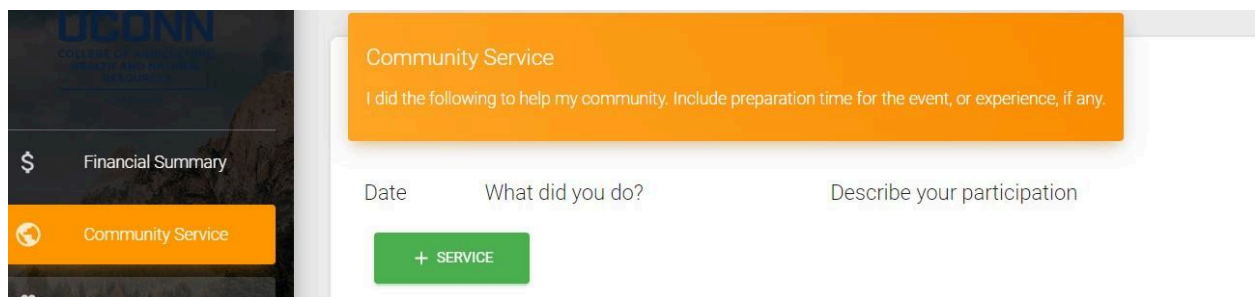


Phase Six: Finishing Touches: Service, Participation, Story, and Photos

Here are the last few sections you need to complete and most are pretty simple.

Community Service:

Here is where you list any community service you did for 4H. So, maybe you participated in a pet therapy night at a senior center, or you participated in the cards for vets program at our holiday party. Any kind of service for the community you would list here. To get there just go to Record Book “Home” and highlight the yearly activity record. Then click on “Community Service.” It’ll look like this:

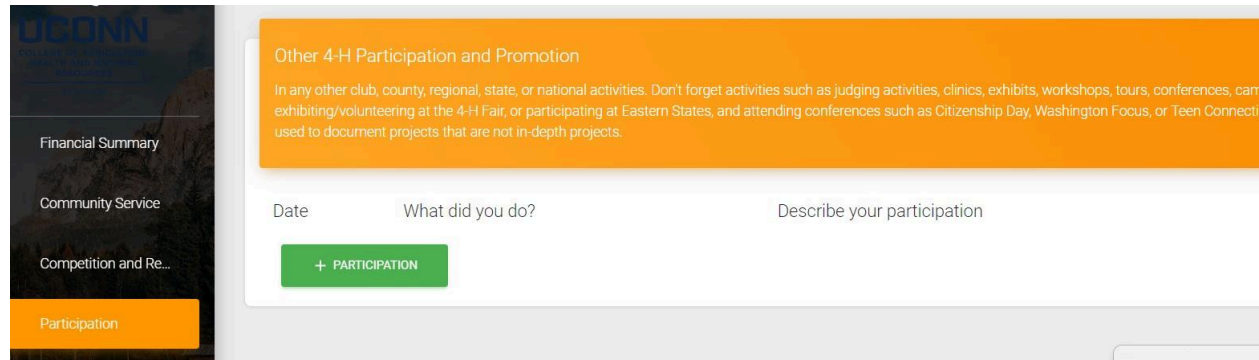
The image shows a screenshot of a web form titled "Community Service" with an orange header. Below the header is a text box with the instruction: "I did the following to help my community. Include preparation time for the event, or experience, if any." Below this is a table with three columns: "Date", "What did you do?", and "Describe your participation". At the bottom of the table is a green button labeled "+ SERVICE". On the left side of the screenshot, a sidebar menu is visible with options: "Financial Summary" (with a dollar sign icon) and "Community Service" (with a globe icon and highlighted in orange).

Click on “+Service” and then just fill out the form with the event and date. Do the same for each community service activity.

Participation:

Here is where you would list extra participation that is beyond the “project,” so outside of the usual business meetings. Here, you should list field trips, or the Shad Derby Parade. Maybe you also checked out another club like the Merry Mooers but only visited and didn’t do enough for it to be considered a “project.” You could enter that here.

