

Madera County 4-H
ASSEMBLING YOUR 4-H RECORDS FOR PROJECT COMPETITION
(On the County Level)

All approved forms can be downloaded at the county website:
https://cemadera.ucanr.edu/Youth_Development/Record_Book_Forms/

PLEASE ASSEMBLE YOUR RECORDS IN THE FOLLOWING ORDER:

BASIC RECORD

1. 4-H RECORD BOOK COVER or binder with 4-H emblem on front.
 2. Current State Personal Development Report (PDR). OR NEW Achievement Form
 3. "4-H STORY" Must be 1-3 pages long (three pages recommended). If typewritten, use one side of page and double space. (See reverse side for "How to write your 4-H Story".)
 4. CURRENT STATE ANNUAL PROJECT REPORT FORM for each project **with** Expression Page
**** Expression Page should teach something. Be Educational.**
 5. SUPPLEMENTAL RECORDS (refer to MCF 22 for Madera County approved forms) *may be added behind each annual project report form* - such as Meat Animal Record, Advanced Livestock Record, etc.
 6. Junior or Teen Leadership Report.
 7. **SENIOR MEMBERS ONLY (Age 14-19):** 4-H RESUME STATE FORM
- Members may choose to type/input their Record Book forms. If handwritten, 2nd year and older must use ink. 1st year members may use pencil.

Condense your time into weekly or monthly increments. **Supplemental forms should be used only when information cannot be recorded on the annual project report form.**

Be accurate in your statements; get to the point, check each record for totals and be neat. When entering your book for competition you need to ask yourself: Do my records indicate clearly to the judge my 4-H projects, activities, and achievements? Make sure your project report forms are signed by your project leaders.

OPTIONAL MATERIAL

1. PICTURES - *not more than three (3) pages front and back per year*. Avoid shingling pictures on top of each other. Place three pages of pictures together behind current year's records.
2. NEWS CLIPPINGS, CORRESPONDENCE AND EXAMPLES OF 4-H WORK (computer work, graphic arts, etc.)- *not more than three (3) pages front and back*. Avoid shingling and be selective.
3. Protective cover should only be used for pictures, clippings and correspondence.
4. Include *all past years' records in your book with the current year's record on top*. Tabs must be used for separating years only.

DO NOT INCLUDE:

Monthly calendar sheets, certificates, ribbons, pins, project manuals without worksheets and other mementoes in your record book. It is suggested that you keep a separate scrapbook for those items. Use a picture of your ribbons, trophies, medals, etc. in the picture section of your record book.

NOTE RE: PRIMARY MEMBERS:

Primary members under 9 years old do not submit record books for county competition but may turn in a Primary Member Project Report at club level.

4-H STORY

Your 4-H story is an important part of your record book.

This outline may help you in writing your story.

Remember in our county your story should not be more than 3 pages.

Part 1: This should be 1/4 to 1/3 of a page or less.

Introduce yourself - include your age; interests; parents; brothers and sisters; where you live and go to school; when and why you joined 4-H. Remember, the person reading your story may not know you.

Part 2: This should not be more than 1 ½ pages.

Tell about your projects in 4-H. How has 4-H helped you learn about things you didn't know before, how your project has grown and some things you tried successfully or unsuccessfully.

Part 3: This should be no more than ½ to 3/4 of a page.

Explain how 4-H has helped you become a better leader and citizen; how 4-H has increased your interest and participation in community affairs, and what you have learned from team efforts.

Part 4: This should be no more than 1/4 to 1/3 of a page.

Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future plans and career you want to pursue.