

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.

2021-22 Jr. Record Books will be submitted using the fillable .pdf form provided. Save the form to your computer. Adobe Acrobat Reader is recommended.

All Jr. Record Books plus project photo pages are uploaded to:
<https://form.jotform.com/211235908734052>

If you need help formatting photo pages, please ask. It is easier to ask first rather than spend frustrating time formatting the photo pages with no success.

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 other awards and recognition.

Which Form Do I Use?

4-H members 3-7th Grade (as of September 1 of the current year) should use the Pontotoc County Jr. Record Book Form.

Members 8-12th Grade (as of September 1 of the current year) use the State Record Book Form.

Steps to Keeping Records

Use a copy of the record book form to record and organize the things you do throughout the year.

What to Report

Report all 4-H activity completed this year (June 12 to June 10).

Jr. 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. Project Resources

- Use your 4-H project manual, books, internet and human sources as a guide to complete your goals and learn about your project. Record the resource(s) on the report form under Step 2. **You will complete Step 2 for every project reported.**

Step 3. 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."

Complete project work under Step 3 of the county report form. **Complete step 3 for each project reported** (There is no limit on the number of projects reported. One to 3 projects is a good number to choose).

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. 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 or a group or carry 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 6. Top 10 4-H Awards or Honors – List your top 10 most meaningful 4-H awards, honors and recognition.

Step 7. Non 4-H Experience - List your most meaningful participation in school, church and community organizations other than 4-H. Include leadership and/or honors received.

Step 8. 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.

The story should be a minimum of 2 pages.

Photo Pages - Photos help the evaluator get to know the 4-H member 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. Do not use photo collages. Limit the number of photos to 4-5 photos per page. Photo pages can be added at the end, after the record book story.

You can add the project name at the top of the page.

Awards and Recognition

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

Refer to your Yearbook 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.



OSU EXTENSION
**PONTOTOC COUNTY
4-H YOUTH DEVELOPMENT**

Junior Record Book

Form Used For 8 year old & 3rd Grade - 7th Grade

Report Project Work Completed From June 11, 2021 – June 9, 2022

Name _____ 4-H Club _____ Year In 4-H _____

Grade Completed _____ Age (September 1 Of The Current Year) _____

Address _____ City _____ Zip _____

Email _____ Cell Phone _____

4-H Member – I have completed the project work reported in my record book.

Signed _____ Date _____

Parent/Guardian – I have reviewed this record book and know the 4-H member completed the work reported.

Signed _____ Date _____

4-H Project #1 Being Reported _____

Step 1 – What Have I Learned In This Project?

I have learned:

Step 2 – Project Resources – Where did you find the information about your project?

List Resources Used:

Step 3 – Summary of Project Work - Describe the project work done. Include such things as expenses (profit and loss), size of your project (number of animals, number and types of garments made or foods cooked, practice hours, meals prepared, etc.). Show the variety of items made from project resources, educational experiences, activities and events participated in and other related activities to the project being reported.

Activity	# Reached	Level (L, C, D, S, N)

4-H Project #2 Being Reported _____

Step 1 – What Have I Learned In This Project?

I have learned:

Step 2 – Project Resources – Where did you find the information about your project?

List Resources Used:

Step 3 – Summary of Project Work - Describe the project work done. Include such things as expenses (profit and loss), size of your project (number of animals, number and types of garments made or foods cooked, practice hours, meals prepared, etc.). Show the variety of items made from project resources, educational experiences, activities and events participated in and other related activities to the project being reported.

Activity	# Reached	Level (L, C, D, S, N)

Step 3 Continued....
Summary Of #2 Project Work

Activity	# Reached	Level (L, C, D, S, N)

4-H Project #3 Being Reported _____

Step 1 – What Have I Learned In This Project?

I have learned:

Step 2 – Project Resources – Where did you find the information about your project?

List Resources Used:

Step 3 – Summary of Project Work - Describe the project work done. Include such things as expenses (profit and loss), size of your project (number of animals, number and types of garments made or foods cooked, practice hours, meals prepared, etc.). Show the variety of items made from project resources, educational experiences, activities and events participated in and other related activities to the project being reported.

Activity	# Reached	Level (L, C, D, S, N)

**Step 4 Continued....
All 4-H Leadership Experiences**

Activity	# Reached	Level (L, C, D, S, N)

Step 5 – All Citizenship/Community Service

List all 4-H citizenship/community service experiences. Include things that contribute to the welfare of individuals, members or your club or group, or your community. Explain what you did and how many people were affected.

(Example: Went with local club to the Spring Hill Nursing Home to sing and serve cookies that I helped bake. We served 25 residents.)

Activity	# Reached	Level (L, C, D, S, N)

Step 5 Continued....
All Citizenship/Community Service

Activity	# Reached	Level (L, C, D, S, N)

Step 6 – Top 10 4-H Awards or Honors

List your top 10 most meaningful 4-H awards, honors and recognition. Items listed in this section should not be repeated any place else in the 4-H record book.

Award Or Honor	Level (L, C, D, S, N)

Step 7 – Non 4-H Experiences In School, Church or Community

List your most meaningful participation in school, church and community organizations other than 4-H. Include leadership and/or honors received. Items listed in this section should not be repeated any place else in the 4-H record book.

Non 4-H Experiences	Level (L, C, D, S, N)

Step 8 – My 4-H Story

Write a short story about your current year in 4-H. It should include such things as reasons for participating in 4-H, things that make 4-H interesting to you and how you have helped other 4-H members. Write details about life skills learned through project work. Tell the funny or sad stories about 4-H project work completed. (Story should be a minimum of 2 pages.)

Step 8 Continued....
My 4-H Story