

## GUIDELINE FOR COMPETITION RECORD BOOKS

Record books may be either handwritten or typed. If your book contains information from more than one year, the current year should be at the **front** of the book and **clearly separated from the past information**.

**Notebook:** A three ring binder should be used. Select one with a clear plastic pocket on the outside so that a paper cover can slide into it. It should have pockets on the inside to hold the judging score sheets.

**Cover:** A 4-H cover sheet should be used, which can be found on the County Extension Office website, or from the Extension Office. Novice members should use pink paper, junior members should use yellow paper, and senior members should use green paper.

**Member Photograph:** Photographs can range from a minimum of 2" x 3" to a maximum of 5" x 7". School pictures are acceptable. Below the picture put your first and last name, your 4-H age (age of January 1<sup>st</sup> of this year), club, and current 4-H year.

**Table of Contents:** List major divisions of your record book. Divisions are: **1. Eddy County Report Form, 2. 4-H Story, 3. 4-H Activity Photos, 4. Projects, 5. Non 4-H Activities, and 6. Newspaper Articles.** It may be easier to wait until your book is complete to do your table of contents so you can accurately number your pages.

**Eddy County Report Form:** This form is available from the Extension Office, either in person or off the website. Younger members may not have something to write in every section of this form.

**4-H Story:** Write a story of your experiences in 4-H this year. Include information about yourself (age, school, family, where you live, number of years in 4-H). Highlight your club (when and where you meet, number of members, special things your club did). Describe your projects (what you learned, what you found interesting or difficult, successes and failures). Explain how 4-H has made you a better leader/citizen (participation and learning experiences in 4-H activities). This story should reflect what 4-H means to you and what made this 4-H year unique. Length and Format Guidelines: You can type or hand-write your story. If using a computer please use a 12 point font that is easy to read. Leave a wide enough margin so the story can be read if inserted into a report cover. **Your story should be a minimum of one page.**

**4-H Activity Photos:** Action photos of club meetings, county contests, judging teams, 4-H camp, parades, Youth-Get-Away, Senior Leadership Retreat, citizenship activities, and any other general 4-H activities go here. Captions make the pictures informative and interesting. There should be no more than 3 pages of general 4-H activity pictures.

**Projects:** All project information goes in this section. Arrange projects alphabetically. For example, all Beef project information, all Leathercraft project information, then all Welding project information. Each project section should include the following:

**Project Book/Records:** This section is for the record sheets you kept on each project. Members in livestock and horse projects should use appropriate livestock and horse record sheet. Members in rodeo should use the rodeo project sheet. Members in the pet project should use the pet record sheet. Members in non-livestock projects can choose to either use the project sheet included in their project book or the generic project record sheet. All record sheets are available on the Extension Office website.

**Project Photos:** Photos should show you working on your projects throughout the year. A variety of action photos is best. There should be 3 pages of photos per project maximum.

**Non 4-H Activities:** Information on extracurricular activities. Include photos if you have them. Two pages maximum of photos.

**Newspaper Articles:** This section includes articles that show your 4-H involvement. Include the name of the newspaper and date published. Underline or highlight your name.