**De Baca County 4-H Record Book Instructions**

**(Books may be handwritten or typed by members)**

**Copies of forms and/or disks are available at the Extension Office and on the website** [http://debacaextension.nmsu.edu/4hforms.html](http://debacaextension.nmsu.edu/4hforms.html%20)

* **COVER—**Use a standard record book cover obtained from the County Extension Office, or 3-ring notebook binders are also acceptable.
* **COVER PAGE—**Mount one photo of yourself on the first page. ***Photo can be no larger than a 4”x 6”*.** Use rubber cement or glue to mount. Below the photo, put the following information: **NAME, COUNTY, AGE, CLUB NAME, YEARS IN 4-H.**
* **DIVIDERS**—Tabs go in front of the material referred to by the tabs.
* **TABLE OF CONTENTS**—One page listing the sections included in the record book (form provided).
* **LEADERSHIP PROFILE—**comprehensive listing of leadership experiences over the 4-H year (form provided).
* **CITIZENSHIP/COMMUNITY SERVICE PROFILE—**Comprehensive listing of citizenship experiences over the 4-H year (form provided).
* **PROJECT PROFILES—***these are the project record sheets that you fill out for your projects. They can be either the state forms or our county forms*. Tabs labeled with the project name should be used to identify each separate project. For each separate project, members are allowed no more than 2 pages, one sided, of project photos to be placed at the end of that project profile. **Photography Projects Only** may add up to ten pages of your best photographs with captions.

* **OTHER 4-H PROJECTS AND ACTIVITIES PROFILE SECTION A AND B—** comprehensive listing of project experiences *not included* in the project profile section above. Members may document additional projects over the 4-H year (form provided).

*\*Examples for section A are: projects you participated in during the year but did not complete an above project profile for.*

*\*Examples for section B are: demonstrations, talks/speeches, workshops, contests/judging events that are not mentioned above in your project profiles.*

* **4-H STORY—**your 4-H story is an essay about your 4-H experiences this year. Include information about yourself, your projects, and your 4-H experiences. You may use the guide below to assist in coming up with ideas for your story. Your story should be a maximum of 4 pages, double spaced, and use a font that is easily readable.
* Introduce yourself. Include your age, interests, and when and why you joined 4-H.
* Tell/show how you used the life skills and knowledge from your 4-H experience in your daily life. Include major learning experiences, special interests and unusual situations that you encountered.
* Tell what you learned from working with other youth. Include relevant life skills that you learned or improved. Use your Targeting Life Skills Wheel to provide examples, and try to include at least one life skill from each quadrant.
* Tell how you have demonstrated leadership in 4-H or in other activities you participate in. Tell about your communication skills, how you prefer to make decisions, how you manage resources, how you like to work with groups.
* Describe the community service projects you have worked on. Describe any citizenship programs or activities you have participated in.
* Describe how your 4-H experience has contributed to “who you are” at the present time. Describe how 4-H participation influenced your school and career goals. Tell about your plans for the future and the career you might like to pursue
* **ADDITIONAL 4-H PHOTOS AND SUPPORT MATERIALS—**No more than 3 pages total; all pages must be 8 ½ x 11” and may be plain or printed. May include photos with captions, news clippings, letters, certificates, etc. Use the front side only, no layering, and don’t attach any item thicker than 1/8 inch. These pages are in addition to the photos included with your project profiles.