Just go to Record Book “Home” and highlight the yearly activity record. Click on the “Participation” button. It’ll look like this:

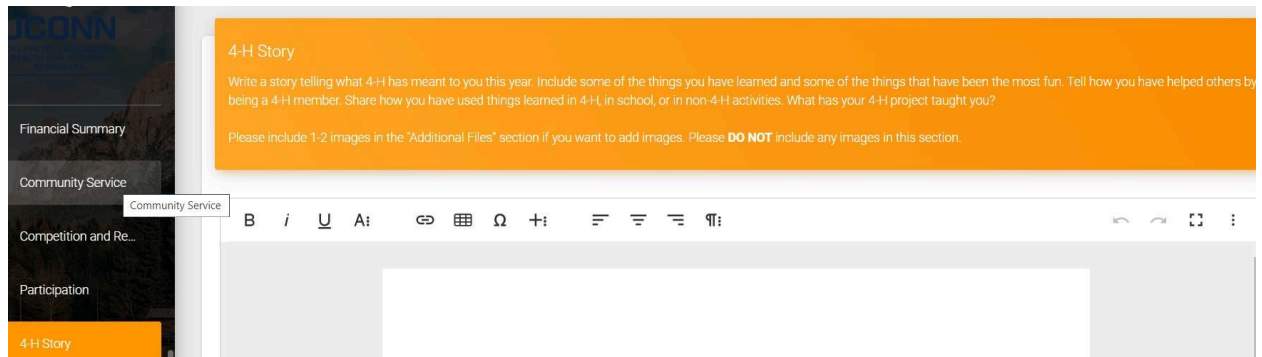
The screenshot shows a web interface for the 4-H Record Book. On the left is a dark sidebar with the 'UConn' logo and a list of menu items: 'Financial Summary', 'Community Service', 'Competition and Re...', and 'Participation' (which is highlighted in orange). The main content area has an orange header titled 'Other 4-H Participation and Promotion' with a paragraph of instructions. Below this is a table with three columns: 'Date', 'What did you do?', and 'Describe your participation'. A green button with a plus sign and the text '+ PARTICIPATION' is located below the table.

Then just fill out the form for each event you participated in.

Story:

Here you want to tell the story of your 4H year. However, instead of just focused on what happened and giving a list of the meetings you attended, they want it in a more narrative form. Imagine if a friend asked you what you did in 4H and how you would tell them about this experience. That is what you should write here. Make sure to focus on the lessons you learned which could be skills but could also be life lessons. It’s also good to tell them about the fun you had because you want your story to be entertaining. It should be a good read. In the past, when it was typed on a physical page, they wanted to see the page filled with writing. So, a page single spaced is about the right length.

To enter the story go to Record Book “Home” and highlight the yearly activity record. Click on 4H Story. It’ll look like this:



You can type your story right into the box because, as you see, you have some basic word processing functions. You can bold, change spacing, indent, etc. However, many find it easier to type the story up in a processor they are familiar with (like Word or Google Docs) and copy and paste the story into the box. Either way works. There's no save button, but when you exit and go to another section it does save automatically.

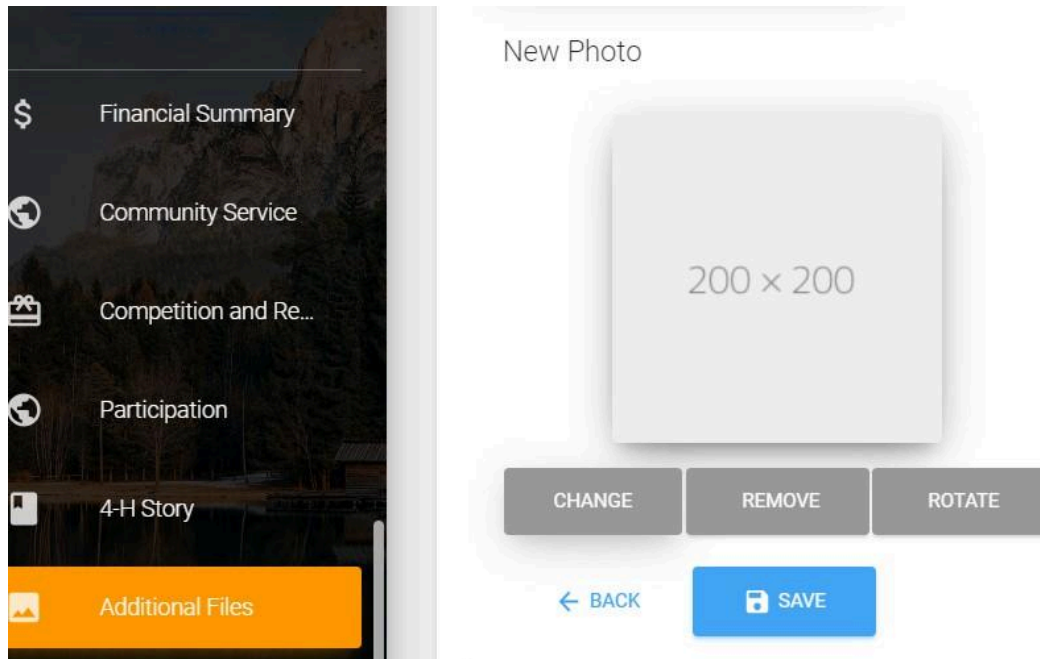
Photos:

Photos are not required but do add a nice touch. Just include a photo or maybe a few photos that show you participating in 4H. It would be nice if these photos match up with the experiences you describe in your story.

