



# Edwards County 4-H Record Book INSTRUCTIONS



## What is included in a complete record book and what order is it put together?

1. Personal page
2. 4-H Story (Intermediate & Seniors only)
3. Permanent Record
4. Project Record(s)

*For Example, Chris Clover is enrolled in Woodworking, Space Tech, and Meat Goats:*

1. Chris Clover's Personal Page
2. Chris Clover's 4-H Story
3. Chris Clover's Permanent Record
4. 4-H Meat Goat Record
5. 4-H Space Tech Record
6. 4-H Woodworking Record

## 1. PERSONAL PAGE

- Complete all blank spaces and list projects you are enrolled in this year in *alphabetical order*.
- Include a head and shoulders picture
- Make sure all signatures are completed (4-H member, 4-H parent, club leader)
- Complete a new personal page each year

## 2. 4-H STORY (*Intermediate & Seniors Only*)

This is an all-encompassing story, including all of your 4-H projects and activities for the year. How long should your story be? Generally speaking, intermediate stories should be approximately 2-4 pages and senior stories should be approximately 4-6 pages in length. You will want to include an introduction, body and conclusion. The body of your 4-H Story should focus on your project activities and learning, as well as trips, state events, club offices, and leadership and/or citizenship activities. What were the highlights of the year (more than just awards and ribbons)? Did you have any disasters or failures? Make sure your personality shines in your story!

## 3. PERMANENT RECORD

- This is a summary of your total 4-H involvement
- Each year, you build on to the previous year's permanent record by adding the current year's info
- Don't cheat yourself! Include all of your 4-H functions, meetings, talks, committees, community service, etc.
- When in doubt, read each sections title and directions to help you figure out what goes where.

## 4. PROJECT RECORDS

Follow the instructions on the records. When in doubt, read the headings of each section to determine what belongs there. What do all the abbreviations mean?

L = Local (Club level activities: Club meetings, Club community service, etc. )

C = County (County-wide activities: County Club Days, County Fair, Ambassadors, etc.)

A = Area (Area-wide activities: Regional Club Days, Southwest Youth Leadership Forum, SW Livestock Expo, etc.)

S = State (State-wide activities: Discovery Days, CIA, KYLF, Ambassador Training, etc.)

N = National (National-wide activities: National 4-H Congress, CWF, etc.)

How do I determine if something qualifies as leadership or citizenship?

- *Leadership* is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.
- *Citizenship* means helping out in your community and serving others without compensation.

Photo Section:

- Select action photos that visually help to tell and/or add to your story, crop as necessary or desired.
- You may incorporate digital pictures in the KAP or use mounted prints.