



RECORD BOOK GUIDELINES FOR 6TH-12TH GRADE 4-H PORTFOLIO



SPECIAL NOTE:

In order to fulfill project requirements, each year every 4-H member should turn in a completed 4-H Portfolio. Be reminded that when the 4-H Portfolio is turned in, it must be “bound” in a folder. 4-H folders are available through your 4-H leader at school for \$3.00 each, or you may use a folder of your choice.

INSTRUCTIONS:

1. **Complete the cover sheet of the booklet with Name & School/Club.**
2. **Read the “Message to 4-H’ers”. You may include up to 3 YEAR’S of 4-H work. In sections 2, 3, 4, & 5 you may have up to 3 pages (only one page for each year); keep your book organized as this page suggests.**
3. **Complete Section 1**
 - **Make sure to include a picture of yourself.**
 - **Under “4-H Projects Books” list each project you are in this year.**
 - **Make sure you sign and get signatures from one of your parents and one of your leaders at school.**
 - **On the back under complete the “4-H and YOU!” Page.**
4. **Section 2 is 4-H Leadership.**
 - **Provide the information requested including the level.**
 - **If you have nothing to put under this item, write “None” and remember, you need improvement in leadership for next year.**
5. **Section 3 is 4-H Citizenship/Community Service.**
 - **Provide the information requested including the level.**
 - **If you have nothing to put under this item, write “None” and remember, you need improvement in citizenship for next year.**
6. **Section 4 is 4-H Awards & Recognition.**
 - **For each item, provide the information that is requested.**

- **If you have nothing to put under an item, write “None” and remember, you need improvement in this area for next year.**
- 7. Section 5 is Leadership & Recognition in other non 4-H clubs or organizations**
- **For each item, provide the information that is requested.**
 - **If you have nothing to put under an item, write “None” and remember, you need improvement in this area for next year.**
- 8. Section 6: Follow the instructions at the top of the page.**
- **Your 4-H story is what identifies you as an individual and is one of the most important parts of the book.**
 - **A good story should be at least 2 pages long or more.**
- 9. Section 7 is for 4-H Photos & Supporting Materials.**
- **Read the instructions at the top of the page.**
 - **If you have not yet taken any project pictures, take some now so you can have them developed in time.**
 - **Include at least 1-2 pictures of you doing work in each of your projects.**
 - **Don’t forget to write a caption next to each picture.**
 - **Don’t put ribbons in your book.**
 - **Don’t put anything on the back of a page, simply add more pages, but not more than 10.**
 - **You can include any material containing your name in print for 4-H work or accomplishments (regular, newspaper, school newspaper, 4-H newsletter, thank you notes, etc.).**
 - **Include the whole article, not just your name cut out.**
- 10. Section 8 is the 4-H Project Focus, and you should include your entire project book(s).**
- 11. Punch holes, if necessary and bind your book in a folder.**
- 12. CONGRATULATIONS! You’ve completed the 4-H Member’s Record Book. Be sure to turn the book in to your 4-H leader by the deadline to be sent to the 4-H office.**