

HARDIN COUNTY GUIDELINES FOR COMPILING 4-H ACHIEVEMENT RECORD BOOKS

What are 4-H Achievement Record Books?

4-H records are a way of evaluating growth and accomplishments with your 4-H projects and activities including leadership, citizenship, and community service.

Who should fill out a 4-H Achievement Record Book?

Any Junior (9-13 years of age) or Senior (14-18 years of age) as of January 1st of the current year. Some project clubs, such as Trailblazers 4-H Horse Club, may require a project record to be submitted prior to participating in state events. Cloverbuds (4-Hers less than 9 years of age) wishing to submit an achievement record book, will also be judged on the Danish System and recognized at the annual awards banquet.

What period does the record book cover?

They should contain information that covers from September 1st of the previous year to August 31st of the current year.

What about the 4-H project club secretary record book?

Any organized 4-H project club may also want to submit a secretary record book. (See outline and scorecard information). They will be judged on the Danish System based on the age of the individual preparing the record book – **Juniors** (9-13 years of age) and **Seniors** (14-18 years of age). Champion winners in each age division will advance to the area competition in November.

When are record books due?

Unless otherwise stated by your project club leader, all county achievement record books are to be submitted to the Extension Office in October.

What are the awards?

Each Junior and Senior will be judged on the Danish System with the Junior champions being eligible for area competition in November. Senior 4-H members are encouraged to complete the applications for their Bronze, Gold or Silver 4-H Honors award program. All 4-H members submitting record books will be recognized during the annual 4-H awards banquet.

HOW TO ASSEMBLE YOUR 4-H ACHIEVEMENT RECORD BOOK

Cover/Binder – It can be the official 4-H hardback binder or basic universal binder.

Inside Front Page – Should contain a picture of yourself with your Name, Age, and Project listed below the picture.

Section I Table of Contents – Should include a page listing the major project divisions of the record book using tabs or dividers.

Section II Overall Project Story – Story should be centered around the major project and related to the personal growth of the 4-H member with experiences from the first year to the present. It may be written in ink, computer generated, or typed by the 4-Her, and limited to a maximum of 6 pages.

Story will be judged on the following points:

- A. Does the story tell about other projects and activities?
- B. Does the story include elected or appointed leadership opportunities?
- C. Does the story include non-4-H experiences such as school and community?
- D. Does the story list your goals and how 4-H has helped you achieve them?
- E. Does your story include experiences from your first year in 4-H to the present?

Section III 4-H Photos – Photos should center on the project in which the record book is being submitted. Photos may show leadership and citizenship activities. Captions are optional. It should contain no more than 3 pages of photos (excluding photography project books). Do not use photo corners or newspaper articles.

Section IV Project Record – This includes the project record book or sheet for the current year only. It will be judged on neatness, how easy it is to read, completeness, and up-to-date information on the project in which the record is submitted.

The Project story should address the following points:

- A. Does it tell about your project activities?
- B. Does it list learning experiences, good and bad?
- C. Does it include talks, exhibits, and demonstrations as related to your project?
- D. Does it list knowledge gained as a result of your 4-H project?

Overall neatness and correct spelling and grammar is very important in the composition of your project record book.