



## Texas 4-H Record Books & Record Keeping

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# Recordbook Training



Back to the Basics Training

Presented and Created by:

Micah Holcombe, CEA FCH, Milam  
County

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## Record Books & Record Keeping

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# So what is a 4-H recordbook?

- Recordbooks are great ways to keep records of your 4-H career.
- They are fun to look at when you graduate!
- Provides many opportunities for awards and scholarships!
- Help you with filling out scholarships and awards.
- If you win with your state recordbook, you win a trip to Washington, DC!

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# Where do you begin?



Determine your main project- typically your favorite project and one you have the most project experiences, leadership, and community service.



Write down your other projects and rank them from least important to most important.



Keep records of your ALL projects and activities- 4-H and non 4-H.



Expand on your 4-H projects.

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# 4-H Projects

✿ A recordbook needs 4-5 projects. These projects only include 6 learning experiences, so it does not need to be official project with contest.

✿ When labeling your book, you must use these project names- ie Food and Nutrition- not baking

Animal Agricultural	Beef	Citizenship, Civic Education, and Community Service	Dog Care & Training	Consumer Education	Entomology	Fashion & Interior Design
Food & Nutrition	Gardening & Horticulture	Goat	Health and Personal Safety	Horse	Leadership	Natural Resources
Photography	Plant & Soil Science	Poultry	Public Speaking	Rabbit	Science, Technology, Engineering & Math (STEM)	Sheep
	Shooting Sports	Swine	Visual & Performance Arts	Veterinary Science		





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# Ways to keep records

- ✿ Calendar Method: Buy a calendar and write down EVERYTHING you do something in your 4-H projects.
- ✿ Notes Method: Make a note in phone to write it down or a spiral book
- ✿ Update old book each month so you don't forget
  - ✿ Leadership- helping a friend or helping lead at a 4-H event
  - ✿ Community Service- 4-H activities and non 4-H activities- yourself, as a group, or leading
  - ✿ Project learning experiences- anything you learn in your project
  - ✿ Workshops and clinics
  - ✿ Meetings- pledges and refreshments or reports
  - ✿ Fundraisers
  - ✿ Review 4-H Blasts and write down what you did

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# Ways to expand on your records

- ✿ Take pictures of everything you do in 4-H
  - ✿ Take action shots of you doing things especially leadership, community service, and learning about your project.
- ✿ Build on your 4-H Career
  - ✿ Add more projects
  - ✿ Participate in County activities- council, ambassadors, fundraisers, community service projects, workshops, etc
- ✿ Work leadership and community service
  - ✿ Help friends
  - ✿ Take leadership responsibilities- meeting roles
  - ✿ Work on leading and taking part in member lead community service.

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# What to do next?



Read and Review the Record Improvement Guide- This guide is the ultimate cheat sheet to completing a recordbook/Read the Milam County one too



Review the forms so you know what you need to include.



Come up with a format of reporting your project information for the report forms-look at examples on the website



Work on your 4-H Story- This is a story all about you! Review guides in RIG for how to put your story together.



Don't wait till the last minute!!!

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# Other ways to help you with your recordbook

Attend the recordbook trainings

Ask others who have completed a recordbook to look over theirs for ideas on how to do a recordbook.

Look at recordbook website. (Has examples)

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# General Guidelines

- Handwriting is acceptable. Write legibly.
- Grammar & Punctuation are important!
- Margins
  - Left: 1.5 inches
  - Top, bottom, left: between .5 and 1 inch
- Paper
  - Regular paper (not construction paper)
  - No sheet protectors
- Creativity is encouraged
- Font
  - Color or black ink
  - Minimum 10 point font
  - Easy to read

