



4-H Record Book Sarasota County

4-H Youth members will be submitting, at the end of the year, a Record Book or portfolio of their whole year. This Record Book will be a great resource to the youth to track their project and development over the year and throughout their 4-H involvement.

4-H Member Record Books are an important part of the 4-H learning process. In a few years you can look back at them and see how much you have grown, learned, and changed. They will be valuable tools for you as you get older in the 4-H program and begin to look for educational scholarships or as you complete job applications and have to include leadership skills. Or, they just can be fun to look back on to help you remember what you did in 4-H.

Guidelines

- These record books will be used for the following:
 - Track overall participation of the youth in their projects.
 - Evaluate the Sarasota County 4-H program for participants.
 - Help youth members track their participation over time and build their portfolios.
 - Demonstrate growth and success for the UF/IFAS Sarasota County 4-H program.
- 4-H Record Books will be due **June 1**, to the 4-H UF/IFAS Sarasota County extension office.
- Use a three-pronged hole folder or binder so papers can be attached in the folder. (Loose papers in pockets fall out.)
- Organize your 4-H Record Book in sections or tabs.
- Clearly label each section of your Record Book
 1. Title page
 2. 4-H Record Book Summary Sheet
 3. 4-H Performance Standards for your division (Cloverbud, Junior, Intermediate or Senior)
 4. Overall 4-H story/essay
 - Prompt - Share your entire 4-H experience: What you learned in 4-H this year, your experiences, achievements, successes, and the not-so-successful efforts. Sometimes we learn more from our not-so-successful efforts than we do from our successful efforts! Include things you did, things you learned, fun you had, difficulties you encountered, how 4-H affected you, your family, and others.
 - Cloverbuds are not required to have an overall story.
 - Juniors - Neatly written in pencil or pen, or typed in 12-point double-spaced – recommended length at least 1 page.
 - Intermediates - Neatly written in pencil or pen, or typed in 12-point double-spaced – recommended length at least 2 pages.

- Seniors - Neatly written in pencil or pen, or typed in 12-point double-spaced – recommended length at least 3 pages.
 - 5. Project Report(s) – one per project or youth can put their fair project book.
 - 6. Project Book(s) (i.e. care and feed books for animal projects, craft-specific books such as woodworking or photography)
 - 7. Special Interest (special Project Books for events and experiences such as livestock judging, hog and ham, etc.)
 - 8. Officer Books (if served in a club, County, district, or state leadership position, include Book(s) such as Secretary, President, etc.)
 - 9. Photos/drawings (attach no more than five single-sided pages 8 ½ x 11. Photographs should include captions. No page protectors.
- **RECOGNITION PINS and AWARDS** – In order to be eligible, youth must complete a completed 4-H Member Record Book will include an age-specific Summary or Project Report(s) or books, 4-H Performance Standards, Special Interest Project Report(s), Special Interest Record Book(s), Animal 4-H Care and Feed Book(s), 4-H Officer Record Book(s), Project Books, and worksheets, when appropriate.
 - To receive a year-completion pin, you must submit a completed 4-H member Record Book.
 - To be eligible for project awards, you must submit a completed 4-H member Record Book.
 - To be eligible for special awards, you must submit a completed 4-H member Record Book
 - **AWARDS AND RECOGNITION** - 4-H Member Record Books will be judged in June and returned to 4-H members at the Awards Program. Each member will be invited forward to receive their year pin. 4-H Member Record Books and Completion certificate will be given to members at the end of the Awards Program.

Important Reminders

1. If a child has a disability, parents should discuss project limitations with the club leader and provide those limits on a detachable note in the front of the 4-H Member Record Book.
2. If you include a Project Book(s) or Worksheet, be sure to complete all areas where it asks you to write something. If it does not apply, write “Does not apply”. If this book is included in your 4-H Member Record Book submission, it will be judged. If your Record Book is a multi-year book, please note what things were completed this 4-H year.
3. For any of the forms, if the youth feels they have answered that question already, they can simply enter a comment to see the page number where that question has been answered (for instance, if they already answered their project goals in their Swine Care And Feeding book, the youth simply can refer the judge to that page number (e.g. “See page number [#] in Swine book”).
4. Please do not use document/sheet protectors as it adds to the judging time if a judge wants to make comments.



Sarasota County 4-H Member Record Book

4-H Year _____

Name of 4-H Youth

4-H Club

Add a current black and white or color photo of yourself

I personally have prepared this report and certify that it is correct and true.

Signature of 4-H Youth

Date

I have reviewed this report and certify that it accurately reflects the work of this 4-H member during the current 4-H year.

Signature of 4-H Parent

Date

ALL BOOKS (i.e. care and feed, officer, special interest, etc.) MUST BE REVIEWED AND SIGNED BY YOUR CLUB LEADER BEFORE SUBMISSION FOR JUDGING



Sarasota 4-H Record Book Summary Sheet

This 4-H Member Record Book should reflect the work that you have done in 4-H since your Record Book was submitted last (or for first year members, since you joined your 4-H club this year).

