

**4-H Record Book Guide
For
McKinley County**



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This guide is intended for 4-H members in McKinley County, NM. The guide will show the proper technique for completing a County record book. It will show the correct order of materials to be included, as well as, what materials should be included and why they are important.

The record book is the primary judging criteria looked at for County Awards, but can also serve several other purposes that benefit the 4-H member (scholarship application forms and job applications). Although it is only necessary to complete the record sheets to complete the project, a record book will give you a more comprehensive view of what you accomplished in the 4-H year. It will also serve as a gauge throughout your 4-H years to compare each consecutive record book to see how you have progressed through the years.

The record book also serves as a valuable learning tool. It shows the member the importance of good record keeping that will become necessary later in life. It will enhance your ability to show actual expenses and profits gained. Record keeping will be a tool that you as a member can use for the rest of your life. Inside this guide you will find examples of each section.

The record book will also help preserve memories from your youth for a lifetime. It is truly a keepsake for every member that completes one. Good luck and I hope you enjoy working on your record book.

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I. Record Book Cover

The standard hard record book cover is available from the County Extension Office – the cost of these books is \$3.00.

There are several reasons for using the standard record book cover when turning in your record book. First, the cover is neat and orderly and is distinguishable as a 4-H record book. Many times a member will try to improve their record book with a flashy cover. The standard record book cover puts everyone at an equal starting point when all the record books are laid on a table (and it's an easy 5 points). Remember, the important materials are inside.

II. Individual Photo Page

The individual photo page is essential to a properly done record book. This is where your identity starts – it tells the judges who you are and gives them a face to put with your whole record book. This record book is a history of your accomplishments through the 4-h year and it is something to be proud of.

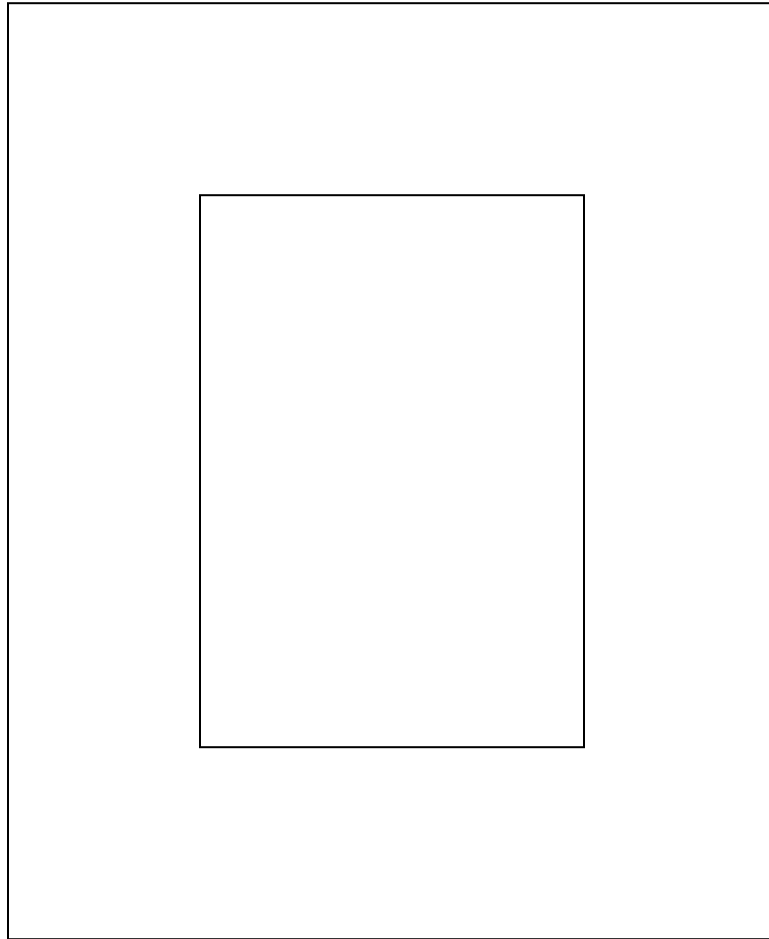
The photo should be a head and shoulders shot of you mounted on a sheet of paper. The photo may be either black and white or color. The photo should be a minimum of 2" X 3", but no larger than 4" X 5". Never write on the front or the back of the photo.

