

## Record Book Instructions 2023-2024 St. Johns County 4-H



Your record book fulfills several purposes: it keeps a record of your 4-H work, and it serves as a lifelong memory of what you did in 4-H. Record Books are due **June 3, 2024**.

For a document to qualify as a record book for judging and Clover Award purposes it must include the following:

- My 4-H Project Report**-Choose your correct age level and fill it 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 informative captions.
- 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.
- Project Report Score Sheet**
  - All sections must be completed by the 4-H member. It is preferred that the information is handwritten, however, typed submissions are acceptable.
  - Fill in **all** the blanks. If it does not apply, you can put: “n/a” (not applicable), however, before putting “n/a”, be sure to talk to your 4-H leader or agent to discuss some ideas for a possible response.
  - A *My 4-H Project Report Score Sheet* should be attached to the cover or placed in the sleeve of your binder for each Record Book you submit. The score sheet provides the judging criteria and is available from the 4-H Office or online.
  - It is okay to use a 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.
  - Be creative! You can mount pictures, draw pictures, use colored construction paper, different kinds of binders, etc....make it fun, something that represents you.
  - Remember that accomplishments are not just awards won. Setting goals and fulfilling them and learning life skills should always be your focus. Use the Targeting Life Skills Model at the end of the packet to select the life skill(s) you want to make a goal for.
  - You can choose to have your Record Book reviewed on a non-competitive basis.
  - Secretary and Treasurer Records count as a *project* book. To be considered *record* books, they must include a *My 4-H Project Report form* and photos.
  - Multiple record books from each member need to be from different project areas.
  - Signatures are required. Get your parent, leader, and 4-H agent’s signatures before **June 3, 2024**.



## My Intermediate 4-H Project Report (Ages 11–13)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

County: \_\_\_\_\_ Age (as of 9/1): \_\_\_\_\_ Years in 4-H: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Club/Group: \_\_\_\_\_

Project: \_\_\_\_\_ Years in this 4-H project: \_\_\_\_\_

### Approval of this report:

I personally prepared this report, and it is a true record of my 4-H project.

4-H Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Leader Name: \_\_\_\_\_

Signature of 4-H Leader: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions

Youth will complete a separate Project Report form, including all attachments, for every project that they submit for recognition.

- Start working on section #1 at the beginning of the year when you begin your new project. A full listing of life skills can be found at <https://edis.ifas.ufl.edu/publication/4H242>.
- Sections #2 and #3 should be completed as you work on your project throughout the year.
- Put together all of the attachments listed in section #3 of this form (project report, project pictures, project story, and project records) into a folder.
- Submit this project report with all of the attachments listed in section #3 of this form to your local UF/IFAS Extension 4-H agent for judging.

Written by the Florida 4-H Awards and Recognition Task Force, Geralyn Sachs, 4-H regional specialized agent, and Laura Cash, 4-H Extension agent, UF/IFAS Extension Volusia County, chairs; UF/IFAS Extension 4-H Youth Development Program, Gainesville, FL 32611.

An Equal Opportunity Institution. 4-H is the nation's largest youth development organization. Over 230,000 members in the State of Florida help to make up the community of more than 6.5 million young people across America. 4-H is a non-formal, practical educational program for youth. Florida 4-H is the youth development program of Florida Cooperative Extension, a part of the University of Florida/IFAS.

## Section 1: Project Plans and Goals

**This is what I want to learn this year (choose one life skill goal and two project goals that are obtainable and relevant):**

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Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This is what my leader agreed to help me do:**

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Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This is what my parent(s)/guardian(s) agreed to help me do:**

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Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: Project Activities (you may add pages)**

Date(s)	Activities I Did Related to My Project This Year	Time Spent

**My citizenship and community service activities this 4-H year:**

Date(s)	Description of Activity	Your Role

**My leadership activities this 4-H year:**

Date(s)	Description of Activity	Your Role

**My presentations and exhibits this 4-H year:**

Date(s)	Description of Presentations and/or Exhibits (include the location, event, audience, title, and award(s) received)

