



## 4-H County Project Record Books

Completing a 4-H County Project Record Book is a great way to showcase all your many 4-H work, activities, and experiences. It is also an activity that can teach you many great life skills related to recordkeeping and presentation, and is an important part of your 4-H experience. In addition, it is a great way for you to be recognized for all your outstanding 4-H work!

### Delaware 4-H Record – General Information

This eight (8) page document is completed each year by all 4-H members completing a county record book. All the completed pages are *submitted in a separate notebook* which has the 4-H member's name, club name, and the caption "General Information" on the front cover. In this document, a 4-H member will provide basic information related to the following areas:

1. **Project Summary / Personal Information:** Provide your name, address, age, club name, school grade and a cumulative listing of their 4-H projects for all years of 4-H membership.

Example: Foods and Nutrition	3 Years	1999 – 2001
Wood Science	2 Years	2000 – 2001
Computer Science	1 Year	2001

This page must be signed and dated by the 4-H member, a parent or guardian, and your 4-H Club Leader.

2. **Local Club or Group Responsibilities:** List number of club members, meetings held and attended, offices or committees served on with your designated responsibilities, and the various ways you participated in club meetings during the past 4-H year.
3. **Citizenship and Community Service Activities:** Provide a list of your different volunteer efforts in your community throughout the year. Citizenship examples: Made tray favors for local nursing home, mowed elderly neighbor's lawn, beach clean-up, Adopt A Highway, etc. In addition, estimate your total volunteer hours for the year.
4. **Participation in 4-H Programs:** Members will show their involvement in local, county and state activities by checking the various 4-H programs they participated in during the past 4-H year. Members may also include numbers of times completed if more than once. If an activity is not listed, members may add a line to include this information.
5. **Participation in Local Club Events:** Members can list activities and events that they participated in at the club level. Do not duplicate information you have already included in other sections of the form.
6. **Club, County and State Leadership Experiences:** Members can detail any leadership experiences they have been part of at the county and state levels, as well as at the local club level. You may have served on a county committee, participated in Junior Council, served as a hostess at the Fair, called 4-H members to remind them about a meeting, or helped someone with a craft or project work. You could have taught a game, sold a trophy or ad for the Horse Show or helped to deliver your club display or entries to the Fair. This is leadership! Leadership should begin early and continue through all your 4-H years.



7. **Experiences and Awards Outside of 4-H:** We are interested in your activities outside of 4-H. Members should list important things, other than 4-H, that you have done in school, church, or other groups in your community, county or state.

8. **Documenting Your Project:** 4-H members should use these pages to provide more detail about their General 4-H work. Use pictures, samples, etc. Do not shingle or overlap items. Members can have a total of two (2) pages of items, using the front and back of both pages if they choose to. It is very important to provide captions for all items or pictures included to explain the item or picture to the reviewer.

9. **My 4-H Story:** Members are asked to write a narrative about their past 4-H year. This narrative, which should not exceed 500 words, is not meant to be a listing by month of all your activities, but a more specific writing to describe your successes, failures, experiments and new techniques attempted, and general 4-H experiences.

#### **Special Information / Requirements:**

- Be accurate and neat. The project record can be typed, printed or written neatly. (Heavy lined paper behind the page on which you are writing may help or you can make neat lines on the project pages to guide your writing). Information written should be age appropriate.
- Members should be sure to sign your record book and have your parents sign, also. You then should take your book to your club leader and have them read and sign your book. Each person is signing that this is the work of the 4-H'er and that they have put their approval for it to be turned in. The project book is then submitted to the 4-H County Office to be judged for county recognition.
- General Record Books will be judged and scored as a separate book and not in conjunction with the Project Information book. All books will be recognized with a 4-H Ribbon. In addition, top General Record Books will be recognized.

#### **Delaware 4-H Record – Project Information**

This six (6) page document is completed each year by all 4-H members completing a county record book for **EACH project area** for which they are submitting county record books. Each project book record ***should only contain information related to that project area***. For EACH project area completed by a member, completed pages should be ***submitted in a separate notebook*** which has the 4-H member's name, club name, and the respective Project Area name on the front cover.