Below the photo should be your name, age, address, county and club. This will complete your identification for the judge and show pride in yourself and your club.

Seniors must type their record books, while juniors and novice members have the option of typing or printing in black or blue ink. This rule applies for the rest of the record book as well. As you go forth in life, you will be expected to type reports and documents. It shows pride and professionalism in your work and shows effort put into your record book.

EXAMPLE: PHOTO PAGE

The photo may be any size between these two outlines. The best way to attach the photo to the page is using rubber cement. This provides a solid bond without the effects of glue that tend to make the photo soft.



III. Table of Contents

The table to contents is worth 5 easy points in the judging. A table of contents is always important when writing, the table not only helps you keep things in order; it also gives the reader a quick reference.

If a judge is comparing your record book to another after the initial judging and they are looking for a specific area the table of contents helps them find it more easily. If they have to hunt and hunt for it they may be more inclined to place a higher point value on the other book if the competition is close.

It is a good life skill to develop at this point. In the future writing reports or documents you will most surely be expected to include a table of contents. The record book will give you a head start on this valuable writing tool.

IV. Section Dividers

The sections of the record book should be identified and separated by divider pages with tabs. This will help you keep everything in its place. It will also help the judge or a viewer distinguish when one section ends and another begins.

By having the divider pages with tabs in your record book helps the judges refer back to a section without having to thumb through each individual page. Section dividers should follow the sections set forth in this guide. The tabs should not extend beyond the edge of the record book cover. This will help keep everything neat and inside the confines of the cover.

YOUR 4-H STORY

The 4-H story is the one part of the record book that is most often misunderstood. The story shouldn't repeat everything that was accomplished in the 4-H projects and stated on your project sheets. Your story is what tells the judge or reader what you did in 4-H overall.

The story should emphasize the things that were most difficult or most enjoyable. It should tell of club activities like fundraisers, community service projects and parties. The story should also tell how 4-H has affected your life. What has it done for you? Are you more responsible? Are you better at record keeping and budgeting? Are you able to organize your time better? There are many more things that could be included, but you need to decide how the organization has affected you. If your project wasn't successful or your animal died include that information also. If something funny happened while doing your project - put that in also.

The story should be typed for seniors and typed or hand written in black ink for juniors and novice members. Use only one side of each page as this helps the reader from having to read the back of a page. There is a limit to 3 pages for your story, so think carefully about what you want to say.

Another thing to consider for your story is have someone proofread it for you to check for spelling mistakes and grammar.

Also remember that your 4-H story can also be entered in the 4-H Essay contest to win free registration to Senior Leadership Retreat or Youth Get Away.

My 4-H Story

This year was a great year for me in 4-H. My club did a lot of cool things throughout the year. In December, we had our annual club awards dinner at the Elk's Lodge. Our families all came and we got awards for the past years work. We exchanged gifts and did a Christmas play for our families and the lodge members. Everyone laughed a lot and enjoyed the dinner.

In February, we made Valentine's Day card for the residents at Good Sam's and then delivered them. It was made me feel good to see the smiles on their faces and they hugged us and thanked us.

In March, our 4-H agent did a presentation on photography. She encouraged all of us to entry photographs in the fair. She also said if we started taking pictures of everything we did and went to, that we'd have great pictures for our record books. Also, during spring break our club went to the fair grounds and cleaned up the bleachers. We repaired broken boards and repainted them.

