

I PLEDGE 

MY HEAD
TO CLEARER THINKING

MY HEART
TO GREATER LOYALTY

MY HANDS
TO LARGER SERVICE

MY HEALTH
TO BETTER LIVING

FOR MY CLUB, MY COMMUNITY, MY COUNTRY, AND MY WORLD.

Plymouth County 4-H Record Book Manual



December 2012

Table of Contents

Instructions	Page 3
Section A: Project Information	Page 4
Section B: Community Service Information	Page 4
Section C: Leadership Information	Page 5
Section D: Workshops/Conference Information	Page 6
Section E: Communication Skills Information	Page 6
Section F: Youth Development Events and Activities	Page 7
Section G: Awards and Achievements	Page 7
Section H: 4-H Story w/ Sample outline	Page 8
Section I: Project Record Information	Page 9
Section J: Support Materials	Page 10
Formatting Instructions	Page 11
Previous Year's Records	Page 12
Evaluation and Competition	Page 12

Plymouth County 4-H Office
266 High Street
Hanson, Ma 02341
781-293-3541





Plymouth County 4-H Records Instructions



4-H records are an important written summary of what you have learned and the skills that you have gained within your 4-H work as well as other parts of your life. Over a period of years your records will show how you have grown. The information on your 4-H records will be useful as you fill out other forms in your life such as resumes, job applications and college applications.

Your records must be bound in a folder. 4-H Record Book folders are available at the Plymouth County Extension Office. It is recommended to use tabs/dividers to separate the sections. Your record book must contain the following sections in the order listed:

❁ 4-H Summary Record and sections A-J ~ Included in these sections are:

- A. 4-H Projects
- B. Community Service
- C. Leadership
- D. Workshops/Conferences/Camps Attended
- E. Communication Skills
- F. Youth Development; Events and Activities
- G. Awards and Achievement
- H. 4-H Story (very important to see instructions) *NEW Story each year*
- I. Project Record(s); minimum of 1, maximum of 5. *(New Project Record each year even if you have the same project for year to year.)*
- J. Support materials (optional but recommended).

- Sections A-G are cumulative: add on to the same form each year so that all of your 4-H years are included in each section.
- Sections H-J should have new material each project year (Oct.1 – Sept. 30). If you choose to leave sections H-J of previous years in the folder ***you must*** tab it and put them in the back of the folder.

❁ It is best to do your records on the computer. This way, it is easy to make changes and corrections and to save your work. If this is not possible, the forms must be printed neatly in ink.

❁ Accuracy is important!

❁ All signatures must be included! It is the responsibility of the member to obtain signatures!

❁ Check spelling, punctuation and grammar.

❁ Do not use slang language.

❁ Be concise on the Summary sections A-I: use brief statements with as few words as possible. All information on the Record should be listed in chronological order.

❁ Do not duplicate information! Record each event or activity under one section only. For example, do not list a Visual Presentation in Section E and then list it as a 4-H Activity in Section F.

A. 4-H Projects

A 4-H project is an area of interest that the member spends a **significant** amount of time and effort on during that year. For example, if a member bakes for the holidays during the year and helps to set the table and clean up after dinner twice a week throughout the year, this does not constitute a Foods project. A project requires that members set goals relating to new things they want to learn and new skills that they want to gain during the club year. They must work in a deliberate manner and spend a significant amount of time to meet these goals. Goals will be discussed more in Section I ~ Project Record. All projects listed in Section A~ (4-H projects) must have an individual Project Record done in section I.

In the Project Record (Section I) the member will write the goals and must demonstrate that he or she has taken part in learning experiences related to this project and document the skills learned. All items listed on the project record must be done in 4-H.

4-H members choose one to five projects each year. Members may choose any combination projects for up to their first three, if choosing 4-5 projects the next projects must be community service and Leadership. For example, the first three projects could be horse, cow and sheep, the next two must be community service and/or leadership.

