

Otero County 4-H Record Book Guidelines

(Revised March 2019)

Record Book Due Date

Record Books for County Record Book competition must be completed and turned into the Otero County Extension Office by the 3rd Thursday of October. NO EXCEPTIONS WILL BE MADE.

Record Book Year

Only one year of 4-H work will be judged each year at the county level. The 4-H year begins on October 1 of each year and goes through September 30 of the following calendar year. 4-H'ers are encouraged to maintain and keep all records and pictures for their entire career because this information must be included in the state level portfolio competition for Senior 4-H members.

The Cover and Dividers

The Record Book must be placed in a three ring binder. Do not submit your Record Book in a loose-leaf folder of any kind. Use dividers to separate the sections of your Record Book. Dividers should be easy to read and should clearly mark each section in the book. Please make sure to describe your project level on the divider tabs (Example: Baking I, II, III. Rabbit I, II, III)

Record Book Order

Follow the order below when assembling the sections of your County 4-H Record Book. You should have a divider, with a tab, for each of these sections. (Please label your dividers.)

- Individual Photo
- Table of Contents
- Otero County Record Book Project Form
- Otero County 4-H Report Form
- My 4-H Story
- General 4-H Photos
- Project Record Sheets and Photos (Use dividers to separate multiple 4-H projects).

Individual Photo Page

Mount one photo of yourself on a plain sheet of paper with rubber cement. Or, copy/print one photo of yourself on paper for your individual photo page. Photo should be approximately 2" x 3" or 4" x 6". Type or print your name, age, and club below the photo.

Table of Contents

The Table of Contents for your Record Book will include these sections:

- Otero County Record Book Project Form
- Otero County 4-H Report Form
- My 4-H Story
- General 4-H Photos
- Project Record Sheets and Photos (List each project included in the Record Book on the Table of Contents page. If you are including more than one project in the Record book use dividers to separate each of the projects. Please label your dividers.)

Otero County 4-H Projects Form

The Otero County 4-H Projects Form, is available on the CD, the Otero County Extension Service Website (www.oteroextension.nmsu.edu), or in printed format from the Otero County Extension Office. The program is Microsoft Word which is easy to use. The form may be typed on or handwritten; all work must be done by the 4-H member. This form only requires an "X" next to each project you wish to be judged.

Otero County 4-H Report Form

The Otero County 4-H Report Form is available on CD, the Otero County Extension Service website (www.oteroextension.nmsu.edu), or in printed format from the Otero County Extension Office. The program is Microsoft Word which is easy to use. The form may be typed or handwritten; all work must be done by the 4-H member. It is encouraged that the form be typed, however, if a 4-H member is not proficient in computer use or typing, he/she may submit the form neatly written.

Show consideration for the reader. Excessive underlining or highlighting, poor alignment of items or use of fancy fonts are distracting. Use a standard font if typing. Do not use bright papers. Do not write on the back of any forms. Additional pages may be added if necessary.

Read each section of the form carefully. Each one asks for specific information and explains how that information should be listed. Each section should be factual and concise. Information in one section should not be repeated in other sections.

The form needs to be signed by a parent and a 4-H Club Organizational Leader.

My 4-H Story

After you complete the Otero County 4-H Report Form, you will write your 4-H Story. There is a title page provided in Microsoft Word format on the CD for your use. If handwriting your story, use the form provided by the Otero County Extension Office, which is lined. The story can be no longer than 3 pages and must be a minimum of 1 page long. Use only one side of the paper. Double-space and use no smaller than 12 point standard font with at least 1" margins when typing.

The story is a personal narrative of your growth in 4-H, the goals you've set and reached, what these experiences have meant to you, or how 4-H has impacted your life during the 4-H year. Tell how your 4-H experience has affected your family, community and others. You may wish to use a theme to tie all the activities together. Be creative- make the story sound as if you were telling a friend about 4-H, your goals, dreams, how you overcame defeat or handled success. Add touches of humor or quotes from people who have encouraged you. Be truthful.