In the summer things got really busy and I didn't have much free time. I went to Electric Camp as a counselor. I had gone to Electric Camp as a novice, so it was fun to go back and help with the younger 4-H kids. We spent the entire weekend in the mountains by Cloudcroft.

In July, I went to State Conference in Las Cruces. It was so hot down there you could have fried an egg on the sidewalk. I competed in horticulture and livestock judging. We had practiced hard and we were surprised that night when they announced McKinley County had gotten 2nd place in both horticulture and livestock judging. Our

agent was so shocked she almost fell out of her chair. We had a blast while we were there, but by Friday morning we were ready to go home.

In August, I began getting ready for the fair. Not only did I have to work with my animals, but our club also had to take their turn at cleaning up and making repairs at the fairgrounds. It's a lot of hard work fixing things at the fairground, but it makes you take pride in the fair and the work that you've done.

At Bi-County Fair, I got third place with my steer in the short class and made the sale. I was so happy to make the sale this year. I didn't do very well with my pigs because they weren't ready yet – maybe I'll do better next year. I learned a lot from other kids at the fair, like what they feed their pigs and how they walk them to exercise them.

I think 4-H has helped me not be so shy. And it has helped be more responsible and learn from my mistakes and my choices. I think I'll do better next year.

NOTE: THIS IS JUST AN EXAMPLE. YOU SHOULD WRITE WHAT YOU FEEL AND WHAT YOU EXPERIENCED.

V. 4-H PROJECT RECORDS

Record forms come with your project materials or are available from the Extension Office. The record sheets are required to consider a project complete. They should be filled out in full. Financial records should be complete through October 1st.

The record sheets tell you and the reader if you made any money on your project and they show whether or not you obtained your goals that you set for your projects. They provide a chance for you to think about and decide what you might have done differently.

Record keeping is essential in life and this will give you a head start. Good luck. If you need help don't be afraid to ask your leader, your parents or your extension agents.

All the available record sheets are online – go to mckinleyextension.nmsu.edu click on 4-H and scroll down and you'll find a link to the main State 4-H page with the project materials. If you can find what you are looking for call the office.

VI. Project Photos

VII. General 4-H Photos

The photo section allows you to show in a visual way the experiences you had during your 4-H year. The photos should be of club activities and or projects that represent your involvement during the activities.

Each photo should include a caption or label that tells the judge or reader what the picture is. Use only one side of each page and there is a limit of 3 pages (photography project allows for an additional 10 pages) for your general 4-H photos section. For your project photo page, you are limited to one page of photos for each project. Place them directly after each project record form. Have fun with these pages and be creative and neat.

Photos are the best way to remember something and add quite a bit to a memory of your 4-H time.

MCKINLEY COUNTY RECORD BOOK REQUIREMENTS

INDIVIDUAL PHOTO – With rubber cement mount a black and white or color photo of yourself to a page. Minimum size 2x3", maximum size 4x5". Print name, age, club and address below the photo.

MCKINLEY COUNTY STANDARD REPORT FORM – senior members must complete this form by typing or computer, junior and novice members may complete this form with black ink, typing or computer. All work must be done by the 4-H member.

4-H STORY – This story tells the 4-Her's experiences during 4-H this year. Tell about activities, projects, learning experiences, frustrations, pleasures, and surprises. Limit story to no more than 3 page.

PROJECT RECORDS – complete the record form from your project material packet. Do not write a separate story for each project unless it requires it in the project record form. If the record form is in the project book, the book must be included in this section. Divide each project with dividers that are clearly marked.

PROJECT PICTURES – Limit to no more than one page of photos for each project. Place project photos directly after each project record form.

LEADERSHIP, CITIZENSHIP AND COMMUNITY SERVICE – This is not a formal section on its own. These activities should be apparent throughout the record book. Older members will be expected to have more on these activities than younger members. However, the level of participation needed for a good score is totally up to the judges.

GENERAL 4-H PHOTOS – Limit to no more than 3 pages (one side only). Affix with rubber cement and label each photo.