All work on 4-H records is to be done by the member. Of course, the member may receive assistance and encouragement from others.

4-H Year	Comm. Service Project	Leadership Project	Project(fill in name)	Project(fill in name)	Project(fill in name)
2011-2012	Community Service		Rabbit	Photography	
2011-2012	Community Service	Leadership	Rabbit	Foods and Nutrition	Small Business

B. Community Service

Community Service is an important part of any 4-H project. Be sure to include all community service that you do. Community service activities must benefit people who are not related to you. If you receive any sort of compensation for this activity it becomes a job and not a service activity. Compensation includes money, services or favors such as reduction in board or other fees. It is important to be very specific about activities and results; use numbers wherever possible. Community Service activities should show increasing complexity and growth over the years.

4-H Yr	Activity/What I Did	Who I Helped/Results	4-H/School/Other
2011-2012	Sang Christmas Carols (1 hour).	15 elderly people in nursing home.	United Church
2011-2012	Donated cans of food 3 different times.	People using the food pantry in my town.	My 4-H club
2011-2012	<i>Relay for Life - walked 3 hours.</i>	<i>Raised \$125 for cancer research.</i>	<i>American Cancer Society</i>
2011-2012	<i>Organized local river bank cleanup.</i>	<i>6 members and 6 adults worked 4 hours to clean and improve environment.</i>	<i>4-H club</i>

C. Leadership

Leadership is an important part of any 4-H project. You should grow in this area by taking on more complicated leadership roles each year. As you grow you should be taking on more responsibilities such as running your club, becoming a junior leader or taking on leadership roles at the county and state levels in 4-H. Extend your leadership skills to other organizations and groups outside of 4-H.

When writing about your leadership experiences, **be very specific**. It is not enough to say that you are president of your 4-H club. You must say what you did as the president; for example, ran 6 club business meetings, set up a telephone chain, met with leader 3 times to set up yearly program for the club, etc. Use numbers whenever possible.

In addition, evaluate each activity carefully to determine if it belongs in the leadership section. For example, serving on a committee is not always a leadership experience. Being in a leadership role on a committee would be listed in this section. This would mean that you were in charge of organizing the committee and insuring that the committee worked to accomplish its task. You need to be specific about what you did that enabled the committee to carry out its function.

4-H Year	Leadership Experience	Responsibility/What I Did	4-H/ School/Other
2011-2012	Chairperson of Refreshment Committee for my 4-H club.	Set up refreshment schedule, called 2 members before each meeting to ask them to bring refreshments.	4-H club
2011-2012	Secretary of "Too Good for Drugs" Club.	Kept minutes of 4 meetings of this club at my school.	Kennedy School
2011-2012	<i>Chairperson of Freshman Banquet.</i>	<i>Chaired 3 committee meetings, coordinated purchase of all committee decorations, supervised the decorating committee, set up budget for banquet.</i>	<i>Amherst H. S.</i>
2010-2011	<i>Served as club president and conducted business meetings.</i>	<i>Learned Robert's Rules of Order to be able to conduct a good business meeting; learned it is important to keep the group focused and move the meeting along. Presided over 10 meetings of an 8-member club.</i>	<i>4-H Teen Club; County level</i>
2009-2010	<i>Served as 4-H Ambassador.</i>	<i>Attended 3-day training session to learn to be an ambassador; spoke to 2 community groups about 4-H and wrote and distributed 3 press releases about 4-H events.</i>	<i>4-H: State level</i>

* In all examples given, italics text is examples suitable for experienced members

D. Workshops/Conferences/Camps Attended

List workshops, conferences and camps that you have attended. Summarize the most important thing(s) that you learned as a result of attending each.