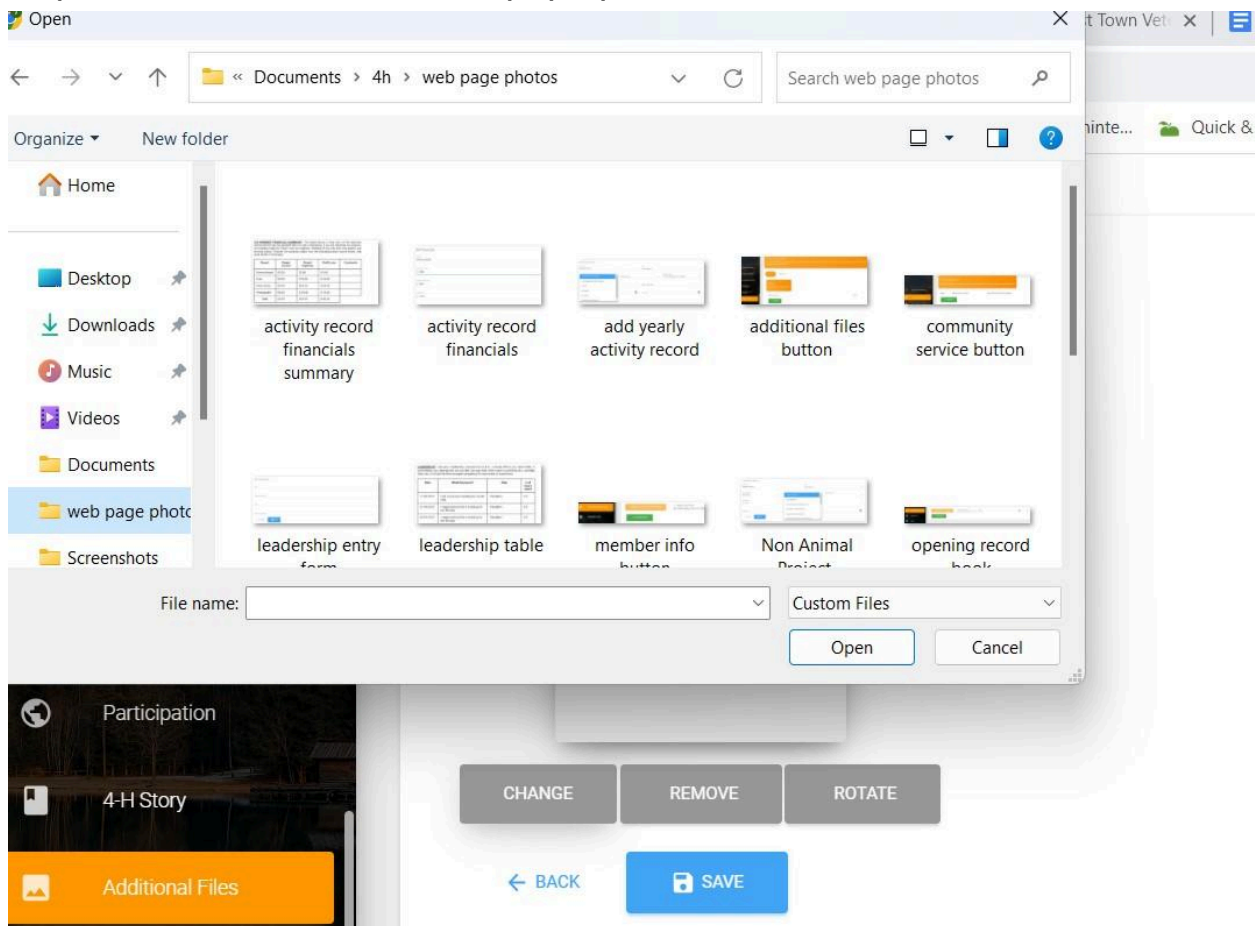
There is no “photo” button. Instead, go to Record Book “Home,” highlight the yearly activity record and click on the “Additional Files” button. It’ll look like this:



Click on the “+Photo” button. You’ll see a screen that looks like this:



You'll notice there's no "upload" button. Instead, click on "change" and then a upload file selection box will pop up that will look like this:



Click on the file you want, then the “open” button and your file should be uploaded. Then just click on “save.” Do the same for each photo.

CONGRATULATIONS!!! If you have followed this guide, your record books should be complete. That is a HUGE accomplishment as the record books are one of the hardest things for 4Hers to complete. You’ve done it. You just need to print it out, have it signed, and put it in your 4H binder.