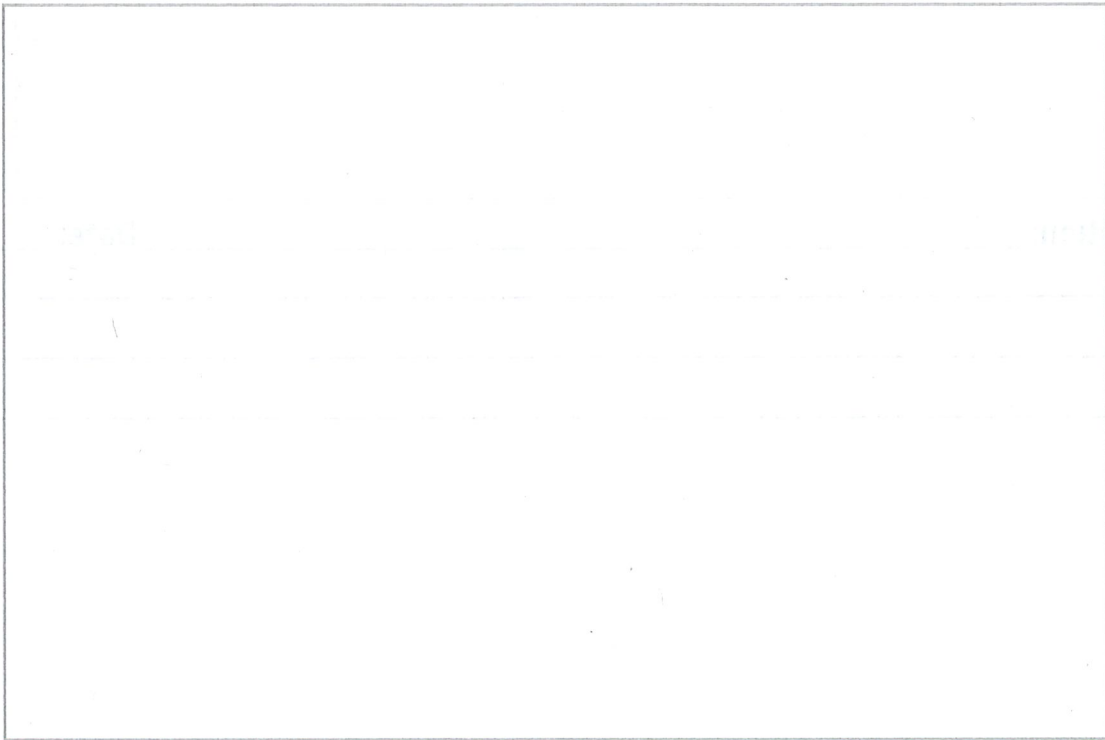
## Section 3: Project Attachments

### Project Pictures

Attach at least four photos (or you may provide drawings) of your project work throughout the year showing you and your project at the beginning and when completed. Your pictures should show various aspects of your project. Additional photos of your 4-H year may also be included to highlight experiences such as camp, community service, or other activities in which you participated.

Photographs should be 3"x5" or 4"x6". Make sure that your photographs are attached neatly and securely. In the space below the picture write a caption. Each caption should include:

- Date
- Description of activity or event
- Skill learned



**Photo Caption:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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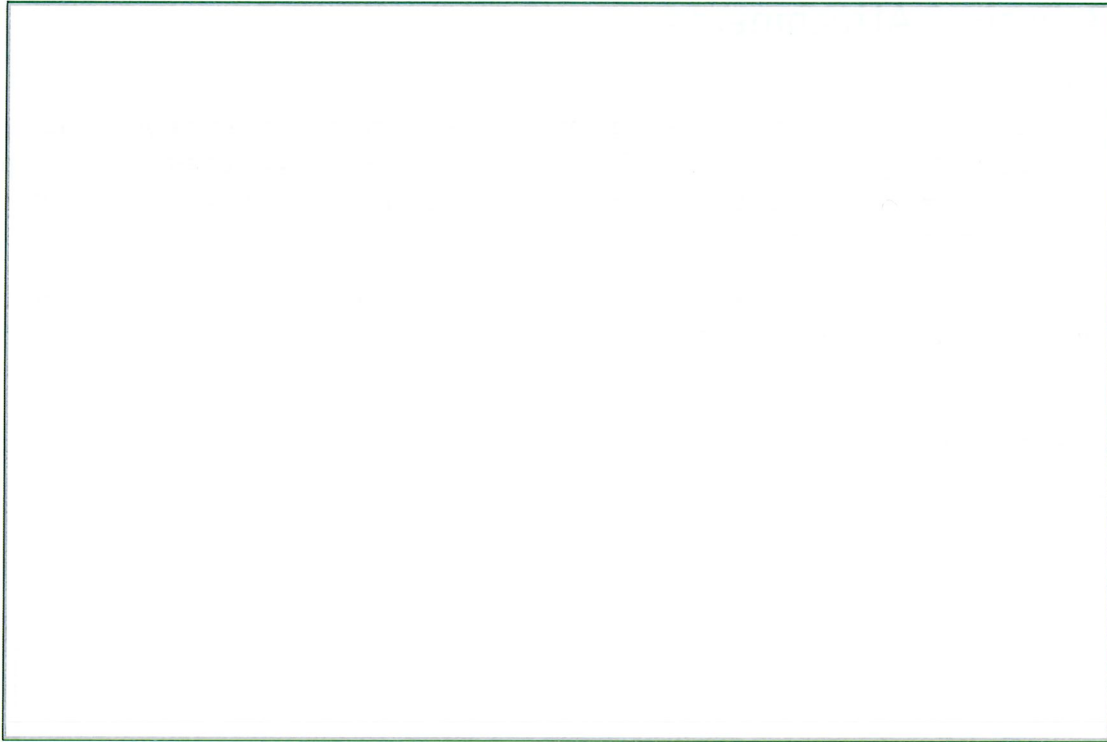
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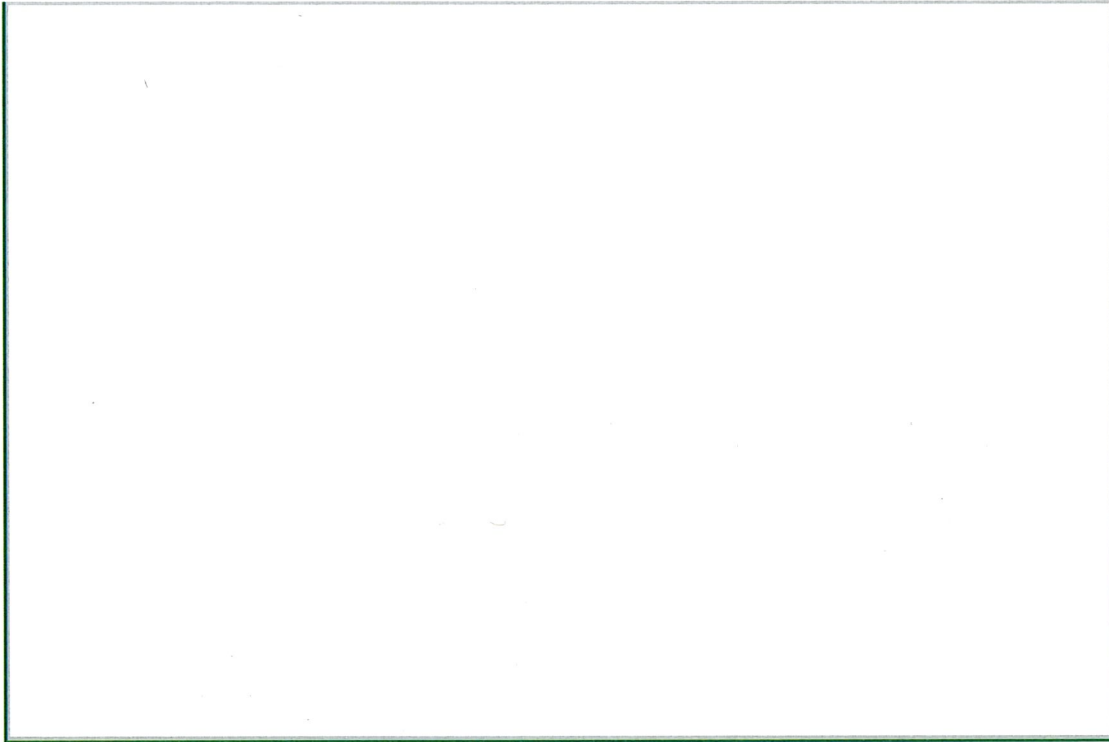