4-H Year	Workshop/Conference/Camp	What I Learned	4-H/School/Other
2011-2012	Attended 4-H Camp Farley for 1 week.	Improved my swimming, learned archery and learned about taking care of the environment.	4-H Camp Farley
2011-2012	Attended workshop for referees sponsored by Youth Soccer Assoc.	Learned the rules of the game and how to referee a soccer game.	Ayer Youth Soccer
2010-2011	<i>Attended 4-H State Teen Conference.</i>	<i>Developed skills in self-defense and making pottery; attended issues forum on substance abuse where we discussed the pros and cons of using penalties.</i>	4-H Teen Conference
2008-2009	<i>Participated in State DECA Conference.</i>	<i>Learned how to promote and market a new product including pricing, test marketing and advertising.</i>	State DECA Conference

E. Communication Skills

Identify all types of oral presentations that you have given which can include club demonstrations, 4-H Visual Presentations, radio presentations, T.V. appearances (including local cable T.V.), videotaped productions or others. Also include other written communications such as news articles, press releases, or newsletters that you have written and promotional items such as posters and flyers that you have developed and produced.

4-H Year	Type of Presentation	# of Times Given	4-H/School/Other
2011-2012	Gave Visual Presentation titled "Child Care."	2	4-H; local & county levels
2011-2012	Report on child care.	1	Oakdale School Home Economics
2011-2012	<i>Cable T.V. show about local government.</i>	<i>A series of 3 30-minute shows</i>	<i>Primetime Cablevision</i>
2011-2012	<i>30-minute presentation to PTO group of 25 adults about 4-H.</i>	<i>Once</i>	<i>Horace Mann PTO</i>
2011-2012	<i>Submitted a press release on local club awards banquet.</i>	<i>Once</i>	<i>Daily Planet Newspaper</i>

* In all examples given, italics text is examples suitable for experienced members

F. Youth Development - Events and Activities

Identify activities that you participated in; be specific about important skills that you have developed as a result. These may be life skills such as communicating, decision making, coping, managing resources or learning more about yourself and others. You may also include job related skills such as learning to do spreadsheets on the computer, how to ring up a sale on the cash register, work as a member of a team, etc. Activities may include fairs, contests, field trips, lessons, employment, athletics and school related activities.

4-H Year	Activity/Project	Skills Gained	4-H/School/Other
2011-2012	Participated in 3 county horse judging clinics.	Learned how to explain why I selected a specific horse by doing oral reasons.	4-H; county level
2011-2012	Member of Franklin Kickers Soccer team.	Improved my soccer skills and learned the importance of teamwork.	Franklin Youth Soccer
2009-2010	<i>Worked at a women's clothing store at mall.</i>	<i>Learned how to take inventory, customer service skills, how to ring up a sale and how to dress appropriately for work.</i>	<i>Fashion Corner in Riverdale Mall</i>
2010-2011	<i>Exhibited 5 clothing articles, 4 food items, 9 craft items, and 7 photographs at the County 4-H Fair.</i>	<i>Learned a new way to finish the seams on my dress.</i>	<i>4-H County Fair</i>
2011-2012	<i>Showed 4 sheep at 3 4-H fairs.</i>	<i>I learned that I am very patient in the show ring with my animals.</i>	<i>Barnstable, Norfolk and Worcester County 4-H Fairs</i>

G. Awards/Achievement

List personal recognition and/or awards that you have received. Summarize like awards and keep the reasons brief.

4-H Year	Award Received	Achievement/Reason You Received Award	4-H/School/Other
2010-2011	2 blue ribbons, 3 red ribbons, 1 white & 1 special rosette.	Crafts, foods and photography.	Topsfield Fair
2011-2012	1st prize.	For being a member of the Geography Bee team that represented my school.	Oakville School
2010-2011	<i>County 4-H Medal; rabbit project.</i>	<i>For completing one of the top rabbit medals projects.</i>	<i>Hampden County 4-H program</i>
2011-2012	<i>Inducted as a member of the National Honor Society.</i>	<i>For meeting qualifications and being accepted based on application and references.</i>	<i>Everyville H.S.</i>

* In all examples given, italics text is examples suitable for experienced members

H. 4-H Story

This is a written narrative about how 4-H has made an impact on your life or the lives of your family or others. You should not list various events that you have participated in throughout the year that can be read on the record forms. Instead, you need to focus on impact. How has 4-H made a difference in your life? Is there something that happened as part of your 4-H experiences that was very significant to you? **This is one of the important parts of your record!** It is a chance to really "tell your story" and be creative! Make sure that you write in complete sentences and that your grammar and spelling are correct.

