**Guadalupe County 4-H**

***Senior* Record Book Worksheet**

***Created by Matthew J. Miranda M.Ed, Guadalupe County 4-H Agent***

*The 4-H Recordbook is the official record of a 4-Hers time and work in the 4-H Program! This book is the place where your keep a record all of your project experiences, leadership experiences, community service activities and much more! You also get to create pages with pictures from your 4-H year to show everyone what you did in 4-H during the past year. While the record book may seem difficult and time consuming at first, once you have a system down, it gets much easier.*

**Question: Why should I complete a 4-H Recordbook?**

There are many different reasons why you should complete your 4-H Record Book. The first is just for YOU! One day, when you are done with 4-H, you will want a record and pictures to show your friends and your children what you did when you were in 4-H! Another good reason to complete your books is the awards that you can win with it! Every time you complete a recordbook, you get a project pin in the area you created it in, as well as a year pin! You can also enter it in the county and district recordbook contests for ribbons and other prizes. Some other reasons include:

* Teaches you how to create and keep goals for your 4-H projects and for life
* It is an excellent tool to have when you apply for colleges, scholarships and jobs…much of the same information is required on these applications and you will have it in one place
* It, along with your award applications, will allow you to apply for county awards like the gold stars, green clover and much more

**Question: What 4-H project should I do my recordbook in?**

This depends on what your main 4-H project is! Your main 4-H project is the one which you have done the MOST with! If you have been to 10 4-H events over the year and six of them were on gardening and horticulture, then your main project would be gardening! There are actually MANY different project categories to choose from…they are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Agricultural Sciences** | **Beef** | **Citizenship and Civic Education** | **Dog Care and Training** |
| **Consumer Education** | **Entomology** | **Fashion and Interior Design** | **Food and Nutrition** |
| **Gardening and Horticulture** | **Goat** | **Health and Personal Safety** | **Horse** |
| **Leadership** | **Natural Resources** | **Photography** | **Plant and Soil Science** |
| **Poultry** | **Public Speaking** | **Rabbit** | **Science, Technology, Engineering and Math (STEM)** |
| **Sheep** | **Shooting Sports** | **Swine** | **Theater and Performing Arts** |
| **Veterinary Science** | | | |

4-H project experiences are NOT limited to actual 4-H project meetings.

*Scenario:*

Let's say you attended six gardening meetings with your 4-H club or in a county-wide project group over one year. Is that the only gardening experiences you can record? NO! Maybe your visited (on your own or with a different group,) the Wildseed Farms in Fredericksburg, helped at a local farmer's market, sold vegetables to people that you grew yourself and attended as state 4-H workshop on gardening…ALL of those count as project experiences!

**What would not count as a project experience?**

There are some experiences that you should not use as a project experience for your recordbooks. General research on your projects, like reading encyclopedias, books and using the internet are NOT good project experiences and should be left out of the recordbook. Actual classroom work from school also should not be counted. For instance, just because you learned about plants in your biology class, doesn’t mean it counts to your project experiences. If you have a question about a particular experience, just ask!

Experiences from FFA and other organizations CAN be used, as long as you are only counting the educational experiences, training and practice, and not contests from other organizations. You could have attended many hours of cattle instruction in FFA and can count that, but you cannot count the three steers you showed through FFA, only ones showed through 4-H!

**Question: What are the Basic Rules for making my Recordbook?**

Every record book should be at least 10 point font if you have a lot and 12 if you don’t have quite as much! You can have up to 3 pages of photos with or without captions. Your margins should be between 1/2 and 1in on the top, bottom and right side, 1.5in on the left. Each book is to be bound in a folder or in the recordbook cover! Captions are not required for photographs. The majority of your photos should be about your main project from the current year. Don’t use construction paper.

The combined portfolio should be completed within the page limits listed in the Texas 4-H Record Book Summary (page 5) for each age division. Text is to be double-spaced type, using a minimum of a 10-point or equivalent size font. Photos may be placed throughout the story, adhering to the minimum number of equivalent pages as listed on page 5 or they can be all grouped together. Effective September 1, 2018 - Record Books submitted in the Photography category follow the same guidelines regarding number of photos included. DO NOT include extra photos. **From the 4-H Recordbook Family Guide.**

**Question: Which information from which years do I put in my Recordbook?**

All age divisions may report the activities from the current year and up to the three (two years for Juniors) previous years on their Report Forms, for a total of four years (3 years for Juniors) of information. The maximum number of entries and pages will vary between section and age division.

