



**HOWARD COUNTY**

**JUNIOR/INTERMEDIATE  
4-H RECORD BOOK  
GUIDE**

*Project Year - 2011*

UNIVERSITY OF  
MARYLAND  

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EXTENSION

*Solutions in your community*

- 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 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. Write or print in ink the information in your record book (preferably in black ink). **Record books may be typed, computer generated, or hand written.** Use 12 point font size and 1 inch margins.

- \*E. Use standard 8 2"x 11" paper. Lined paper is acceptable for junior 4-Hers.
- \*F. Use rubber cement or glue for all mountings.
- \*G. Do not duplicate information. Screen all of your materials carefully.
- \*H. Use tabbed dividers between each section.

### **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.
- Follow the procedure below for listing your name, address and age (as of January 1, 2011) on your photo pages. Wording should be double spaced and centered.

<p>PHOTO</p> <p>John Doe Age 16 1122 Country Rd. Pleasantville Maryland 22220 Howard County</p>
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(Do not tab page)

**Be sure age is as of January 1, 2011**

## TABLE OF CONTENTS

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

(Do not tab this page)

TABLE OF CONTENTS
My 4-H Summary Report
My 4-H Story
My 4-H Pictures
My 4-H Project Records



## DIVIDERS

Place a piece of plain paper (heavier weight if possible) next. These can be decorated with scrap booking techniques. 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. Use a tabbed divider for each section listed in the Table of Contents. You will need divider pages with tabs for each of these sections: **My 4-H Summary Report, My 4-H Story, My 4-H Pictures, and My 4-H Project Records.** Place between appropriate sections.

### 4-H SUMMARY REPORT-Add tabbed page for annual 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 2011 your report form includes 4-H information from January 1, 2011 through December 31, 2011 **plus previous years.**

- The Summary Report is used for all your years in 4-H and is cumulative. The records show your growth through 4-H.
- Include all summaries to show yearly progression. You change the cover page each year to reflect current information.

**4-H STORY**-Add tabbed page for story.

- Your story may be written or printed in ink or computer generated. You may use lined paper, if you wish. Use complete sentences and watch your spelling.
- Include in your story information about yourself-age, interests, parents, brothers, sisters, where you live, where you go to school, when and why you joined 4-H.
- Tell about your projects, why you selected them, what you have learned, things you have tried and found successful and not so successful. Tell about your leadership experiences such as offices held, committee membership and what you learned.
- The number of appropriate pages is 3-5, but not more than 6. Do only one story in your record book. Do not complete story sections on individual project records. **Computer generated stories are acceptable. Print size should be 12 point and margins 1 inch. TYPE DOUBLE SPACED. PLEASE SIGN THE LAST PAGE OF YOUR STORY!**

12"  
State

1 2"

1"

First Page

1"

1 2"

Signature

1"

Succeeding Pages  
(Sign the last page of your story.)

#### **4-H PICTURES-** Add tabbed page for photos

- Pictures should be used to illustrate highlights of your projects or activities. Three 8 2" x 11" pages maximum, one side only-not shingled.
- Write or type a caption to go with each picture.
- Secure pictures with rubber cement, not art corners.
- Computer generated pictures are okay.

#### **4-H PROJECT RECORDS-**Add tabbed page for project records.

- Include only your current year's records.
- Records should be neat and have appropriate signatures where necessary.
- **You should complete a record for each project in which you were enrolled.**
- Computer generated records are acceptable. Print size should be 12 point. All the information asked for on the record sheet is to be included.

#### **DO REMEMBER**

- **Only one record book including all 4-H projects needs to be entered by each 4-H member.**
- **Records are judged mainly on project achievements of the member, leadership development, participation, and growth and development in personal, community, and civic responsibilities (citizenship). You can only be judged on what you include in your record book, so make it complete.**
- **A separate memory book is the place for souvenir material, ribbons, programs, additional pictures, news clippings, and correspondence. It should not be submitted with your records.**

Call your leader or the 4-H Office for help. Schedule an appointment and bring your records.

University of Maryland programs are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation, marital or parental status, or national origin.