

RECORD BOOKS ARE DUE BY 4:00PM : MAY 22<sup>nd</sup>, 2009

1. Your Record Book fulfills two purposes: a) it keeps a record of your 4-H work and b) it serves as a lifelong memory of what you did in 4-H. In 20 years, think of the fun looking back!
2. Your Record Book should be put into some type of binder. Any kind of binder is allowed. You can hand make a binder or use a store-bought notebook, or a 4-H binder.
3. Your Record Book should include the following:
  - **My Project Report Form** – choose your correct age level and fill out completely.
  - **Project Book/Educational Materials** – a 4-H project book is preferred.
  - **Photos with Captions** – up to 3 pages of photos relating to the project with handwritten informative captions. Other photos can be included in an optional “Additional Materials” section.
  - **Project Story** – Handwritten story answering the questions that are mentioned in the Project Story section of your Project Report form about your 4-H project experiences.
  - **Additional Materials that pertain to your 4-H Project** – additional photos, news clippings, articles, contest/show score sheets, ribbons, event programs, certificates, and anything else relating to project or club activities you want to include
  - **ALL Sections MUST BE HANDWRITTEN BY THE 4-H MEMBER.**
4. Fill in all the blanks. If it does not apply, write in: “**n/a**” (not applicable).
5. A “Project Report Score Sheet” should be attached to the cover or placed in the sleeve of your binder for each Record Book you submit. Score sheets are available from the 4-H Office or online. Please see Project Report Score Sheet for judging criteria.
6. It’s “OK” to use **pencil, pen or marker**. Pay attention to spelling, grammar and sentence structure. Neatness counts! Age level and 4-H experience will be taken into consideration.
7. **Be Creative!** You can mount pictures, draw pictures, use colored construction paper, different kinds of binders, etc....make it fun, something that represents you.
8. Remember that accomplishments are not just awards won. **Setting goals** and fulfilling them, and learning life skills should always be your focus.
9. You can choose to have your Record Book reviewed on a non-competitive basis.
10. Secretary and Treasurer Records can count as a Record Book, providing a Project Report, Photos and Project Story are included.
11. Multiple Record Books from each member need to be from different project areas.
12. **Signatures are Required**. Get your Parent, Leader and 4-H Staff signatures **BEFORE May 22<sup>nd</sup>**. Points will be deducted if signatures are missing!

*Call the St. Johns County 4-H Office for more information, 209-0430.*