

# Instructions for completing the Canadian County 4-H Record Book

## In 4-H project work we encourage:

- Education of our members.
- Setting and completing goals.
- Developing communication skills.
- Developing life skills.
- Developing quality citizens and tomorrow's leaders.

## What is a Record Book?

A record book is an accumulation of all 4-H project work done in one or more years. A 4-H member continues to add to a record book each year.

**4-H Record Books are not scrapbooks. No other items such as results sheets, certificates, programs, etc. should be added to the book.**

## Why do a Record Book?

A record book is an excellent way to look back and see how much you have grown and learned through your 4-H experience. Record keeping is an important skill needed for most jobs.

A record book can also be used to apply for a variety of awards and recognition.

## Steps to Keeping Records

Use a copy of the record book form to record and organize the things you do throughout the year. Neatly re-copy the information to be turned in for award consideration in May.

## What to Report

Report all 4-H activity completed this year (April 1 of the previous year to April 1 of the current year).

A record book may be handwritten or typed. Neatness is important.

If a computer is used, please keep all headings consistent with the form.

## Record Book Report Form

**Cover Page** – The cover page provides basic information about the 4-H member and requires signatures.

**Step 1. What Have I Learned In This Project?** - At the end of the 4-H year write down those things you learned about a particular project.

**You will complete Step 1 for every project reported.**

## Step 2. Summary Of Project Work

- Apply what you learn by completing suggested project(s) and/or creating your own self-determined project(s).

By doing a project/activity a member reinforces or applies what they have learned through hands-on experience. A member is "learning by doing."

Record project work under Step 3 of the county report form.

## Complete step 2 for each project reported

*(There is no limit on the number of projects reported. One to 3 projects is a good number to choose.)*

**Photos** - Photos help the evaluator get to know the 4-H'er better. They document work by showing growth. Pictures should be action shots (you actually doing your project work). Use captions to explain the pictures.

Up to three pages of pictures may be included for each project reported. Only one side of the page may be used. **Photo pages should immediately follow Step 2 with each project reported. They ARE NOT to be included in any other section.**

## REPEAT STEPS 1 & 2 for each project being reported

## Step 3. Citizenship/Community Service

- Citizenship is the way you think, feel and act toward your family, other 4-H'ers, your school and church groups, and other people in your community.

A 4-H'er shows good citizenship by working with people to carry out the duties and responsibilities of a good citizen. Citizenship activities can include helping an individual, group, or carrying out a project. Citizenship can be activities which help foster greater understanding of the role of a community citizen; contribute to the welfare of your local 4-H club; individuals in your community; or the community as a whole.

**Step 4. Leadership** - Leadership is the act of showing, teaching, or leading one or more people.

There are various levels of leadership:

- Helping an individual on a one-on-one basis.
- Helping several individuals with a project in a group situation *(presenting workshops, demonstrations, speeches and other oral presentations)*
- Helping individuals learn about a project through a promotion *(displays, distribution of literature, etc.)*
- Serving as a committee chairman or officer.
- Planning, organizing, implementing and evaluating a program or activity.
- Serving as a leader for a project club or regular club.

**Step 5. Non 4-H Experience** - List your most meaningful participation in school, church, and/ or community organizations other than 4-H. Include leadership and/or honors received.

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**Step 6. Story** - Your story is where you can expand on what your 4-H experiences have meant to you; how it has developed/affected your confidence, your attitude, etc. The story adds warmth and depth to the information reported in the record book form.

A story is limited to 3 pages. Please double space typed stories.

## **Step 7. Organizing Your County Record Book**

Place completed forms in a 3 ring hard side binder, notebook or record book cover.

Each of the following headings will be a tabbed section of your Record Book. Use standard tab pages or make your own with cardstock paper and tabs. Excessive tabbing takes away from the information presented in your record book. Label each tab with the following items:

**Tab/Divider:** Cover Page

**Tab/Divider:** \_\_\_\_\_ Project and Project Photos (may have more than 1 project)

*Include Step 1 & 2 under this tab for the first project you would like to include*

**If Needed - Tab/Divider:**

\_\_\_\_\_ Project and Project Photos

*Include Step 1 & 2 under this tab for the next project you would like to include*

**If Needed - Tab/Divider:**

\_\_\_\_\_ Project and Project Photos

*Include Step 1 & 2 under this tab for the next project you would like to include*

**Tab/Divider:** Citizenship/Community Service

*Include Step 3 under this tab*

**Tab/Divider:** Leadership

*Include Step 4 under this tab*

**Tab/Divider:** Non-4-H Experiences

*Include Step 5 under this tab*

**Tab/Divider:** Story

*Include Step 6 under this tab*

**Tab/Divider:** Past Years

*Label each year*

## **Awards and Recognition**

All members completing and submitting a record book at the specified time will be invited to the Achievement Banquet held each August.

Refer to your Handbook for the various awards available. Some of these awards are based on a record book and others may be applied for by you using the information in your record book and completing the appropriate form.



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**CANADIAN COUNTY  
4-H YOUTH DEVELOPMENT**