General 4-H Photos

Photos should be used to illustrate your participation in 4-H events and activities. They may show honors and recognition received, special practices, demonstrations, leadership, and community service. A maximum of three pages and a minimum of one page of mounted photographs should be included in the book. Photos may be cropped, do not overlap, and mount on one side of the page only. Print or type a caption for each photo with a description

of what is taking place. Heavy paper (cardstock) is suggested for mounting pictures - heavy enough to support pictures and colored paper for photos may be used. Digital photos are acceptable and can be copied/printed on paper for your photo page. Organize photo pages vertically, so your book does not have to be turned sideways.

Project Record Sheets and Photos

This section includes your current year's Project Record sheet and one page of photos that pertain to that project. Members should complete the record sheets that they received in their project material packet. When filling out your project record sheet, please make sure you are including the level of which project you need to be judged on. Do not write a separate story for each project unless it is required in the project record sheet. If the record sheet is in the project book, the book must be included in this section. Use the (general) **Livestock Record Sheet** (300.L-5) for all livestock projects. The "300.L-5" "Revised 2018" is the current Livestock Record Sheet. It is located on the CD and website. Please use this new form and not the older ones. Fill in all spaces on your project record sheets. When you leave something blank, you are often scored lower.

Your project photo page should be limited to no more than 1 page for each project. Photos may be cropped, do not overlap, and mount on one side of the page only. Print or type a caption for each photo with a description of what is taking place. Heavy paper (cardstock) is suggested for mounting pictures - heavy enough to support pictures and colored paper for photos may be used. Your project photo page needs to be put directly after each project record sheet. Organize your photo page vertically, so your book does not have to be turned sideways.

You are not limited on how many project record forms you turn in. Make sure you have 1 page of photos directly behind the project record forms. For example, if you had 3 projects that you completed in 4-H this year such as swine, goats, and baking I, you will have 3 project record forms. You will have a project record form for swine and then you would insert 1 page of project photos of your swine project. Then, you would put your goat project record form and 1 page of goat project photos. Finally, you would insert your baking I record forms and 1 page of baking I project photos. Some record forms require you to write a project story. This will be a specific story about that project. If you are including more than one project in the Record book use dividers to separate each of the projects. Please label your dividers.

Judging and Awards

Two score sheets will be used for the following sections of the Record Book: (1) Cover and Dividers; Individual Photo Page; Table of Contents; Otero County 4-H Report Form; My 4-H Story; General 4-H Photos and (2) Project Record Sheets and Photos (see attached score sheets).

The award for **Outstanding Novice, Junior, and Senior** 4-H Record Book is based on how well-rounded the 4-H'er is. Consideration will be given to the 4-H'ers participation in events/activities on club, county, district and state levels; public speaking; community service; leadership; etc. The award will be decided by a consensus of all the judges involved.

The award for **Leadership** will be based on leadership participation and experience documented in the 4-H Record Book. All Senior 4-H members submitting a Record Book will be considered for the leadership award. Youth do not need to be enrolled in a 4-H leadership project to be eligible for this award. This award may be given only to a Senior 4-H member. The award will be decided by a consensus of all the judges involved.

The Record Book **Project** Awards (project pins) are based on 4-H project participation and completeness of project record sheets and photos. One Novice, one Junior, and one Senior 4-H member will be awarded a project pin in each of the 4-H project categories. The awards will be determined by the scores given by the judge(s).

Additional Tips

Proofread your Record Book several times; check spelling, grammar, punctuation and addition.

Write neatly and legibly, or, use a font that is easy to read.

Clear page protectors may be used, but are not required. This keeps pages clean and from being torn.

Organize pages vertically, so your book does not have to be turned sideways.

If you need assistance with your Record Book or have questions contact the Extension Office, 437-0231