



UNIVERSITY OF
MARYLAND
EXTENSION

Solutions in your community

TIPS FOR COMPLETING THE 4-H MEMBER'S SUMMARY

IN GENERAL

- **ALL** members, except Clovers, **MUST** use the Summary Report.
- If this was your first year as a regular 4-H member (8 as of January 1), start a new Summary Report. If you used the Summary form last year, begin adding the 2011 information on the same form.
- You can complete the Summary Report form in three different ways:
 - Use the form off the web. This can be typed or hand written.
 - Get a hard copy of the form from your leader or the 4-H Office.
 - Use the form from the web and complete with your computer.

COVER PAGE

- **You should complete a new cover page each year.** The cover sheet for this year should read 2010.
- **Years in 4-H:** List Clover years and regular 4-H years separately. (for example, 2/5 which means Clover 2/Regular 4-H 5).
- **County:** Is Howard, even if you live in another County.
- **Age:** Should be as of January 1, 2011. Remember this record is for calendar year 2011.
- **Name of 4-H Club(s) or Group(s):** List all Clubs which you are a member.
- **Name of 4-H Leader(s):** List organizational leader(s) of Clubs to which you belong.
- **Signatures:** Make sure that your book is signed by you and your parent/guardian before it is submitted to the leader.

SUMMARY SECTIONS

- For purposes of the Summary, anything done with your local 4-H club is **LOCAL (L)**, like club meetings, Club Workshops, etc., even if it is a county wide club.
- If you do not have anything to report on a particular section, be sure to write the **YEAR** and **NONE** so the record book judge will know you did not skip the page.

Do not list items in more than one section. However, you can list different parts of the same item in different sections. For example, if you are a program leader for a monthly program, the fact that you planned the program could be under Section F, Leadership, and that you introduced the guest speaker or presented part of the program could be under Section B, 4-H Presentations.

- If you are not sure where something should be listed in the report, just use your judgment and place it where you think it fits best. The most important thing is to get the information on the record. However, it is also important not to list the same item in more than one section.

*** Section A - 4-H Projects**

- List year and list all projects carried in 2011.
- Break down projects like Beef into Beef Steers and Beef Heifers; Sheep into Market Lambs and Breeding Sheep; Swine into Market Pigs and Breeding Pigs; Poultry into capons, broilers, etc.
- You should have a project record in your record book for each project you list on this page.
- Level for most projects will be **COUNTY (C)**. You could include the Unit Number of the project if there is one (for example, On The Moove is Beef -Unit 1).
- Be sure to include the life skills/important things learned in this project. Use the Life Skills Model if this helps.
- Check if the project is completed based on the criteria at the bottom of the page.

*** Section B - 4-H Presentations**

- Include formal speeches as well as informal presentations.
- Examples:
 - Visual Presentation Contest (County and/or State)
 - 4-H Public Speaking Contest (County and/or State)
 - Project Update (L - Club Meetings)
 - Speaking as part of monthly program (introducing speakers, teaching part of the program (Local)
 - Speaking at a banquet, achievement night, family night, etc. (including leading pledges, introducing guests, serving as (UME) (Local, County, State)
 - Giving candidate's speech at club elections (Local)
 - Leading the pledges at a 4-H meeting (Local, county, state)

*** Section C - 4-H Activities**

- Include 4-H events attended, exhibits made, and placings received.
- Be sure to list showmanship classes and list placings.
- List Champions, Reserve Champions, etc. as placings, but list special awards (like trophies, cash awards, chairs, record book awards) in Section F.
- Include Judging Contests; break down by divisions and reasons classes. **BUT** list judging practices and workshops in Section G.
- If you **SHOW/EXHIBIT** in open class at County, State, other Fairs, or at Breeder's Shows, you should list those exhibits here. **BUT** if you only attend one of these shows as a spectator, it should be listed in Section G.
- Examples:

| | |
|-----------------------------------|---|
| -Club Meetings (local) | -Animal Activities (county, state) |
| -Achievement Night (county) | -Market Animal ID Days (county) |
| -Fashion Revue (county, state) | -Livestock Shows (county, state, regional) |
| -4-H Camp (county) | -Club Activities -picnics, trips etc. (local) |
| -Sheep & Wool Festival (national) | Breed Association Shows (state) |
| -Teen Focus (state) | -Cattleman's Convention (state) |
| -Wills Fair (regional) | |

*** Section D - Community Service/Service Learning**

- Community Service listed here should be mainly 4-H related, but can include church, school, etc.
- List all community service projects in which you or your CLUB participated. List a project like "Delivered centerpieces to nursing home" only if you actually participated yourself, not just because the club did.
- Examples:
 - Fairgrounds Cleanup
 - Adopt-a-Highway
 - Volunteer Recognition Dinner Donation (club)
 - All Star Sheep & Wool Festival - Baked goods donation by family
 - Fair Awards - presented by your family or club
 - Making centerpieces for nursing home or visiting nursing home
 - Petting Zoo - by club

*** Section E - Leadership**

- List ALL your volunteer leadership
- Offices held, committees served on etc.
- List 4-H promotional leadership here.
- Examples:
 - Served as an officer
 - Organized club program
 - Served on club or county committee
 - Livestock Sale appreciation posters
 - Guarding 4-H Building at Fair
 - Worked on Club Float or Booth
 - Club Junior Leader or Clover junior leader
 - Helped younger members one on one.

*** Section F - Recognition, Honors, & Awards**

- Include only special recognitions, honors, or awards (not placings) at Fairs, county/state events like Fashion Revue, Food & Nutrition Day, Beef Field Day, Achievement Night, etc.
- Breed association awards can be listed here also if related to the project.
- Examples:
 - Elsie Cavey Record Keeping Award
 - Horse Project Recognition at Achievement Night
 - Champion Dairy Showman
 - Champion Food Preservation
 - Achievement Night Recognitions- list separately

*** Section G - Classes, Activities, & Workshops**

- Include classes, activities, and workshops that relate to your projects carried.
- Fairs, shows, etc. where you attend but do not exhibit can be listed here.
- Examples:
 - Public Speaking Workshop - 4-H Program
 - Officer Training - 4-H Program
 - Record Book Workshops - 4-H Program
 - Judging Workshops/practices - 4-H Program
 - Project Workshops - Club or 4-H Program

*** Section H - Community, Religious, School, & Other Activities**

- Include activities you are involved in other than 4-H
- In Sponsor Column, designate school, church, club, group name, association, etc.
- Membership in Junior or other Breed Associations should be listed here.
- Examples:
 - School Band or Chorus
 - Subject Matter Clubs
 - Breed Associations (Quarter Horse, Cattle, Rabbit etc.)
 - Sports Groups

*** Section I - Work Experience**

- Junior and Senior Members can list work experiences here.
- Work can be in or out of home.
- You can list items done in the home that are your responsibility e.g. Lawn care, pet care, laundry, meal preparation, etc.
- Examples:
 - Babysitting -Trash and Recyclables
 - Lawn Care -Grocery Store
 - McDonald's

*** Section J - Highlight of this 4-H Year**

- List one or two of the most important or exciting things that happened in this 4-H year (could be positive or negative).

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.