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**Photo Caption:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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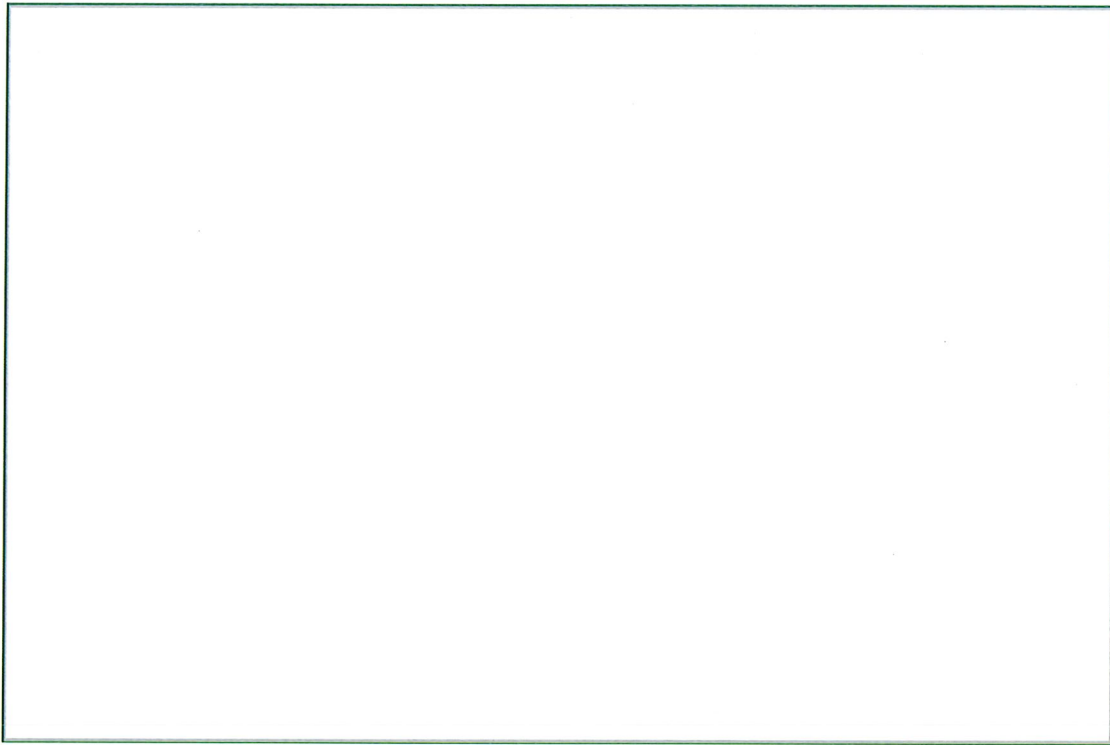
**Photo Caption:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Photo Caption:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Project Story

Create a story of your project experiences. In your story, answer the following questions:

1. What new thing(s) did you learn about your project?
2. What problems did you have and how did you overcome them?
3. What were your accomplishments?
4. How did your leader and other adults help you?
5. What plans or goals do you have for next year?
6. Write about any skills you learned that you can use in other areas of your life (life skills).

On a separate page, neatly write or type (in 12-point, double-spaced font) your project story.

## Project Book or Worksheets

Attach your project or record book, worksheets, and any other educational materials completed during the learning experience as evidence of your project work.

## My Intermediate 4-H Project Report Score Sheet (Ages 11–13)

Name: \_\_\_\_\_

Club: \_\_\_\_\_ Project Area: \_\_\_\_\_

Points Earned	Possible Points	Criteria	Remarks
<b>Section 1: Project Plans and Goals (5 points possible)</b>			
	5	<b>This is what I want to learn this year:</b> <ul style="list-style-type: none"> <li>Member shows the ability to set obtainable and relevant project and life skill goals.</li> <li>Intermediate age should list two project goals and one life skill goal.</li> <li>Member has enlisted support of an adult in his/her project work.</li> </ul>	
<b>Section 2: Project Highlights (30 points possible)</b>			
	5	<b>Project Activities</b> <ul style="list-style-type: none"> <li>Activities demonstrate progress toward goals.</li> <li>Activities are related to project work.</li> </ul>	
	10	<b>Citizenship</b> <ul style="list-style-type: none"> <li>Member participated in citizenship and community service activities.</li> </ul>	
	10	<b>Leadership</b> <ul style="list-style-type: none"> <li>Member shows involvement with various leadership roles.</li> </ul>	
	5	<b>Presentations and Exhibits</b> <ul style="list-style-type: none"> <li>Member shared his/her project work through a presentation or exhibit.</li> </ul>	
<b>Section 3: Project Attachments (60 points possible)</b>			
	25	<b>Project Records</b> <ul style="list-style-type: none"> <li>Member included a completed project/record book, activity sheets, and/or other educational materials completed during the learning experience.</li> </ul>	
	15	<b>Project Pictures</b> <ul style="list-style-type: none"> <li>Pictures show member actively engaged in learning experiences related to the project.</li> <li>Pictures have appropriate captions.</li> </ul>	
	20	<b>Project Story</b> <ul style="list-style-type: none"> <li>Story portrays experiences with project work.</li> <li>Member reflects on what was learned from the project experience and makes plans for future projects.</li> <li>Member talks about problems and accomplishments.</li> </ul>	
<b>Neatness, Completeness, and Evidence of Work (5 points possible)</b>			
	5	<ul style="list-style-type: none"> <li>Report and attachments show evidence of effort and are neat and complete.</li> </ul>	
	<b>100</b>	<b>Total Score</b>	

Evaluator: \_\_\_\_\_



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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Cathann A. Kress, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.