*Recordbook Summary*

Junior - Grades 3-5 (Clover Kid years should not be included)

Intermediate - Grades 6-8

Senior - Grades 9-12

Must include Check Sheet and Personal Information Page

Guidelines for Story (the written text)

**Junior -** Min: 2 pages Max: 8 || **Inter -** Min: 4 pages, Max: 10 || **Senior -** Min: 6 pages, Max: 10

Guidelines for 4-H Photos(captions are not required, but may help tell your story)

**Junior -** Min: 2 pages equivalent of photos. These page count towards the full story total of Max: 8 Pages

**Int. -** Min: 3 pages equivalent of photos. These page count towards the full story total of Max: 10 Pages

**Senior -** Min: 3 pages equivalent of photos. These count towards the full story total of Max: 10 pages.

***4-H Recordbook Worksheet***

*This worksheet will help you decide what needs to go in each part of the Senior Recordbook.*

***Check Sheet***

* Goes before all other forms
* Has place to check all requirements met, must be checked at each level

***Personal Information Page***

* First page of your recordbook
* Just what it says, it is basic info about you (name, address, size of town, etc.)
* Also where you, your parent/guardian and County Extension Agent sign to certify the recordbook
* This is where you also put the category of your book…be sure to choose the right one
* If you cannot find the number of kids in your 4-H club, call the county office
* Don't forget about ALL the signatures!!!

***My 4-H Story & Photo Portfolio***

“My 4-H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Recordbook Category) Story and Photo Portfolio”

Be sure to put the name of your recordbook category in the blank space

Things that should be included in your story include:

* Information about you, your family and where you're from
* What got you involved in 4-H and when
* Info about your main project and all your experiences in it
* Information about your other 4-H experiences during the year and in years past
* You main leadership activities and how they have changed you
* Your community service activities. Explain how they helped others and you
* Your future goals and plans for 4-H, college and beyond
* No more than 10 pages with words and photos, MAX of 8pages for Juniors
* Should be in at least 10 point font, photo captions are NOT required
* Be creative! You can use scrapbooking stickers and colored paper, just don’t over do

***Texas 4-H Report Form***

*Each of these forms should be typed, using bullets or tables. Long paragraphs are too hard for the judges to read thoroughly!*

***Section I - 4-H Project Experiences***

4-H Project Summary and Learning Experiences – What is your project? How did your project change or grow? What have you done and what have you learned?

*(Limits: Juniors – Two pages, up to four projects for the last three years|| Intermediates - Three pages, up to four projects for the last four years|| Seniors – Four Pages, up to four projects for the last four years)*

* Experiences should be divided by project
* For your primary project, include a brief paragraph as to why you chose your project
* You should include the level of your experiences and color code them: L=Local, C=County, D=District, S=State, N=National, I=International

*Example of Section 1*

***Leadership Project***

|  |  |
| --- | --- |
| **Leadership** | **2016-2017** |
| Hours Worked | 275 |
| # of People Reached | 5,000+ |
| Research Hours | 36 |
| People Taught | 950 |
| Total # of Exps. | 47 |

I chose the leadership project for my recordbook this year. I have had many wonderful experiences and opportunities to develop and exhibit my leadership skills. During the past year, I have acquired or improved several important leadership skills including, speaking to 4-H and non-4-H audiences, time management, conflict resolution, program management, and self-motivation. My project has grown to include District 10 4-H Council, National 4-H Congress and County Council President. (Also say something about your goals in here).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Project experience (include info on numbers reached, money spent, etc.) and Knowledge gained** | **Level: L,C,D,R, S,N,I** | **Experience**  **Knowledge or Gained** |
| **5/21/19** | Attended training on how to create an ice breaker | L | Experience |
|  | Learned how to break up personality conflicts |  | Knowledge |
|  | Attended seven Guadalupe County Ambassador meetings |  | Experience |
|  | Conducted Crafts at SALE Youth Day with 500+ Kids |  | Experience |
|  | Learned to give adults constructive criticism without offending |  | Knowledge |
| **5/11/18** | Conducted Leadership Training |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Beef Project***

|  |  |
| --- | --- |
| **Beef** | **2016-2017** |
| Hours Worked | 550 |
| # of Steers (or heifers or both) | 4 |
| Shows Entered | 11 |
| Profit/Loss | $10,000+ |
| Research Hours | 20 |
| People Taught | 13 |

Write something about your beef project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Project experience (include info on numbers reached, money spent, etc.) and Knowledge gained** | **Level: L,C,D,R, S,N,I** | **Experience**  **Knowledge or Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*From the 4-H Recordbook Family Guide: Contests, such as livestock, dairy, horse judging and horse and nutrition bowls are considered learning experiences. They are not projects and therefore should not be listed in Section I. All of these types of activities are learning experiences that should be listed under a designated project (example: horse judging should be listed as an activity in the horse project).*

***Section II- 4-H Leadership Experiences***

*Limits: Junior – One Page, up to 10 experiences for the last three years || Intermediates – One Page, up to 15 experiences for the last four years || Seniors- Two pages, up to 25 experiences for the last four years*

*List what you did to assist others throughout this 4-H year. Also include general leadership such as Club Officer, 4-H County Council, or County Committees on your main project record. Include elected/appointed and volunteer leadership.*

Definition of Leadership roles listed below…

* Promotion Leadership- What you have done to promote 4-H: Riding the float, radio PSAs, wearing your 4-H shirt to school or getting a photo or article in the paper
* Elected – Officers elected, committees elected
* Appointed Leadership- Project Development committees, committees you join, Teen/ Junior project leader, etc., County Ambassador
* Volunteer Leadership- leading 4-H projects for others (teaching how to use a measuring cup, how to hold a goat, etc)