TO BE COMPLETED BY ALL AGE DIVISIONS

Name _____

Address _____

City _____ Zip _____

Club Membership Information

Club(s) this year (Please list the clubs in order of importance to you)

1. Primary _____
2. Secondary _____
3. Tertiary _____

Including this year, number of years in 4-H _____ Age on 9/01/current year _____

Circle or check your project Division for this year:

Cloverbud (Age 5 -7) Junior(Age 8-10) Intermediate(Age 11-13) Senior (Age 14-18)

CONTENTS OF THIS RECORD BOOK

Projects List Projects Submitted IN ORDER OF IMPORTANCE TO YOU	Years Involved	Special Interest	Years Involved	Officer Records	Years Involved
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		6.	
7.		7.		7.	

Your age on September 1st OF THE CURRENT 4-H YEAR will determine which Division Summary or Project Report you should complete.



My Cloverbud 4-H Project Summary (Ages 5-7)

My name is: _____

I am _____ years old and in the _____ grade.

My address is

Street: _____

City or Town: _____

State: _____ Zip Code: _____

I belong to the _____ 4-H club.

Directions

1. Complete your Cloverbud 4-H Project Report and submit it at the end of the 4-H year in a folder.
2. Put together your project records, books, activity sheets, and other items from the project in the folder.
3. Your book will be reviewed, and you will receive recognition for your participation.

I chose to work on these projects this year:

1. _____
2. _____
3. _____

Why did you choose these projects?

Answer the questions by putting checks in the boxes.

Did you learn how to say the American Pledge?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you learn how to say the 4-H Pledge?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you thank your club leader(s)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you participate in community service? If so, what did you do? _____	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you do a 4-H demonstration for your club and/or county? If so, what was it about? _____	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you exhibit something you made? If so, what was it? _____	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

My Cloverbud 4-H Project Story

Some of my favorite project activities this year were

This year I learned to

Next year I want to learn about

My Cloverbud 4-H Project Pictures

You may draw pictures of your project(s) activities or paste photos of them.

Date: _____

What is happening in your picture?

Put Photo Here

Date: _____

What is happening in your picture?

Put Photo Here

Put Photo Here

Date: _____

What is happening in your picture?

Put Photo Here

Date: _____

What is happening in your picture?

Put Photo Here

Date: _____

What is happening in your picture?

Put Photo Here

Date: _____

What is happening in your picture?

My Cloverbud 4-H Project Report Checklist (Ages 5-7)

Name: _____

Club: _____

Project Area(s): _____

Section Completed (✓)	Sections	Remarks
PROJECT PARTICIPATION AND ACTIVITIES		
	Project Participation: Was at least one project chosen?	
	Activities: Did the youth participate in various activities and events such as exhibits, community service, and public speaking?	
PROJECT REFLECTION		
	Learning Experiences: Did the youth list favorite project activities while completing the project?	
	Knowledge Gained: Did the youth exhibit what was learned in the project area?	
	Future Plans: Did the youth indicate what he/she wants to learn about in the future?	
PROJECT ATTACHMENTS		
	Project Illustrations or Photographs: Did the youth document the project using illustrations and/or photographs with captions?	
	Project Records: Did the youth include a completed project/record book, activity sheets, or other educational materials completed during the learning experience?	

Evaluator: _____



Florida 4-H Member Performance Standards Award Application

CLOVERBUD (5-7 YEARS OLD)

Name: _____ 4-H Age: _____

Club(s): _____

Activity	Completion Date	Leader/Agent Signature
Show and Tell Activity		
Exhibit Something		
Complete Project Book or Work Book		
Complete Summary		

Parent Signature _____ Date: _____

Participant Signature _____ Date: _____

Achieving Standards of Excellence

Member Options for Recognition

Performance Standard Awards

CLOVERBUD 5-7 Year Olds	Performance Standards
CLOVER Award	<ul style="list-style-type: none">• Complete a show and tell activity with your club.• Exhibit something made in the cloverbud project.• Complete at least one cloverbud workbook or project book.• Complete a 4-H Cloverbud Project Summary.

JUNIOR 8-10 Year Olds	Performance Standards
BRONZE Clover	<ul style="list-style-type: none">• Establish plans for member's project and make report on project to leader. Independent members must present completed Project Plan to 4-H staff.• Attend at least 2/3 of club meetings (or number established by club). Independent members must meet with mentor a minimum of four times during the program year.• Share project experiences by giving a presentation.• Attend two activities.• Participate in one service project.• Complete one record book.
SILVER Clover	<ul style="list-style-type: none">• Establish plans for member's project and make report on project to leader. Independent members must present completed Project Plan to 4-H staff.• Attend at least 2/3 of club meetings (or number established by club). Independent members must meet with mentor a minimum of four times during the program year.• Share project experiences by giving a presentation.• Attend three different activities.• Participate in two service projects.• Participate in two different competitions/exhibitions.• Complete one record book.

