



# RECORD BOOKS 2019-2020



Allow 4-H members to tell how they have grown, what they have learned, where they came up short and to do it creatively within outlined parameters.



Demonstrate the importance of keeping a written document of what has been done.

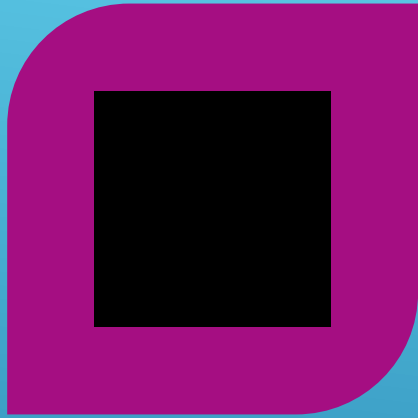


Provides a written platform for goal setting and documentation of the actions required to reach goals.

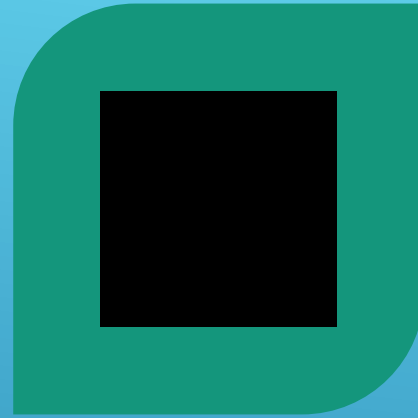


Provide an opportunity for competition at the County, District, and State level.

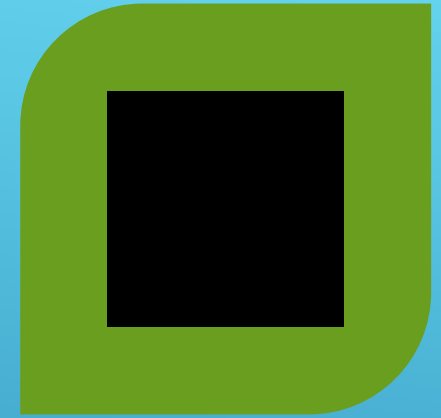
## PURPOSE/OBJECTIVE OF 4-H RECORD BOOK



GOAL SETTING



JOURNALING



REFLECTING

STEPS TO THE RECORD KEEPING  
PROCESS



## Texas 4-H Record Book Summary

	Junior Grades 3-5 <i>(Clover Kid years should not be included)</i>	Intermediate Grades 6-8	Senior Grades 9-12
Check Sheet	Include	Include	Include
Personal Information Page	Include	Include	Include
4-H Story & Photo Portfolio	<i>10-point font minimum. Double spaced. The text and the photos may be incorporated together on the same pages or may be separate.</i>		
Story (the written text)	Min: 2 pages Max: 8 pages	Min: 4 pages Max: 10 pages	Min: 6 pages Max: 10 pages
4-H Photos (captions are not required, but may help tell your story) *Note. Photography Record Books DO NOT include additional photos.	Min: 2 pages equivalent of photos.  When combined, your written story and pages of photos cannot exceed 8 pages.	Min: 3 pages equivalent of photos.  When combined, your written story and pages of photos cannot exceed 10 pages.	Min: 3 pages equivalent of photos.  When combined, your written story and pages of photos cannot exceed 10 pages.
4-H Report Form Sections	<i>10-point font minimum</i>		
I – 4-H Project Experiences	Up to 3 years Up to 4 projects 2 pages max	Up to 4 years Up to 4 projects 3 pages max	Up to 4 years Up to 4 projects 4 pages max
II – 4-H Leadership Experiences	Up to 3 years Max: 10 entries <u>1 page</u> max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 pages max
III – 4-H Community Service	Up to 3 years Max: 10 entries <u>1 page</u> max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 pages max
IV – Other 4-H Projects	Up to 3 years Any number of projects <u>1 page</u> max	Up to 4 years Any number of projects 2 pages max	Up to 4 years Any number of projects 2 pages max
V – 4-H Recognition & Awards	Up to 3 years Max: 10 entries <u>1 page</u> max	Up to 4 years Max: 15 entries 2 pages max	Up to 4 years Max: 25 entries 3 pages max
VI – Non-4-H Activities	Up to 3 years <u>1 page</u> max	Up to 4 years <u>1 page</u> max	Up to 4 years <u>1 page</u> max
VII – College & Career Exploration	Response to question Up to 3 years Max: 10 entries <u>1 page</u> max	Response to question Up to 4 years Max: 15 entries <u>1 page</u> max	Response to question Up to 4 years Max: 15 entries 2 pages max

# RECORD BOOK AT A GLANCE



Check Sheet

Name	County	District
Age Division	Category	

ITEM	REQUIRED	COUNTY	DISTRICT	STATE
1. Check Sheet				
2. Personal Information Page	<ul style="list-style-type: none"> <li>• Appropriate Signatures</li> <li>• Entered in correct age division</li> </ul>			
3. 4-H Story & Photo Portfolio	<ul style="list-style-type: none"> <li>• Typed</li> <li>• Double spaced</li> <li>• No smaller than 10-point font</li> <li>• Correct page limit (<i>Junior-5, Intermediate 10, Senior 10</i>)</li> </ul>			
4. Texas 4-H Report Form	<ul style="list-style-type: none"> <li>• All pages included</li> <li>• No additional pages</li> </ul>			
INITIALS OF CHECKER →				

This Check Sheet will be the first page at the front of your Texas 4-H Record Book. This same Check Sheet will be used at all levels of judging.

