



HOWARD COUNTY

CLOVER 4-H

RECORD BOOK GUIDE

Project Year - 2011

- 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.
- Assemble your book as follows. All work should be the 4-H'ers.

General

- A. Use the standard 4-H record book cover.
- B. Do not number pages.
- C. Use dividers and do not write on these. They should be tabbed so they are recessed inside the cover, so they won't break off. Colored paper is okay.
- D. **Books may be handwritten, dictated, typed, or computer generated.**
- E. The record book certificate is placed on the inside of the front cover with glue. This is placed in the book by the 4-H office the first year you do a record book.

1. First page:

Picture of yourself is mounted on plain paper using glue. Under the picture print: name, age (as of January 1, 2010), post office address, state, zip code, and 4-H club. Never write on the picture. Your picture page should look like this:

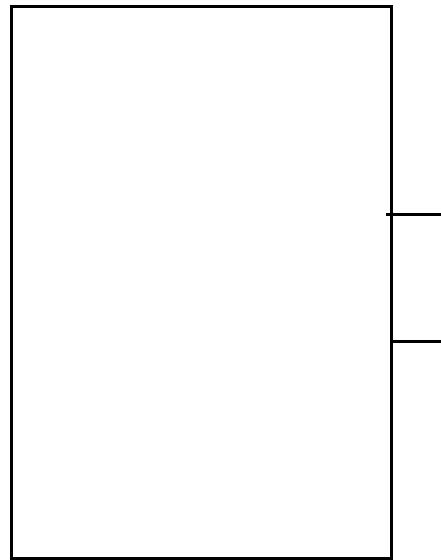
<p style="text-align: center;">PHOTO</p> <p style="text-align: center;">John Doe Age 6060 James Road Ellicott City Maryland 21043 Club Name</p>

2. Second Page:

Table of Contents - It should look like this. List what you have in your book in the order it applies. This helps the reader to move through your book as you would a story

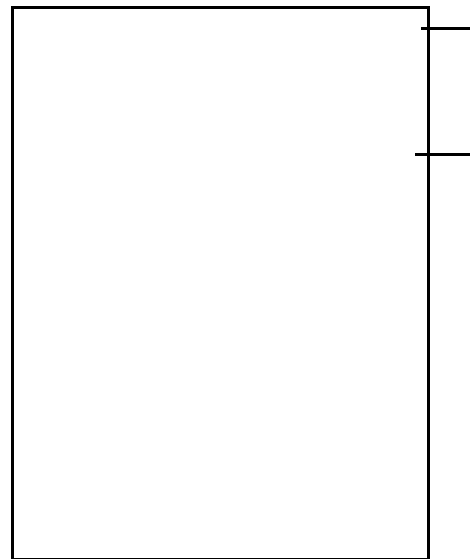
<p style="text-align: center;">TABLE OF CONTENTS</p> <p style="text-align: center;">Picture of Me My 4-H Story My 4-H Pictures My 4-H Records</p>
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3. Divider page with tab for 4-H Story.

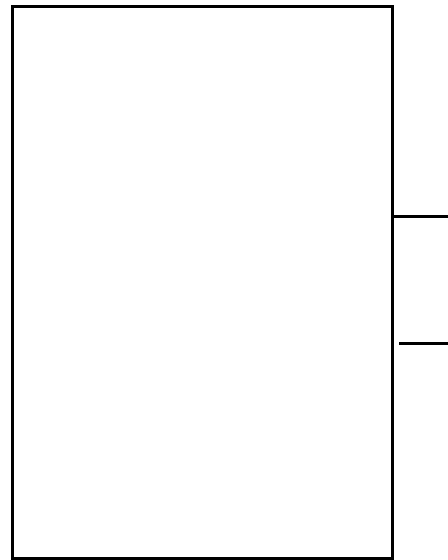


4. Be creative. This is a chance to tell a story about yourself - age, interest, brothers, sisters, where you live, where you go to school, when and why you joined 4-H. Tell what you liked, mistakes, and excitements.

5. Divider page with tabs for 4-H Pictures.



6. Pictures of highlights of this 4-H year, especially you working on a project at club meetings, at home, at fair, etc. Use a glue stick to attach the pictures. Use only one side of the paper and as many pages as you like. Photos or Drawings may be used. Include an explanation under the picture.



7. Divider page with table for Records.

8. This section may include souvenir materials: ribbons, newspaper clippings, etc. The only requirement in this section is that the book must close smoothly, without any large lumps or bulges. Include anything you want to share on what you did this 4-H year.

All clovers have project sheets that will need to be included here.

- Please assemble your record book according to this guide. The guidelines will help you to prepare your book in the best possible way. Record book judges use these guidelines as a base when scoring books.
- Clovers are recognized at County Achievement Night for completion of a record book. All Clovers receive participation certificates. Clover age is 5-7 years old as of January 1, 2010. A first year Clover, at the age of five (5), may not be able to do this book and is not required to. Mom and Dad should work closely on this project with their Clover .

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