubber cement.** Photos should tell a story. Illustrate your personal growth with captions.
- Action shots and photo sequences are good ways to show your progress within a program. Mount on a reasonably heavy paper like vellum or biology paper.

#### 4-H PROJECT RECORDS

- Include only your current year's records.
- Place your main project first.
- **Include all records of projects you were enrolled in this year.** Records may be computer generated or handwritten.
- Be sure to include all information requested.

### **SPECIAL HINTS**

- Proofread your work for errors in grammar, spelling, and punctuation. After you have completed your 4-H record, review **all** parts carefully. It should be an organized presentation of what you have learned and accomplished in 4-H. When accurately kept and carefully assembled, it is a useful tool for determining your own progress and personal growth.
- Call your leader or the 4-H Office for help. Schedule an appointment and bring your records.

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

Revised, March 2020