



RECORD BOOK GUIDE FOR 6TH-12TH GRADE 4-H



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SPECIAL NOTE:

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:

Complete the cover sheet of the booklet with Name & School/Club.

Read the “Message to 4-H’ers”. You may include **up to 3 YEARS** of 4-H work. **In sections 4, 5, 6, & 7 you may have up to 3 pages (only one page for each year);** keep your book organized as this page suggests.

Section 1 Personal Data

- Under “4-H Projects area(s)” 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.
- Complete the “4-H and YOU!” Page.

Section 2 is 4-H Project Overview

- Provide a narrative summary, list, and/or chart that covers the project work you have completed in the past three years, maximum.

Section 3 is This Year’s 4-H Project Summary

- Include only 1 year (the current year) of your project work. Use the charts in this section to record progress on your 4-H project(s) work.

Section 4 is 4-H Leadership.

- Include any time you led an activity, include times that you taught, coordinated, organized, or guided others.
- Make sure to list 4-H officer position(s) held, committees served on or other positions held.
- If a leadership activity is directly relevant to your 4-H project work, place a check mark in the “Project” column.

Section 5 is 4-H Citizenship and Community Service.

- List any time that you served others through 4-H. The level of work is based on the final outreach of the organization that the service or donation is going toward. For example, the Salvation Army is a national organization, so donations should be listed as “N.”
- If an activity is directly relevant to your 4-H project work, place a check mark in the “Project” column.

Section 6 is 4-H Awards & Recognition.

- 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.

Section 7 is Non 4-H Experiences and Activities.

- 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.

Section 8: 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 and no longer than 6 pages.

Section 9: Is for 4-H Photos & Supporting Materials.

- The judges focus more on the content of this section, than on any decorative page elements. Make sure to use the front side of the paper, not front and back.
- Be sure to include candid photos, action shots and captions. Photos should include project-specific activities, in addition to leadership and community service highlights.
- Either insert photos and type captions directly into a computer file to print and insert into your book or print photos and glue or tape them onto pages with typed captions.
- Exceptions: 4-H members who are entering Photography project work can include 10 additional pages of their photography samples.
- When writing captions, include detailed information such as presentation topics, audience numbers/participants, things you learned.

Punch holes, if necessary, and bind your book in a folder.

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. If you have any questions regarding these guidelines, please feel free to contact our office at 291-7090.

- Digital Copies of the 4-H Portfolio can be accessed on the Louisiana 4-H Website at [4-H Portfolio: My 4-H Experiences and Accomplishments \(lsuagcenter.com\)](https://4-HPortfolio:My4HExperiencesandAccomplishments(lsuagcenter.com)) or by using the QR Code below.

