



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 Senior 4-H Project Report (Ages 14-18)

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 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 the attachments listed in section #3 of this form to your local UF/IFAS Extension 4-H agent for judging.

Florida 4-H Awards and Recognition Action Team: Cash, L., Sachs, G.M., DeCubellis, C.D., Ward, M., Meringolo, D., Hensley, S.T., Toelle, A., & Valencia, L.

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 two life skill goals and two project goals that are obtainable and relevant):

Member Signature: _____ Date: _____

This is what my leader agreed to help me do:

Leader's Signature: _____ Date: _____

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

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)

My general 4-H events and activities:

Date(s)	Description of Activity	Your Role

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.

Insert Photo Here

Photo Caption: _____ Date: _____

Insert Photo Here

Photo Caption: _____ Date: _____

Insert Photo Here

Photo Caption: _____ Date: _____

Insert Photo Here

Photo Caption: _____ Date: _____

Project Story

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

Section I: Project Experiences

- What new thing(s) did you learn about your project?
- Did you meet your goals? What plans or goals do you have for next year?
- What problems did you have and how did you overcome them?
- What were your accomplishments?
- How did your leader and other adults help you?

Section II: Leadership and Citizenship

- What leadership roles did you hold?
- What did you achieve in those roles?
- How were you involved in community service activities?
- What did you gain from your service to others?

Section III: Life Skills and Future Plans

- Discuss three life skills you have acquired from this project and how they will benefit you in other areas of your life.
- What are your future plans for this project, 4-H, and beyond?

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

Project Records

Attach your project/record book, activity sheets, and/or other educational materials completed as evidence of your project work.

My Senior 4-H Project Report Score Sheet (Ages 14-18)

Name: _____

Club: _____ Project Area: _____

Points Earned	Possible Points	Criteria	Remarks
Section 1: Project Plans and Goals (5 points possible)			
	5	This is what I want to learn this year: <ul style="list-style-type: none"> Member shows the ability to set obtainable and relevant project and life skill goals. Senior age should list two project goals and two life skill goals. Member has enlisted support of an adult in his/her project work. 	
Section 2: Project Highlights (35 points possible)			
	5	Project Activities <ul style="list-style-type: none"> Activities demonstrate progress toward goals. Activities are related to project work. 	
	10	Citizenship <ul style="list-style-type: none"> Member participated in citizenship and community service activities. 	
	10	Leadership <ul style="list-style-type: none"> Member shows involvement with various leadership roles. 	
	10	Presentations/ Exhibits and General 4-H Events <ul style="list-style-type: none"> Member shared project work through a presentation or exhibit. Member participated in 4-H events. 	
Section 3: Project Attachments (55 points possible)			
	20	Project Records <ul style="list-style-type: none"> Member included a completed project/record book, activity sheets, and/or other educational materials completed during the learning experience. 	
	15	Project Pictures <ul style="list-style-type: none"> Pictures show member actively engaged in learning experiences related to the project. Pictures have appropriate captions. 	
	20	Project Story <ul style="list-style-type: none"> Story portrays experiences with project work. Member reflects on what was learned from the project experience and makes plans for future projects. Member talks about problems and accomplishments. 	
Neatness, Completeness, and Evidence of Work (5 points possible)			
	5	<ul style="list-style-type: none"> Report and attachments show evidence of effort and are neat and complete. 	
	100	Total Score	

Evaluator: _____



Florida 4-H Member Performance Standards Award Application

SENIOR (14-18) YEARS OLD

Award Level Applying: _____

Name: _____ 4-H Age: _____

Club(s): _____

Activity	Completion Date	Leader/Agent Signature
Project Report		
Attend 2/3 Club Meetings		
Project Presentation		
Wild Card/Extra Credit (Attache Copy)		
Serve on Committee or Hold Office		
BRONZE (B)		
Service Projects Assisted In		
(B)		
SILVER (S)		
Lead Service Project		
GOLD (G)		
EMERALD (E)		
Teach Club Activity		
(G)		
(E)		

