

ORGANIZING YOUR RECORD BOOK

Welcome to the 4-H program and the many opportunities it provides. Records are a reflection of all the projects and activities in which you participate throughout your years in 4-H. It is suggested that members use a three-ring notebook to compile the record book data. Divider tabs help organize the required information. Here's what should be included in your record book and how your tabs should be labeled.

A. Title Page with Picture

Mount a photo of yourself on a single sheet of paper. Include your name and the name of your club below your photo.

B. Table of Contents

This document lists the order of items in your record book. Initially, you may use the *Table of Contents* page included in this packet. However, as you experience growth in a project area and try new ones, we suggest that you have a section for each project area, e.g., Photography, Horticulture, etc.

C. Recognition for Excellence

Complete the appropriate information for your age.

D. Champaign County 4-H Member Record plus My 4-H Activities

My 4-H Activities is an optional page that may be included with your notebook. You will need a new one each year. *This does not exclude you from completing the required Champaign County 4-H Member Record form.* Many 4-Hers find that **My 4-H Activities** is helpful in completing the **Champaign County 4-H Member Record Form**. To be consistent with good record keeping practices, be sure to place your most current year of **My 4-H Activities** to the front of this section of your record book.

E. 4-H Story

Develop one paragraph (8 – 10 year olds), multiple paragraphs with more detail (11 – 14 year olds), or a one-page essay (15+ year olds) about experiences relating to the 4-H Year. Older and experienced 4-Her members are expected to write more using age appropriate vocabulary and language skills. Each story should be clearly labeled with the 4-H year for which it is written. To be consistent with good record keeping practices, be sure to place your most current year of the **4-H Story** to the front of this section of your record book.

F. Project Planning Guides & Pictures

Complete an age appropriate planning sheet for each project taken. Include pictures. Ask your leader for the appropriate number.

Your Picture

Name: _____

Birthday: _____

Club: _____

Table of Contents

Section I	Recognition for Excellence
Section II	Champaign County 4-H Member Record My 4-H Activities (Optional)
Section III	My 4-H Story
Section IV	Project Planning Guides & Pictures (organized by project year)
Section V	Livestock and/or Special Project Record Sheets (if applicable)

Ideas or Help for Writing Your 4-H Story

Topics for Story

Develop one paragraph (8 – 10 year olds), multiple paragraphs with more detail (11 – 14 year olds), or a one-page essay (15+ year olds) relating to the 4-H Year. Older and experienced 4-Her members are expected to write more using age-appropriate vocabulary and language skills. You may choose one of the following topics, a topic of your choice, or a combination:

- What was the highlight of your 4-H year?
- What special event or activity stands out for you about 4-H camps, shows, conferences, contests, workshops, meetings, projects groups?
- What successes or mistakes did you have with your projects and what did you learn from your experiences?
- What people did you have the opportunity to work/teach through 4-H and what did you learn from your experience?

A typical 8-year-old's story might look like this:

4-H Club Year 20xx – 20xx

My Mom made me do the Public Presentations Project. She made me practice reading my poem over and over so much that I almost knew it by heart. Finally, the contest night came. I was really nervous. My stomach was sick. I read my poem and sat down. I was so surprised when my name was called to receive an Excellence Award. Mom explained my hard work paid off. If I was two years older, I'd get to go to the State Fair with my 4-H project! My Mom framed my ribbon and hung it in the family room.

Contact your leader if you have questions or call the Extension Office:
333.7672.