# CHECK SHEET



**Personal Information Page  
2019-2020**

Name \_\_\_\_\_ County \_\_\_\_\_ District \_\_\_\_\_

Age Division \_\_\_\_\_ Category \_\_\_\_\_

Number of years in 4-H \_\_\_\_\_ Number of years in Main Project \_\_\_\_\_  
(excluding Clover Kid years)

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Best Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ School Grade \_\_\_\_\_

**Place of Residence**

- \_\_\_\_\_ Farm/Ranch
- \_\_\_\_\_ Rural area or Town less than 10,000
- \_\_\_\_\_ Town or City of 10,000 to 50,000
- \_\_\_\_\_ Suburb or City of more than 50,000
- \_\_\_\_\_ Central city of more than 50,000

Name of your 4-H Club or Group \_\_\_\_\_

Number of members in your 4-H Club or Group \_\_\_\_\_

4-H Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

CEA Signature \_\_\_\_\_ Date \_\_\_\_\_

# PERSONAL INFORMATION PAGE



The story should include information such as:

- ▶ Information about yourself, your family, and your community
- ▶ When and why you joined 4-H
- ▶ Project Goals (Starting with your main project)
- ▶ How 4-H has helped you become a better leader and citizen and what you have learned through your community service and leadership activities
- ▶ How being a 4-H member has helped you set goals (include the goals) and develop new interests, and if 4-H has influenced your future plans or career goals

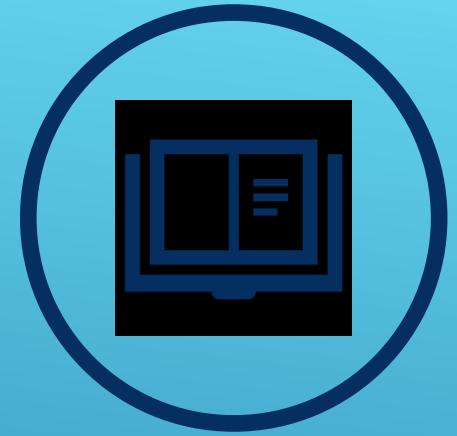
## 4-H STORY & PHOTO PORTFOLIO



THE 4-H STORY/PHOTO PORTFOLIO SHOULD NOT JUST BE A REPETITION OF WHAT IS IN THE REPORT FORMS



INCLUDE NEW INFORMATION, EXPAND ON THE ENTRIES TO 'TELL THE STORY' OF YOUR 4-H PROJECT WORK.



CAPTIONS HELP TELL THE STORY AND DESCRIBE WHAT IS IN THE PHOTO BUT ARE NOT REQUIRED. STORY AND PHOTOS MAY BE COMBINED.

# 4-H STORY & PHOTO PORTFOLIO



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.

# 4-H STORY & PHOTO PORTFOLIO

Decorative white lines consisting of several parallel lines of varying lengths and orientations, extending from the right side of the page towards the bottom right corner.

Same form for  
all age divisions

Request same  
content

Number of  
allowable  
entries varies

Current year  
and three  
preceding  
calendar years

REPORT  
FORM

Decorative white lines consisting of several parallel lines of varying lengths and orientations, extending from the right side of the slide towards the bottom right corner.

What is your project?  
How did your project  
change or grow? What  
have you done and what  
have you learned?

You can include learning  
experiences gained in  
other youth/community  
organizations but  
applicable to the 4-H  
project.

Individual directed  
project learning  
experiences are also  
acceptable.

Include up to 4 projects,  
current year and up to  
three preceding 4-H  
years (up to two  
preceding years for  
Juniors).

Maximum page limits:  
Junior - 2 pages;  
Intermediate – 3 pages;  
Senior – 4 pages.

# SECTION I

## 4-H PROJECT EXPERIENCES

Table includes : Year, Leadership Activity, Role, Level, Responsibilities/Duties/Accomplishments

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.

Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding 4-H years for Juniors).

Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 2 pages; Senior – 25 entries and 3 pages

## SECTION II

# 4-H LEADERSHIP EXPERIENCES

Table includes : Year, Your Role, Service Activity & Importance & Impact

List community service or service-learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, donations, presentations, etc.

Include current year and up to 3 preceding 4-H years of activities (up to 2 years preceding 4-H years for Juniors).

Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 2 pages; Senior – 25 entries and 3 pages

## SECTION III 4-H COMMUNITY SERVICE

List any 4-H project(s) not listed in Section I, include number of years and summarize participation.

Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding 4-H years for Juniors)

Any number of projects

Limit to 1 page (junior)

Limit to 2 pages (intermediate and senior)

## SECTION IV OTHER 4-H PROJECTS

Year, Level, Recognition, Importance to You



Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding years for Juniors).

Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 2 pages; Senior – 25 entries and 3 pages

## SECTION V 4-H RECOGNITION AND AWARDS

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

Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding years for Juniors)

Limit to 1 page

## SECTION VI NON 4-H ACTIVITIES



Answer : As of today, what career would you choose?

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

Include current year and up to 3 preceding 4-H years of activities (up to 2 preceding years for Juniors).

Entry and page limits: Junior – 10 entries and 1 page; Intermediate – 15 entries and 1 page; Senior – 15 entries and 2 pages

## SECTION VII COLLEGE/ CAREER EXPLORATION

What will Judges look for?

Clarification on learning activities that take place outside of 4-H clubs and project groups

BOOKS SUBMITTED FOR EVALUATION

# SCORE SHEETS



## TEXAS 4-H RECORD BOOK SCORE SHEET

Name: \_\_\_\_\_ County: \_\_\_\_\_ District: \_\_\_\_\_  
 Age Division: \_\_\_\_\_ Category: \_\_\_\_\_

*The point values are provided as a guide for evaluation. Your Record Book coordinator will provide instructions regarding the requirements for ranking and/or usage of point values. Judges are highly encouraged to focus on writing constructive comments that will assist and challenge the 4-H member to continuing growing their project work.*

	Value	Comments
<b>4-H Story &amp; Photo Portfolio</b>		
<ul style="list-style-type: none"> <li>Personal/family background</li> <li>Projects and goals outlined</li> <li>4-H activity highlights and experiences</li> <li>Leadership and citizenship highlights</li> <li>Describes future 4-H plans/goals</li> <li>Quality photos included</li> <li>Follows guidelines</li> <li>Mechanics: grammar, punctuation, spelling, organization, etc.</li> <li>Overall Quality</li> </ul>	30	
<b>4-H Report Form</b>		
<i>Section I: 4-H Project Experiences</i>		
<ul style="list-style-type: none"> <li>Up to 4 projects included</li> <li>Up to 4 years included (3 years for Juniors)</li> <li>Experiences appropriate for age and length of time in project(s)</li> <li>Noteworthy learning experiences listed</li> <li>Shows knowledge gained</li> <li>Demonstrates growth in project experiences from year to year</li> </ul>	20	
<i>Section II: 4-H Leadership Experiences</i>		
<ul style="list-style-type: none"> <li>Shows variety of experiences</li> <li>Varied types and levels</li> <li>Explains activity and accomplishments</li> <li>Appropriate for age and time in 4-H</li> </ul>	15	

	Value	Comments
<i>Section III: 4-H Community Service</i>		
<ul style="list-style-type: none"> <li>Shows variety of experiences</li> <li>Varied types and levels</li> <li>Explains activity and accomplishments</li> <li>Appropriate for age and time in 4-H</li> </ul>	15	
<i>Section IV: Other 4-H Projects</i>		
<ul style="list-style-type: none"> <li>Explains experiences and significance</li> <li>Appropriate for age and time in 4-H</li> </ul>	5	
<i>Section V: 4-H Recognition &amp; Awards</i>		
<ul style="list-style-type: none"> <li>Explains significance/importance of award</li> <li>Appropriate for age and time in 4-H</li> </ul>	5	
<i>Section VI: Non-4-H Activities</i>		
<ul style="list-style-type: none"> <li>Includes membership, activities, leadership, service, awards</li> <li>Appropriate for age</li> </ul>	5	
<i>Section VII: College/Career Exploration</i>		
<ul style="list-style-type: none"> <li>Explains activity or what was learned</li> <li>Appropriate for age</li> </ul>	5	
<b>Additional General Comments</b>		

All types of covers or binders are accepted.

Official 4-H Record Book covers can be ordered from National 4-H Supply if desired.

Some county Extension offices may have a supply of these covers or may place county orders; check with them.

RECORD BOOK COVER

Handwriting

Grammar  
and  
Punctuation

Text  
Margins

Paper Type

Creativity

Font

GENERAL GUIDELINES



Photography books include  
same number of photos as  
other categories



Old Report Forms will NOT be  
included in any book



Updated categories


# ADDITIONAL CHANGES TO NOTE...

EFFECTIVE 9/1/2018



# CATEGORIES

Senior 4-H members who win first place at the Texas 4-H Record Book Judging competition, MAY submit an additional Record Book in future years in the same category in which they earned first place.



State record book winners will earn the opportunity to attend the Texas 4-H Leadership Conference which is held during Thanksgiving break. Cost of the trip to the 4-H member is typically between \$1,250 - \$1,500.

## TEXAS 4-H RECORD BOOK WINNERS





# QUESTIONS?

Contact Jana Barrett at  
[jcbarrett@ag.tamu.edu](mailto:jcbarrett@ag.tamu.edu) or 979-458-0910