THE HOW TO OF
PUTTING YOUR 4-H MEMBER RECORD BOOK
TOGETHER

1. Use a green 4-H FOLDER (from the 4-H Office $2.50 each) or a THREE PRONGED NO POCKET FOLDER so papers can be attached in the notebook. Loose papers in pockets fall out. Please, SUBMIT ONLY THE INFORMATION REQUESTED BELOW.

2. Use the TITLE PAGE found in this packet. Complete all the information requested and include a recent photo.

3. Use the Manatee County 4-H RECORD BOOK SUMMARY SHEET and OVERALL 4-H STORY page also found in this packet. All four Divisions must complete the Title Page and the Summary Sheet. Only Junior, Intermediate and Senior Divisions will use the back of this page for their Overall 4-H Story. Cloverbud 4-H members are not required to write an Overall 4-H Story. Intermediate members may use one (1) additional sheet; Senior members will need to use up to two (2) additional sheets to complete their Overall 4-H Story.

4. Use the divider tabs labeled with the name of your project in front of your Project Report(s) (and Project Book(s), Worksheets, and 4-H Care and Feed Books if they apply) in the 4-H Member Record Book IN THE ORDER OF MOST IMPORTANCE TO YOU. This should be in the same order that your have listed them on your Record Book Summary Sheet. Please use divider tabs between sections. This makes it easier for the judges to find the project area of your book they are to judge. If there are no divider tabs or things are placed incorrectly, neither the 4-H Office nor the judges will be responsible for missed information.

5. Use the divider tabs to label any SPECIAL INTEREST projects you have completed. Place them BEHIND your Project Report(s). This may be Spring Gardening Contest, FNGLA Plant Show, Hog & Ham, or various 4-H judging teams such as livestock, meats, consumer choices, soils, horticulture, etc. Use the 4-H SPECIAL INTEREST RECORD for these activities. If you have not submitted a 4-H Project Record in any other 4-H project you will need to complete and submit an age appropriate Division 4-H Project Record in place of the Special Interest Record.

6. Use divider tabs to label Club or County Council Officer Book(s) you are submitting. Place Officer Books you have completed BEHIND the Project Report(s) and the Special Interest Record Books. Make a divider tab for EACH Officer Book you submit; be sure your officer books are last in your 4-H Member Record Book.

7. For Cloverbud and other division single-project submissions, tabs are not required.

8. Photos/drawings should be included in the 4-H Cloverbud Project Summary on page 3 (only two photos/drawings as per instructions please). Juniors are limited to two (2) pictures/drawings, per project, on page 5 of their Project Report; Intermediate and Senior 4-H’ers are limited to three (3) single sided 8½ x 11 standard side pages of photos/drawings per project. If a 4-H’er is submitting a 4-H Care and Feed Book, the project photos/drawings will be placed in that document and not included in the (Junior, Intermediate, or Senior) 4-H Project Report. If you have photos that are not project specific or livestock, and you want to include them in your 4-H Member Record Book, they should be placed behind a separate tab marked “Photos” at the very back. The only item behind the non-project photos would be an Officer Record. A maximum of three single sided, standard 8 ½ x 11 pages of non project photos will be accepted. Photographs for your 4-H Member Record Book are optional.
9. **Project stories** are division specific. Cloverbud members are not required to write a Project or an Overall 4-H Story; however, there is a place on page 4 where a narrative needs to be written. **Junior, Intermediate** and **Senior** 4-H members will need a Project Story for EACH project completed. Junior 4-H'ers can write their (non-livestock) project story in the Junior 4-H Project Report or it can be a one-page attachment. Intermediate 4-H'ers will keep their project stories to two (2) pages and Seniors to three (3) pages neatly written in ink or typed (8 ½ x 11, one side only) using 12 point double-spaced font. If the 4-H'er submits a 4-H Care and Feed Book, the project related story will be contained in the 4-H Care and Feed Book.
What Your **Cloverbud** Division Book Should Look Like

* Your name and your club name in ink or black fine point marker on front cover.

* Title Page with Photo at top, member and parent signatures at bottom.

* Record Book Summary Sheet immediately behind the Title Page listing all your projects in order of importance to you.

* Divider Tabs for the Cloverbud Project Summary are not required.

* Divider Tabs for Special Interest Record if you did one is not required.

* Divider Tabs for Club Officer Record Book if you were a club officer is not required.

* Divider Tab for Additional Photos is not required.

What Your **Junior, Intermediate and Senior** Division Book Should Look Like

* Your name and your club name in ink or black fine point marker on front cover.

* Record Book Summary Sheet/Overall 4-H Story Sheet immediately behind the Title Page.

* Divider Tabs for Junior, Intermediate or Senior Division Project Report(s) - Title it by project name (Beef, Shooting Sports, Conservation, Recreation, etc.).

* Divider Tabs for Livestock Care and Feed Book if you did one, project books and worksheet. Use a separate tab for EACH 4-H Care and Feed Book, project book, or worksheet and label them by animal such as Beef, Dairy, or project such as Archery, Citizenship, etc.

* Divider Tab for Special Interest Record Book if you did one. Title it “Spring Garden Contest,” or “FNGLA Plants,” etc.

* Divider Tab for Additional Photos - These are optional and should not replicate project photos. Include NO MORE than 3 single sided 8 ½ x 11 standard size pages and should be placed before the Officer Books.

* Divider Tab for Club/County Officer Record Book if you were a Club/County Council Officer. Use a separate tab for EACH officer book you include. Title them by office, such as “Secretary,” “Council Delegate,” etc.
WHAT NOT TO PUT IN YOUR
4-H MEMBER RECORD BOOK

COPIES OF THE 4-H NEWSLETTER, CLUB MEETING AGENDAS, CERTIFICATES, RIBBONS, ETC... are not judged as part of your project work. Keep them in a safe place at home to be put with your 4-H Member Record Book for safe keeping after it has been returned to you at the Awards Program. These take up a great deal of space in the Record Books and can cause a judge or staff to miss items that do need to be included in the judging.

If you include a Project Book(s) or Worksheet, be sure to complete all areas where it asks you to write something in. If this book is included in your 4-H Member Record Book submission, it will be judged. If you record book is a multi-year book, please note what things were completed this 4-H year.

Pages encased in document protectors.

AWARDS AND RECOGNITION

4-H Member Record Books will be judged in late April or early May and returned to 4-H members at the Awards Program. Each member will be invited forward to receive their book, completion certificate and year pin.

NOT QUITE SURE?????? CALL US....

If you need a question answered, please give us a call at the 4-H Office any weekday between the hours of 8 a.m. and 5 p.m. (722-4524). We'll be glad to help you. 4-H Member Record Books are an important part of the 4-H learning process. In a few years you can look back at them and see how much you have grown, learned, and changed. They will be valuable tools for you as you get older in the 4-H program and begin to look for educational scholarships or as you complete job applications and have to include leadership skills. Or, they can just be fun to look back on to help you remember what you did in 4-H.

There were several changes to the 4-H Member Record Books this year; we hope that we have answered your questions in this document. Remember, if you have questions, or if you just can’t figure it out, give us a call.