

## **BEFORE YOU START YOUR RECORD BOOK, STUDY THIS SHEET**

Why keep records?

1. Establish goals (Decide on what you want from a project).
2. Assume responsibility (Turn your goals into reality).
3. Collect data (Keep a record of cost, savings, experiences and dates).
4. Evaluate progress (What did I learn, does it relate to my goals, was the cost justified and did I help others?)

Record Books should be:

1. Neat (You may use pencil, pen, typewriter or computer; all work done by 4-H member according to age and ability level).
2. Complete
3. Accurate (Why did you keep dates and costs?)
4. Report only most important things in project

Your 4-H story should include the following:

1. Give your name and age, where you live and how you became interested in 4-H.
2. Tell about your favorite project. (This should not be a self-determined project.) Tell about the goals you set for yourself and your success or failure in reaching them.
3. Tell of some other projects that you have found interesting and why.
4. Tell some of the things your club did as a group. Here is a good place to tell about anything unusual that might have happened.
5. Tell how 4-H has made you a better citizen. (Did it help you stick to what you started? Did it help by giving demonstrations, making talking in front of others easier? Are you a better shopper?)
6. Tell what goals you hope to achieve for yourself next year. When you have finished your first copy, let someone check for spelling and punctuation errors. Use a dictionary! Don't overuse one word.

# **Santa Fe County Record Book Rules**

## **Record Book Due Date**

Record books for County record book competition must be completed and turned in to the Santa Fe County Extension Office by Friday, October 6<sup>th</sup>. NO EXCEPTIONS WILL BE MADE.

## **Judging**

Each record book will be judged by at least two judges depending on how many project records are included in the book. There will be a score sheet for the general sections of the book, and a score sheet for the project records. (see score sheets below)

## **Record Book Completion Form**

All books turned in must have a Santa Fe County Record Book Completion form signed by the Organizational Leader or their club (County Agent will sign for independent 4-H'ers). The leader will only sign if the 4-H'er has met all requirements for club and county completion.

## **Record Book Year**

Only one year of 4-H work will be judged each year at the county level. However, 4-H'ers are encouraged to maintain and keep all records and pictures for their entire career because this information must be included in state and national levels.

## **Project Enrollment**

Record books compete only in projects the 4-H'er is currently enrolled. These must be the current enrollments for the 4-H year (enrollment time period is October 1<sup>st</sup> to May 1<sup>st</sup> of the 4-H year). Example: The 4-H'er must be enrolled in the fibercraft project to be eligible for the fibercraft project award.

## **Awards**

### ***Year Pins***

The year completed in 4-H club work is the number of years a 4-H member has turned in a Record Book. A member must complete record sheets for the project to receive a year pin.

### ***Santa Fe County Project Award Pins***

4-H members completing project records will receive a project award pin for that project.

### ***Record Book Certificates***

This certificate is given to every 4-H member who turns in a record book for the current 4-H year.

### ***Outstanding Novice, Junior, and Senior***

This award will be determined from the Record Books turned in for competition. The award is based on how well-rounded the 4-H'er is. For example, participation in activities on county, district and state levels; demonstrations and talks; community and 4-H service; 4-H and non-4-H leadership and volunteer leadership; 4-H, school, and community participation at exhibits, shows, fairs, tours, camps; awards received, etc. This award may be given only once to a 4-H'er in each age group category. The award will be decided on the day of record book judging by a consensus of all the judges involved.

### ***Outstanding Novice, Junior and Senior Citizenship, Leadership and Achievement Award.***

This award will be determined from the record books turned in for competition. It will be decided on the day of the record book judging by a consensus of all the judges involved.

**SANTA FE COUNTY  
RECORD BOOK REQUIREMENTS**

<u>CATEGORY</u>	<u>POSSIBLE POINTS</u>
1. <b>COVER &amp; DIVIDERS</b> .....	5
Green 4-H cardboard cover preferred, no looseleaf binder of any kind. Should be neat, easy to read and unsmearred. Dividers should be easy to read & should clearly mark each section.	
2. <b>INDIVIDUAL PHOTO</b> .....	5
With rubber cement mount a black & white or color photo of yourself to a page. Minimum size, 2x3 to maximum size, 4x5. Print name, age, & address below photo.	
3. <b>SANTA FE COUNTY STANDARD REPORT FORM</b> .....	20
Complete this form in pencil, pen, typewriter or computer with all the work done by the 4-H'er.	
4. <b>4-H STORY</b> .....	20
This story tells the 4-H'ers experiences during 4-H this year. Tell about activities, projects, learning experiences, frustrations, pleasures, surprises. Limit story to no more than 3 pages (one sided only).	
5. <b>4-H PICTURES</b> .....	5
Limit to no more than 3 pages (one side only). Affix with rubber cement. Label each picture.	
6. <b>PROJECT RECORDS</b> .....	15
Complete the record form from your project material packet. Do not write a separate story for each project unless it is required 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.	
7. <b>PROJECT GOALS</b> .....	5
This is not a separate section in every project record sheet however evidence of this should be present throughout the project records. members should identify what their goals for the project were. What did the member hope to accomplish by doing this project? Did the member meet their goals?	
8. <b>PROJECT PICTURES</b> .....	5
Limit to no more than 1 page of photographs for each project. Place project pictures directly <u>after each project record form</u> . Pictures of ribbons may be used. Do not include actual ribbons. Label each picture.	
9. <b>CORRESPONDENCE, RECORDS OF SPECIAL ACTIVITIES, NEWS CLIPPINGS</b> .....	5
Include important letters from your leader or agent, programs from special events, and any news clippings that have your name in it. All three categories are not required, but everyone should have at least one. <u>Underline your name in red ink</u> .	
10. <b>LEADERSHIP, CITIZENSHIP &amp; COMMUNITY SERVICE</b> .....	15
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 of these activities than younger members. However, the level of participation needed for a good score is totally up to the judges. (Specifics needed)	

## Example List of Activities For 4-H Record Books

Please write in a calendar the date and activity you participate in. Then when you fill out your record book you will have an accurate chronological list of all things you have done. You can then high light with a different color marker the different categories on your list. Example would be: Blue for leadership, Red for community service, Yellow for competitions, etc. All dates will be in order and no activities will be forgotten.