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# Recordbook Age Divisions



Clover



Junior



Intermediate



Senior

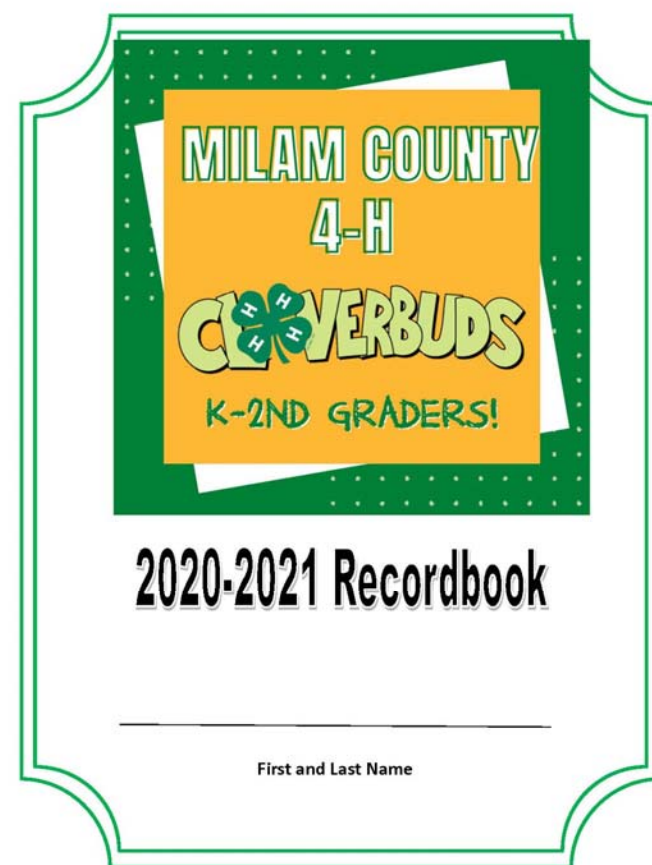


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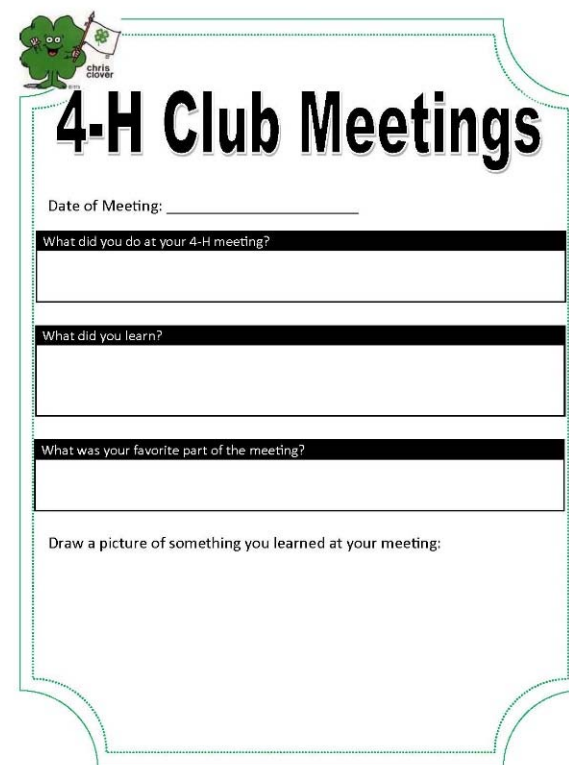
# Cloverbuds

- ✻ Basic Information
- ✻ Add pictures
- ✻ Need meeting dates
- ✻ Clover Award at the Back of the book
- ✻ Book form available at the office



# Cloverbuds

- ❖ October 18: Cooking
- ❖ November 15: Holiday Gift Idea Prep (bring a craft to share and talk about)
- ❖ Jan 17: Photography
- ❖ February 21: Animals
- ❖ March 21: Science/Conserving Water
- ❖ April 18: Recordkeeping- Do Books
- ❖ May 16: End of Year party!



**4-H Club Meetings**

Date of Meeting: \_\_\_\_\_

What did you do at your 4-H meeting?

What did you learn?

What was your favorite part of the meeting?