Each year you must write a new story. As you get older, the stories should become more involved. At age 9, one or two paragraphs are appropriate. By age 15, your story should be 3 to 4 pages in length. Maximum acceptable length is 5 pages (typed, double spaced).

➤ *My 4-H Story Sample Outline For Older Members*

On separate sheets of paper, write or type your 4-H story.

The following outline may help you in developing your story.

Part 1 - About You.

- ✿ How old are you and when did you join 4-H?
- ✿ Why did you join 4-H?
- ✿ What are your interests and hobbies?
- ✿ What is your future and career plans?

Part 2 – 4-H Projects and Activities.

- ✿ What projects are you in? How successful were they?
- ✿ What goals did you set and which ones did you reach?
- ✿ What would you do differently if you were to try it again?
- ✿ What skills have you learned in the program?
- ✿ Were any adults or other 4-H members especially helpful to you? How?

Part 3 – Leadership and Citizenship.

- ✿ What do leadership and citizenship mean to you?
- ✿ Has 4-H helped you become a better leader and citizen? How? What types of citizenship or leadership projects have you been involved in?
- ✿ How have you contributed to 4-H, your community, and your school?
- ✿ Describe the most important offices you have held and the committee assignments you have accepted.
- ✿ What have you learned from working with other 4-H'ers as a junior or teen leader?

Part 4 – 4-H's Impact on You.

- ✿ What kinds of relationships have you had with your 4-H leaders?
- ✿ How has your 4-H participation changed how you feel about yourself?
- ✿ How has your participation influenced your school and career goals?
- ✿ What has being a 4-H member meant to you?

I. Project Records

- You must include a project record for each project that you have listed in section A of the current year.
- 4-H Project Records include information from the current 4-H year only (this is Oct. 1 - Sept. 30). Project records do not include detailed labor expense or income information about your project but instead are a summary of the most important information. It is important for you to keep this detailed information on another form, on a calendar, in a journal or in another format that works best for you.
- Update your project records on a regular basis; summarize (total where appropriate) on the project record at the end of the year.
- 4-H members choose one to five projects each year. Members may choose any combination projects for up to their first three, if choosing 4-5 projects the next projects must be community service and Leadership. For example, the first three projects could be horse, cow and sheep, the next two must be community service and/or leadership.
The focus of 4-H records should be on quality and not quantity.
- Include only one project on each record. A project is a topic. Project examples include horse, clothing, photography, community service, etc. Information about multiple animals of the same species can be summarized on one project record.

SECTION 1

- ✿ You will present your goals for the year and the steps you will take to accomplish them. **It is important that you write your goals at the beginning of the year and work in a deliberate manner to accomplish them.** Select goals that will challenge you! If you do not accomplish all of your goals, you have not failed. In section three, discuss how and why you were or were not able to meet your goals.

SECTION 2

- ✿ Is a summary of the money and time that your project cost you. Fill in all sections that are appropriate to your project. Labor includes all activities that are related to your project such as grooming, training, shopping for project supplies, project work, etc. Information included in the description column will vary based on the project you are reporting on but could include the number of animals, number of children/people worked with, type and number of articles you made or type of activity performed. For animal projects, the numbers may or may not change during the year.