You should not include any leadership you have from community service in this section. It should be reported in the community service section

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year** | **Leadership Activity** | **Role**  **(E, A, V, P)** | **Level (Cl, Co, D, S, N, I)** | **Responsibilities / Duties / Accomplishments** |
| 1 | The year you did the activity | The name of the activity you did | Elected, Appointed, Volunteer, Promotion | Level of Involvement | What you did, how did you lead, what were your main responsibilities as a leader for that event. |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

***Section III - 4-H Community Service***

*Limits: Junior – One Page, up to 10 experiences for the last three years || Intermediates – One Page, up to 15 experiences for the last four years || Seniors- Two pages, up to 25 experiences for the last four years*

*List community service or service learning projects which might include: clean ups, collections, repairs, construction, care packets, visitations, education, donations, and presentations.*

*Definition of Community Service Roles:*

* “Y” Yourself – A service project you did on your own with no help from others (donating money, collecting canned goods for the food bank, etc)
* “P” Provided Primary Leadership – You organized a service project with others under you…you told them what to do, planned the event and made sure all went smoothly
* “M” Member of a Group – You helped out when someone asked you to be part of a service project…things like adopt a highway, county wide service projects and blood drives are in this category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year** | **Your Role**  **(Y, M, or P)** | **Service Activity** | **Importance and Impact** |
| 1 | Year of Event | Role of Activity | Name of Service Project | What did you do, how many affected, what impact did you have on the people you helped and why does it matter |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

***Section IV - Other 4-H Projects***

*Limited to 1 page for all, three years max for juniors, four years max for ints and seniors*

* These are projects you are less involved in but still think belong in your recordbook! It is a good idea to put something in this section, even if you only have 4 projects or less. You can put 3 projects in Section I and the remaining project in Section IV.
* Don’t include projects listed in Section I
* Be sure to put your years of involvement in the project…even though it might not be your main project, you may have still been in it for many years
* The format of this section will closely follow page 1 of Section I, but at a reduced amount of information

|  |
| --- |
| Other Project #1: - Write experiences here! |
| Other Project #2: - Write experiences here! |

***Section V - 4-H Recognition & Awards***

*Limits: Junior – One Page, up to 10 experiences for the last three years || Intermediates – One Page, up to 15 experiences for the last four years || Seniors- Two pages, up to 25 experiences for the last four years*

* I would include ONLY your biggest awards OR the awards that mean the most…be sure to put the significance
* If you received the Intermediate Gold Star, The Green Clover, the Senior Gold Star and 3rd place at the Food Show and could only put three, don’t put the 3rd place ribbon
* However, if you have an award that is very important to you and you feel it is above the others, you may include it and say why it is so important in the "Importance to You" area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year** | **Level (Cl, Co, D, S, N, I)** | **Recognition** | **Importance to You** |
| 1 |  |  | Award name | Why is it important to you |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

***Section VI - Other Activities***

*Limited to 1 page for all, three years max for juniors, four years max for ints and seniors*

*List leadership, community service, awards and recognition from other activities such as school, church, and other community organizations.*

* List any non-4-H activities and be sure to include leadership, community service and awards in those activities
* This could be boy/girl scouts, sports, SYLA, TJLA, Guadalupe County Fair Queen Positions, SALE Committees, Church or anything that you are in that is NOT part of 4-H
* Do not include any information listed previously in the book
* This information should be divided by year and can be in narrative form, bulleted lists or in a table

|  |
| --- |
| Examples- Church |
| School |
| Organizations (FFA, FCCLA, NHS, Etc) |
| Sports |

***Section VII- College/ Career Exploration***

*Limits: Junior – One Page, up to 10 experiences for the last three years || Intermediates – One Page, up to 15 experiences for the last four years || Seniors- Two pages, up to 25 experiences for the last four years*

*List activities that have helped you learn more about careers or the necessary education to enter this career. Examples of these activities include: interviews, tours, job shadowing, research, mentoring, work experience, skill development, course work, etc.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year** | **Activity Title** | **What did you learn or do?** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

\**From the 4-H Recordbook Family Guide- List activities that have helped the member learn more about careers or the necessary education to enter a career of interest. Examples of these activities include: interviews, tours, job shadowing, research, mentoring, work experience, skill development, course work, etc. The Texas 4-H Report Form provides one page to tell about these college and career exploration activities for the current 4-H year. Month and year is all that is needed.*

*You will also need to list your career choice as of the time of writing, even if a junior.*

***Final Notes:***

* Stay creative! Its ok to use different colors and fonts, you can scrapbook your photo pages as well. Just make sure it does not affect the ease of turning the page
* Do NOT use neon or very bright colors for your words, or fonts that are hard to read…all fonts must be the same size as a 10pt Times New Roman Font
* Make sure your spelling, punctuation and grammar are correct…it could be the tie breaker that keeps you from state
* Don’t use cardstock, construction paper, tissue paper or notebook paper ANYWHERE in your book!

*As always, if you have any questions or want someone to look over your book, call the county extension office at 830-303-3889 and talk to Matt!*