Your project book should show what you have done (sewed on a button, built a birdhouse, learned computer programs, raised an animal project) and what you have learned as you made, sewed, built or raised your project. Your project record should tell a reviewer what, how, where, when... how many hours, how many people and anything else you can tell about what you have done in your project.



In this section, a 4-H member will provide basic information related to the following areas:

- 1. Personal / Project Information:** Provide name, age, school grade, club name, total years in 4-H, and total years in this respective project area. This page must be signed and dated by the 4-H member, a parent or guardian, and your 4-H Club Leader.
- 2. Project Learning Experiences:** Members should provide a listing of the various learning experiences they have had in their respective project area during the past 4-H year. Members can also detail learning experiences that they had in a previous year, but increased or expanded in the current 4-H year. A first year's food project member may list things like *"I learned how to measure dry and liquid ingredients," "I learned to always wash my hands with warm soap and water before cooking,"* etc. Each year your learning experiences should be different.
- 3. Project Size, Expenses and Income:** Members should provide a detail listing of any income received from the sale of items, premiums received, etc. in this respective project area. Corresponding expenses of items purchased for this project should also be provided. A member can use charts to illustrate this section. You can tell what and how many items you have made in the project, the cost and value of the project and estimate the number of hours of work they had in this respective project. Some examples include:
  - Livestock projects should show the cost of animal(s), number of animals bought and sold, number of shows in which you participated, cost of feed, equipment, space, etc. You could work out how much it cost you per pound to raise a market animal. When you sell the market animal, you receive a cost per pound. What would be your profit (or loss) per pound?
  - Citizenship and Leadership projects should show number of hours worked, number of people impacted (number of people you taught or helped). Leadership is what you do to show, teach, lead, conduct, guide, etc. Citizenship is when you help, care for, prepare for, or do for others.
  - Photography projects would report the number of pictures taken, cost of equipment, cost of developing, equipment cost, etc.
- 4. Awards and Recognition:** Members are asked to make a listing of awards received in this respective project (ribbons, trophies, certificates, thank you letters, etc.) and identify the event or activity for which the award was received. Members may attach an additional page in this section if additional space is needed.
- 5. Project Presentations (Talks and Demonstrations), Judging, Quiz Bowls and Exhibits:** Members should provide the number of items completed in this project area for each of these four (4) areas at the local, county and state levels.
- 6. Project Activities:** Members should provide a detail listing of all the various activities they performed in completing this respective project area. Members should be specific and detail all levels of project work during the 4-H year. Please note that there is generally a correlation of learning to doing. Therefore, if you had a learning experience, you would typically list a project activity in this section of what you did to learn this knowledge.



**7. Documenting Your Project:** 4-H members should use these pages to provide more detail about their individual 4-H Project work. Use pictures, samples, etc. to detail your 4-H work in this respective project area. Do not shingle or overlap items. Members can have a total of four (4) pages of items, using the front and back of each page if they choose to. (Note: Photography project books may add an additional six (6) pages to this section). It is very important to provide captions for all items or pictures included to explain the item or picture to the reviewer.

**Special Information / Requirements:**

- Be accurate and neat. The project record can be typed, printed or written neatly. (Heavy lined paper behind the page on which you are writing may help or you can make neat lines on the project pages to guide your writing). Information written should be age appropriate.
- Members should be sure to sign your record book and have your parents sign, also. You then should take your book to your club leader and have them read and sign your book. Each person is signing that this is the work of the 4-H'er and that they have put their approval for it to be turned in. The project book is then submitted to the 4-H County Office to be judged for county recognition.
- Project Information Record Books will be judged and scored as a separate book and not in conjunction with the General Record Book. All books receiving the designated cut-off score will be recognized with the National 4-H Project Pin for that respective project area.

4-H County Project Record Books are due each year to the County 4-H Office by the designated deadline date. All 4-H members are encouraged to complete 4-H County Project Record Books in order to be recognized for their outstanding 4-H work. Good luck and happy record keeping!

*It is the policy of the Delaware Cooperative Extension System that no person shall be subjected to discrimination on the grounds of race, color, sex, disability, age or national origin.*