SECTION 3

- ✿ In Section three, you are asked to describe, in bullet form, the knowledge and skills that you have learned in your project. Bullet statements are brief statements given in a list format; do not write in this section in a narrative or paragraph format. Really think about what it is that you have learned from your involvement with this project for the year. This is what records are all about! Be as specific and as detailed as possible.
- ✿ What you learn must be listed in bullet statements as shown in the examples. A bullet statement is a brief statement which includes the most important facts.

Here are some examples: *those in italics are appropriate for more experienced members.*

Health and Safety Project I Learned:

- ✿ That I need to increase the number of servings of fruits and vegetables in order to eat in a healthier manner. I now eat a piece of fruit as a snack instead of cookies.
- ✿ That by exercising on a regular basis at a scheduled time I am more dedicated to my workout.
- ✿ *That playing a team sport can cause arguments among friends. Controlling my temper and supporting my team members makes the activity a true sport.*
- ✿ *That I've been able to take my skills as an athlete and apply them to help younger players by serving as a youth soccer referee.*

J. Support Materials

It is recommended that you include up to 6 pages of support materials. The support materials section of 4-H Records acts as a portfolio to support the other sections of the 4-H Record Book. A collection of 4-H work allows the 4-H member to demonstrate some of their activities during the year. **Have Fun With This Section!**

Do not include ribbons, certificates, programs or flyers, ticket stubs or other memorabilia. Fasten items securely to one side only of each sheet. Do not overlap items. You will probably have more than you can use; choose carefully. Use captions to explain the significance of the photographs and other items that you have included.

➤ **Examples of Support Materials:**

The following items may be included. Items may be compiled in any order.

✿ **Newspaper or Newsletter Articles**

Reprinted or originals single-sided.

Newspaper or newsletter articles must be written by the 4-H member or about the 4-H member. Articles may not be shingled. They must be firmly attached to the page. Digital copies or printouts from on-line sources are acceptable.

✿ Letters Of Commendation Or Recommendation

2 pages maximum

Limited to two pages, single-sided.

Letters may either be written by the 4-H member or about the 4-H member. A two page letter is considered two pages and meets the maximum page limitations.

✿ Photographs

Single-sided on 8 1/2 x 11 paper

Photographs should show project work, leadership, and citizenship activities. Include a variety of pictures: for example, don't include 2 pages of photographs of your pet! Photographs should show you involved in different activities. Captions for each photo should explain what is taking place in the photograph and indicating when and where the photograph was taken. Pictures must be firmly attached to the page. Digital or computerized photos are acceptable. Please use a normal weight paper. Get creative with your photo presentations.

Formatting Instructions

4-H members completing 4-H Record Books should use a computer to record information but may handwrite in INK.

Formatting a 4-H Record Book

These formatting guidelines help judges review 4-H Record Books entered. 4-H Record Books must follow these formatting guidelines, unless otherwise stated.

- ✿ **Paper:** Use 8 1/2" x 11" plain white regular paper for all sections. Pages may be double-sided, except for the My 4-H Story which must be single-sided.
- ✿ **Typeface:** Books must be handwritten or typed in black ink. If handwritten, text must be written legibly. If typed, font size must be at least 12-point in an easy to read font (e.g. Garamond, Arial, Times New Roman, or Helvetica). Font size may differ for headings and emphasis in text.
- ✿ **Spacing:** Text may be single or double spaced (4-H member's preference).
- ✿ **Use sheet protectors to organize and keep neat.**
- ✿ **Folder or Binder:** Use 4-H Green Records Folder or 3-ring binder. The program year, member's name, county, 4-H club, and address must be included on the cover.
- ✿ **Tabs and Divider Pages:** Tabs and divider pages help separate sections and improve overall organization. Paper color other than white may be used.
- ✿ **Graphics:** Graphics, pictures, and drawings may be included on the title page, table of contents, Expression page(s), and Collection of 4-H Work. Do not use graphics, pictures, or drawings in any other sections or forms

*Previous Years' Records

- 4-H members may keep their previous year's records in their Record Book. Sections H-J should have new material each project year (Oct.1 – Sept. 30). If you choose to leave sections H-J of previous years in the folder ***you must*** tab it and put them in the back of the folder.

