

# JEFFERSON COUNTY

## 4-H BOOK GUIDELINES

### COMPLETING YOUR 4-H BOOK

It is suggested that your 4-H book be in an expandable 4-H Book Cover. These can be purchased at the Extension Office for \$3.00 each. You may also use a three ring binder. Previous year records can remain in your book; put your new records on the top. Previous year's records will not be part of the evaluation process.

**MUST include and in this order:** (check or initial each item) You may recreate these forms as long as the information is the same.

1. \_\_\_\_\_ Introduction Page with picture of **yourself**.
2. \_\_\_\_\_ My 4-H Story – see guidelines for help in writing.
3. \_\_\_\_\_ Calendar of Events Participated In.
4. \_\_\_\_\_ Project Sheet for at least one project you are enrolled in.
5. \_\_\_\_\_ One to three pages of pictures, newspaper clippings, etc. **THREE SHEET MAXIMUM** (can be front and back) choose a variety of things to include covering you entire 4-H year.

Things to remember:

- Include a picture of yourself on the front page.
- This is a record of your 4-H year.
- **It is NOT a scrapbook.** Please be concise when choosing what to include in your book.
- Be sure that you have all necessary signatures (member, parent/guardian, CLUB leader).
- Set goals early and complete your Calendar of events as you go.
- Attend a 4-H Book training meeting to better understand how to complete your book.

**DO NOT** include:

- Actual awards or projects
- Ribbons
- Certificates or Booklets
- Non 4-H information and pictures or awards.
- More than **THREE** sheets of pictures and newspaper clippings.

# INTRODUCTION PAGE

Name \_\_\_\_\_ Years in 4-H \_\_\_\_\_ Birth Date \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_ Name of School Attended \_\_\_\_\_

Name of 4-H Club \_\_\_\_\_

Projects Taken This Year:

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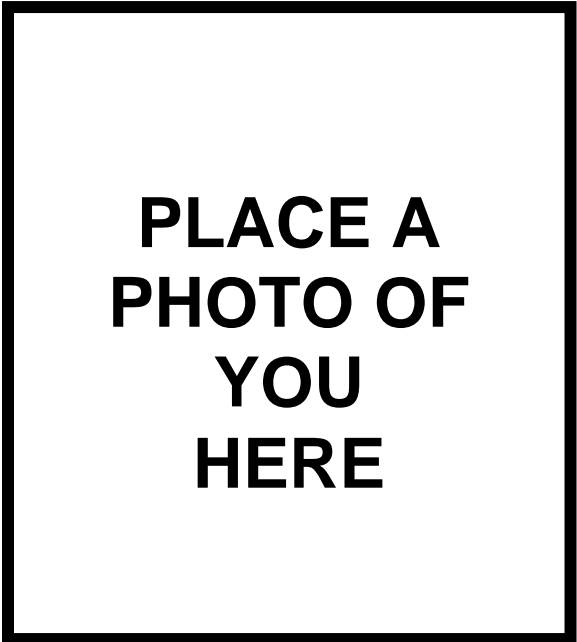
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I have personally prepared this report and certify that it accurately reflects my work.

Date: \_\_\_\_\_ 4-H Member Signature: \_\_\_\_\_

We have reviewed this report and believe it to be correct:

Date: \_\_\_\_\_ Parent / Guardian \_\_\_\_\_

Date: \_\_\_\_\_ Club General Leader: \_\_\_\_\_

## 4-H STORY

Tell your 4-H story by answering the following questions:

Explain your favorite club activity.

What 4-H offices did you hold in your club? What committees did you serve on? How did you help other members in any way?

Identify your favorite community service activity. Tell how what you did helped others.

Discuss activities and events you did beyond your club level.

Tell how 4-H has helped you to become a better leader or person.

Describe new skills or abilities you learned this year through 4-H. Give specific examples about things that helped you learn these things. Examples may include but are not limited to record keeping, working with others, patience, and self-esteem. See the Targeting Life Skills Model for more help.

Explain how have shared your 4-H learning experiences with others.

What can you do to make your 4-H experience even better next year?

# CALENDAR OF PARTICIPATION

<b>Month</b>	<b>Club Meetings</b> In this box write if you attended your club meeting AND what role you played (lead activity, made motion, officer role, participation in activity).	<b>Activities, Projects, Events, Other</b> Outside of your club meetings keep track of other 4-H meetings, events, and activities you attended throughout the past year. Include information about what you talked about or learned. Include participation at the club, county, state, and national level as it relates to the 4-H program.
October		
November		
December		
January		
February		

March		
April		
May		
June		
July		
August		
September		

**Club Meeting Participation:** Total Number of Club Meetings Held: \_\_\_\_\_ Number I Attended: \_\_\_\_\_

# JEFFERSON COUNTY PROJECT RECORD SHEET

(For use with all projects. Projects with special record sheets (such as, MAP) may be substituted.)  
Please complete both sides of this form.

Project: \_\_\_\_\_ Years in Project: \_\_\_\_\_

**1. Project Goals** – what are some things I would like to do and learn in my project this year?

1.
2.
3.

**2. What did you do?** Look at things you wanted to do and learn listed above. What did you do and learn? If you did not do and learn all of the things listed, give the reason. If you have done and learned additional things list these also.

**3. Project Meetings:**

Number of **CLUB** project meetings held: \_\_\_\_\_ Number I attended: \_\_\_\_\_

Other project learning related meetings or events I attended were (county, state, community):

**4. List items you made or animals you cared for during the project year.** Tell something about what you learned with each item. These can be things you exhibited at the Fair or anything you did related to the project area.

Animal or Item Made and Brief Description	Something You Learned

**5. Items use:** Looking at the items in number 4, how did you use the things that you made (gifts, sold, consumed, etc).

**6. Equipment and Supplies:** Why type of equipment or supplies did you use for this project this year?

**7. Overall Project Experience**

a. Describe something special about your project this year (good or bad).

b. Tell about one thing you learned this year from this project.

c. Explain the plans you have for next year related to this project.