

Purpose of Record Books

It is important that when we work with our 4-H youth that we convey to them the reasons that they are being asked to complete Record Books and project activity guides.

We often hear from youth and adults that the purpose of Record Books is so that they can show in the fair and learn how to keep records of their 4-H experiences. While these are both true they are not the primary purpose of the 4-H Record Book. With any learning opportunity the acquiring of knowledge or experience is only the first part of the learning process. To complete the learning process, it is important to reflect on what we have learned and how we can apply it to our lives. Completion of Record Books gives 4-H youth an opportunity at the end of the year to stop and reflect on the lessons that they learned while completing their project. In each project record sheet there is a section for youth to share what their goals were and if they achieved them, what lessons they learned, and what life skills they learned (based off of the life skills wheel).

Project activity guides will no longer be part of the Record Books

Project activity guides are designed to be used by 4-H members to guide their learning in a specific project area. These books are set up for the youth to work on them with a parent, club leader, or other mentor over the course of one or more years and to keep track of the activities that they have completed. Not all of our projects have activity guides available and often a youth who is passionate about a specific topic will quickly expand their learning beyond the scope of the project activity guides.

We are still encouraging the use of project activity guides and will be recognizing all members who complete an activity guide. The completed guides will be turned in at the same time as Record Books and the members will be recognized at the achievement night program. Members do not have to show a project at the fair to be recognized for completion of a project activity guide. This opens up opportunities for youth who do not participate in the county or state fair to still be recognized for their accomplishments.

Junior Record Books (ages 8-10)

Juniors are asked to complete **one life skill** from the life skills wheel for each project completion (choose either Head, Heart, Hands, or Health and choose one skill in that area).

Ex. Hands; Teamwork; When setting up for the livestock auction I learned that it is easier to accomplish a task as part of a team.

Intermediate Record Books (ages 11-13)

New Digital Opportunity for Intermediates!

This year, we will be offering an e-record book option for all Intermediate 4-Hers! The title page, summary record and story will all be included in a power point presentation or slideshow. Entries will be required to have the 4-H member tell their story as a voiceover for their power point or slideshow. Project records will still be required and can be submitted electronically or in paper form. Please be sure to include the following elements in your presentation:

- All of the elements of the Title Page (at least 1 slide)
- All of the elements of the Summary Record (at least 4-5 slides)
- Overview of your project (s) including future goals and life skills (at least 2-3 slides)
- Include parts 2-5 of the 4-H Story Guidelines, including what you learned, awards, recognition and plans for next year (pictures may accompany the story, at least 2 slides)
- Conclude with pictures using voice over captioning
- Be creative! This is intended to be a fun, innovative way to share your project work!
- E-record books will be required to be submitted on a thumb drive, placed in a clear Ziploc bag, clearly labeled with your name.

There is no length requirement for the presentation, however, the goal is to make the presentation as informative as possible for the judge!

Intermediates are asked to complete **two life skills** from the life skills wheel for each project completion (choose either Head, Heart, Hands, or Health and choose one skill in that area).

Ex.

Hands; Teamwork; When setting up for the livestock auction I learned that it is easier to accomplish a task as part of a team.

Health; Managing feelings; I learned that it is important to manage my feelings when in the show ring. After not winning my showmanship class I was very disappointed but understood that I still needed to thank the judge and congratulate the winner.

Senior Record Books / Portfolios (ages 14-18)

Seniors have the option of submitting a Record Book following the same guidelines as the juniors and intermediates or completing a **Senior Portfolio**. We encourage all seniors to submit the Portfolio to begin getting the experience of writing a résumé.

Seniors are asked to complete **four life skills** from the life skills wheel for each project completion (one from each Head, Heart, Hands, and Health).

Senior Portfolios must include:

- 4-H Résumé (this replaces the MD 4-H Summary Record)
- Essay based on the state assigned topic (This replaces the 4-H story.)
- MD 4-H General Project Record or MD 4-H Animal Science Project Record (These are for county only; if submitting to the state for leadership trips, these will be removed.)

Submission and Judging

Record Books may be submitted in green Record Book covers that are available from the 4-H Office or <https://shop4-h.org/>.

The 4-H Office will be recruiting Record Book judges. Judges will use a rubric to judge all Record Books.

Project record sheets are worth 35 points. If more than one project record sheet is submitted, each one will be judged individually for project pin awards. The average score will then be used for overall Record Book scores.

Record Book awards

All Record Books submitted will be eligible for awards. Currently, the awards are:

- Project pins for completed project records receiving a minimum of 33/35 points (A full Record Book must be submitted to be eligible for project pins.)
- 1st year Record Book award
- 3rd, 5th, 7th year Record Book award
- Best Senior Portfolio award
- Best 4-H Story award (one given for each age division)
- All members who submit a Record Book will be recognized at Achievement day
- All completed project activity guide submissions will be recognized at Achievement Day

Forms availability

All forms are available on the Harford County 4-H website:

<https://extension.umd.edu/locations/harford-county/local-4-h-youth-education/events-opportunities>

Please ask your club members to use this site for finding forms as it will be linked to the most current forms available.

If members have questions, they should call the 4-H Office at 410-638-3255.