### ACTIVITIES TO WRITE IN YOUR CALENDAR:

Church Chorus

Cleaning up books or chairs after church

Participating in church outings

Helping someone else in church with anything at all

Member of a youth group

Help serve food

Deliver items to needy

Participate in food drive at church or school or door to door

Make baskets of food or needed items for families at school or church or home

Participate in any fund raiser for school, group, or club

Community service of any kind whether with a group or individually

Any talks in front of your class at school whether a book report or presentation

Offices held at school, church, club, etc.

Competitions at school or any where else including 4-H

Clubs you are a member of: 4-H, Chess, Spanish, Ski, Mariachi, Ecology, Drama, Girl Scouts, Boy Scouts, etc.

Teams you were on: Chess, swimming, basketball, soccer, etc.

Meetings you have attended for example: club, council, Rodeo, Fair Board, church, youth groups, etc.

Dates when you helped anyone: Clean a yard, cook a meal, grocery shop, pick up a class room, learn a lesson, house sit, feed their pet, carry bags/packages, make phone calls, run an errand, free baby sitting

List all field trips or parades or performances you participated in with school or other groups

Clean up days for fairs, road side etc.

Volunteer to help in 4-H office

Any office you hold with any group

Vacations you take with your family: Where you went / What you did

List any project meetings/practices you attended example: Baking, judging, sewing, riding, record book, public speaking, etc.

List any camps you attended

### UNDER ACHIEVEMENT:

List any jobs or employment you have or had

List any classes for Child development or First Aid you completed etc.

List any certificates or awards example: Student of the Week, Outstanding Musician

## Santa Fe County Record Book Score Sheet General Section

Name \_\_\_\_\_

Age Division:    Novice                      Junior                      Senior

<b>Category</b>	<b>Points and Comments</b>
<p><b>Cover and Dividers.....Possible Points- 5</b> Green 4-H cardboard cover is preferred. Do not use loose-leaf binders of any kind. Cover should be neat and easy to read. Dividers should be easy to read and should clearly mark each section in the book.</p>	
<p><b>Individual Photo.....Possible Points- 5</b> A photo of the member should be mounted with to a page with rubber cement or photo corners. The photo should be a minimum of 2x3 and a maximum of 4x5. Name, age, and address should be clearly printed or typed below the photo.</p>	
<p><b>Santa Fe County .....Possible Points- 20</b> <b>Standard Report Form</b> Member should complete this form in its entirety listing all work done by the member. Pencil, pen or typed is acceptable.</p>	
<p><b>4-H Story.....Possible Points- 20</b> This story should tell the member's experiences during the 4-H year. It should highlight activities, projects, learning experiences, frustrations, pleasures, and surprises. Story should be no more than 3 pages.</p>	
<p><b>General 4-H Pictures.....Possible Points- 5</b> Limit to no more than 3 pages (one side only). Pictures should be labeled with a caption.</p>	
<p><b>Correspondence, .....Possible Points- 5</b> <b>Special Activities,</b> <b>Newspaper Clippings</b> Members should include important letters from agents or leaders, programs from special events, and any newspaper clippings that have their name on them. All three categories are not required but everyone should have at least one. Members should underline or highlight their name.</p>	
<p><b>Leadership.....Possible points- 5</b> This is not a separate section on it's own but activities demonstrating leadership should be apparent throughout the book. Older, more experienced members should have more evidence of leadership</p>	
<p><b>Citizenship and.....Possible Points- 5</b> <b>Community Service</b> This is not a separate section on it's own but activities demonstrating citizenship or community service should be apparent throughout the book. Members can demonstrate community service and citizenship through both 4-H and non-4-H activities.</p>	

**Total Points** \_\_\_\_\_

**Judge's Signature** \_\_\_\_\_

# Santa Fe County Record Book Score Sheet

## Project Section

Name \_\_\_\_\_

Age Division:    Novice                      Junior                      Senior

Project \_\_\_\_\_

Category

Points and Comments

**Project Records.....Possible Points- 15**  
 Members should complete the record form from their project material packet. Do Not write a separate story for each project unless it is required in the project record form. If the record form is in the project book, the book must be included in this section. Members should divide each project with dividers that are clearly marked.

**Project Goals.....Possible Points- 5**  
 This is not a separate section in every project record sheet however evidence of this should be present throughout the project records. Members should identify what their goals for the project were. What did the member hope to accomplish by doing this project? Did the member meet their goals for the project?

**Project Pictures.....Possible Points- 5**  
 Projects pictures should be limited to no more than 1 page (one sided) for each project. Place project pictures directly after each project record form. Pictures of ribbons may be used however do not include actual ribbons. Each picture should be labeled with a caption.

**Leadership, Citizenship, .....Possible Points- 5**  
**And Community Service**  
 This is not a formal section within the project records. These activities should be apparent throughout the project records. These activities can be illustrated in project stories, project goals, etc.

Total Points \_\_\_\_\_

Judge's Signature \_\_\_\_\_