Draw a picture of something you learned at your meeting:







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## Texas 4-H Record Book Summary

2022 Changes are Bolded in RED

	Junior Grades 3-5 (Clover Kid years should not be included)	Intermediate Grades 6-8	Senior Grades 9-12
Check Sheet	Include	Include	Include
Personal Information Page	Include	Include	Include
4-H Story & Photo Portfolio	10-point font minimum. Double spaced. The text and the photos may be incorporated together on the same pages or may be separate.		
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	10-point font minimum		
I – 4-H Project Experiences	Up to 3 years Up to 4 projects <b>3 pages max</b>	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 1 page 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 1 page 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 1 page 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 1 page 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 1 page max	Up to 4 years 1 page max	Up to 4 years 1 page max
VII – College & Career Exploration	Response to question Up to 3 years Max: 10 entries 1 page max	Response to question Up to 4 years Max: 15 entries 1 page max	Response to question Up to 4 years Max: 15 entries 2 pages max



# Recordbook Order

- Check Sheet
- Personal Information Page
- 4-H Story & Photo Portfolio
  - (More details to follow)
- Report Forms
  - (More details to follow)



# 4-H Story and Photo Portfolio



- Separate Word document
- 10 pages max (min. 3 pages text, min. 3 pages photos) (8 pages max, 2 min, 2 pages pics- Jr)
- “My 4-H \_\_\_\_\_ (Recordbook Category) Story & Photo Portfolio”
  - Subtitle may be added
- Focus on current year, but may include info from previous years



# 4-H Story and Photo Portfolio

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- Info about yourself, family, community
- When/Why you joined 4-H
- Main project goals, most important things you learned
- Highlights of other 4-H project and activities
- How you've become a better leader, citizen
- How 4-H helps you set goals, develop interests, career goals
- Photos show growth, development, involvement
  - Photos showing you doing things!
  - Newspaper photo allowed, but not news article

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# Items to look at when doing recordbook

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- Levels
  - Club
  - County
  - District
  - State
  - National
  - International
- Leadership
  - Promotional
  - Volunteer
  - Elected
  - (Fundraisers go here)
- Community Service
  - Yourself
  - Member
  - Primary

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# Section 1: Project Experiences

- CREATE YOUR OWN TABLE
- What is your project? How did your project change or grow? What have you done and what have you learned?
- Up to 4 projects
  - List main project first
- List items such as:
  - Items bought, made, sold, raised; places visited, profits/losses, hours spent
- Tell all the activities you participated in
  - Workshop, contests, tours, research, interviews, independent study,
  - These are any activities where you've learned information related to your project
- Codes: County (L), District (D), State (S), National (N), International (I)
- Remember: leadership and service experiences are listed in following sections



## Section 2: 4-H Leadership Experiences

- What did you do to assist others?
- All 4 years can be included (up to 3 years for Juniors)
- Demonstrate in three different areas:
  - Promotion
    - How have you told someone about 4-H?
  - Volunteer
    - How and what did you do to lead/teach others in 4-H?
  - Elected/Appointed
    - What did you do to improve 4-H?



## Section 3: 4-H Community Service

- What community service or service-learning projects did you participate in as a member of 4-H that helped make a difference in your community?
- 4 years (up to 3 years)
- Could include things such as:
  - Clean ups, donations, visitations, presentations, care packets, etc.
- Code events:
  - Y: Yourself (You did all by yourself)
  - M: Member of a Group (You were a worker and helper to a larger group)
  - P: Provide Primary Leadership (You were the organizer, recruited others to help you)





## Section 4: Other 4-H Projects

- CREATE YOUR OWN TABLE
- What other projects have you not previously listed?
- Brief description of other projects not listed in Section I.
- Not main project area, but have enhanced the member's experience
- Be sure to list knowledge and skills gained.



## Section 5: 4-H Recognition

- List 4-H recognition and awards.
- Opportunity to show how your hard work!



## Section 6: 4-H Non 4-H Activities

- CREATE YOUR OWN TABLE
- What non-4-H experiences, leadership, service, honors do you have?
- Examples include:
  - School, church, community, scouts, work experience, etc.
  - May include activities, leadership, service, honors



# Section 7: College and Career Exploration

- What activities have helped you learn more about careers or the required education to enter a career?
- List 4-H & non-4-H activities
- Examples include:
- Presentation by professional, interviews, tours, job shadowing, research, mentoring, work experience, skill development, course work, etc.





# Important Dates to Remember

- ❖ Recordbooks Due: June 21 (Awards too)
- ❖ Don't forget to apply for awards as well!
- ❖ Don't worry about club manager signatures- they will sign those at the meeting on the 21<sup>st</sup>.
- ❖ **DON'T WAIT TO START!!!!**





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For all forms and examples, go to:

[www.join4h.com](http://www.join4h.com)

Click on Activities

Click on Recordbook



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