Activity	Completion Date	Leader/Agent Signature
Activities Participated In		
(B)		
(B)		
(S)		
(G)		
(G)		
(E)		
(E)		
Participated in Competitions/Exhibitions		
(B)		
(S)		
(S)		
(G)		
(G)		
(G)		
(E)		
Talks to Community Groups		
(G)		
(E)		
Teach County Class or Workshop		
(G)		
(E)		

Activity	Completion Date	Leader/Agent Signature
Participate in District or Higher Event		
(G)		
(G)		
(E)		
Completed Record Books		
(B)		
(G)		
(E)		
(E)		
Complete Florida 4-H Awards/Scholarship Application		
Florida 4-H scholarship/award trip application*		
“Why is creating a sense of belonging important in 4-H”		
(G) Essay (Attach Copy)		
Serve as Mentor – Enter Name of Mentee		
(E)		

**Florida 4-H scholarship/award trip application counts as 2 record books at the emerald level.*

Parent Signature: _____ Date: _____

Participant Signature: _____ Date: _____

The standards of excellence color levels (Bronze, Silver, Gold, and Emerald) are cumulative. 4-H'ers must achieve all of the requirements for each color level in order to progress to the next.

See Additional Supporting Resources:

- Cloverbud Award Application Form
- Junior Award Application Form
- Intermediate Award Application Form
- Senior Award Application Form
- Definitions
- Events and Activities Example Form

SENIOR LEVEL 14-18 Year Olds	Performance Standards	Award Suggestions
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 meet with mentor four times during the program year. • Share project experiences by giving a presentation. • Serve on committee or hold an office. • Participate in two different activities. • Assist in one service project. • Participate in a competition/exhibition. • Complete one record book. 	Clover Certificate- BRONZE Level Name printed in the 4-H newsletter
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 meet with mentor four times during the program year. • Share project experiences by giving a presentation. • Serve on committee or hold an office. • Participate in three different activities. • Assist in two different service projects. • Participate in three different competition/exhibition. • Complete one record book. 	Clover Certificate- SILVER Level Name printed in the 4-H newsletter

SENIOR LEVEL 14-18 Year Olds	Performance Standards	Award Suggestions
<p>GOLD Clover</p>	<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 meet with mentor four times during the program year. • Share project experiences by giving a presentation. • Serve on committee or hold an office. • Participate in five different activities. • Assist in two different service projects. • Lead a service project. • Participate in six different competitions/exhibitions. • Complete two record books or Florida 4-H scholarship/award trip application and a record book. • Give a 4-H talk to a community group. • Teach one club level activity or workshop. • Teach one County level activity or workshop. • Write an essay on “<i>Why Is creating a sense of belonging important in 4-H?</i>” and turn into your leader and the 4-H Agent. • Participate in two different District level or higher event. 	<p>Clover Certificate- GOLD Level</p> <p>Name printed the 4-H newsletter</p>



SENIOR LEVEL 14-18 Year Olds	Performance Standards	Award Suggestions
EMERALD 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 meet with mentor four times during the program year. • Share project experiences by giving a presentation. • Serve on committee or hold an office. • Participate in seven different activities. • Assist in two different service projects. • Lead two service projects (<i>must be approved by Club Leader</i>). • Give two or more 4-H talks to two different community groups. • Teach two different club level activities or workshops. • Teach two different County level (or beyond) classes or workshops. • Participate in seven different competitions/exhibitions. • Participate in three different District or higher level events. • Write an essay on "Why Is creating a sense of belonging important in 4-H?" and turn into your leader and the 4-H Agent. • Complete four record books or Florida 4-H scholarship/ award trip application and two record books. • Serve as a mentor for another 4-H'er. 	<p>Clover Certificate- EMERALD Level</p> <p>Name printed in the 4-H newsletter</p>
*May be used one time per person/year	<p>**WILDCARD/EXTRA CREDIT** An Interview with one 4-H Alumni (<u>cannot</u> be a relative) about their experiences in 4-H can be substituted for <u>one</u> of the above requirements. A written report must be turned into the leader and the 4-H Agent.</p>	