

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.