Evaluation and Competition

Since the early 1900's, 4-H Record Book competition has been judged annually. Initially, competitions focused on project skill development, primarily in agricultural areas. Now, 4-H Record Book competitions measure members' leadership development, citizenship activities, and personal growth, as well as project proficiency. 4-H Record Books may be judged at the club & county levels. There is no national judging.

The Purpose of Record Book Judging:

- ✿ Provides an incentive to members to record their project work and personal achievement in their 4-H Record Book.
- ✿ Members receive feedback and encouragement on their 4-H project skill development, leadership and citizenship development, and record-keeping skills.
- ✿ Members are recognized for outstanding 4-H work.

Club Review

4-H Record Books should first be reviewed at the club level by Leaders. This is when leaders should sign off on the records and give the 4-H members some feedback on improvements to be made before submitting it for county judging.

County Judging

Members may submit their 4-H Record Books for county judging. Books are judged on the member's 4-H work, leadership and citizenship development, and personal growth. County level judging is based on the Danish system with all books judged against a standard. Judges provide a critique and suggestions for future growth and involvement. There are awards for 4-H Record Books in specific project categories and age groups based on meeting published standards. These awards are given out each year at the County Awards Night.

Important: Records must be turned in to the Plymouth County Extension Office By November 1st each year for judging to be eligible for County Project Medals.

Resumes

4-H members ages 15 and older are encouraged to take the information from their 4-H records and put it in resume format. 4-H resume books are used to select the delegates to National 4-H Congress and National 4-H Conference. A 4-H Resume Development Packet is available to assist members with this process and outlines the requirements for submitting the resume packet. In addition to the resume packet, there are other items required to apply for National 4-H Congress or National 4-H Conference. Each of these national events has different requirements for the resume. If interested in applying for either Congress or Conference please contact the Plymouth County 4-H Office for some additional information regarding requirements.

Developing a resume is not only a necessary part of national 4-H events; it is a life skill that will aid the 4-H member in filling our College Applications as well as Job Applications.

Resume Development Packet (Available at the Plymouth County 4-H Office)

A complete resume packet includes the following (all single-sided pages):

- ✿ Cover letter.
- ✿ Resume (1 page preferred, 2 pages maximum).
- ✿ 4-H Story (double spaced, 5 pages maximum).
- ✿ Support materials are optional (maximum of 5 pages).

Resume packets not following these guidelines will be disqualified. All pages should be done in a professional manner and be neat, clean and typed. All materials must be 3-hole punched and bound in a folder: the 4-H record book cover available from the 4-H Sourcebook is preferred.

Contact the Plymouth County 4-H Office for a Resume Development Packet with the current guidelines.

NOTES:

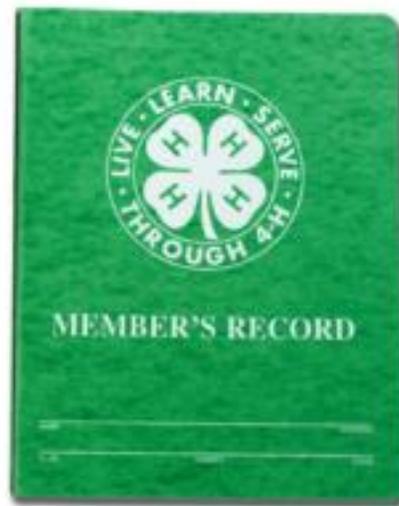
Questions and comments may be directed to:



Molly Vollmer: vmollmer@umext.umass.edu

Or

Valerie Schell: vschell@umext.umass.edu



Plymouth County 4-H Office
266 High Street
Hanson, Ma 02341
781-293-3541
Plymouthcounty4h.org

UMass
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CENTER FOR AGRICULTURE