



Record Book Check Sheet - (For County 4-H Record Book Judging Only)

Do not send any record books to the County for judging without the following items included:

1. **County Awards Application** – completed and signed by the Community Club Leader.
2. **Table of Contents**
3. **4-H Personal Development Report** - A 4-H story is **mandatory**. On separate sheets of paper, write or type your 4-H story. Tell about your activities and experiences, what you learned, what you would do differently, and how you feel about 4-H. Your story should be a record of all years in 4-H and emphasize your current year in 4-H. **Do not exceed 6 pages**. The “**My 4-H Story**” **must be single-sided**.

Use the page length **recommendations** outlined below. **Do not exceed 6 pages**.

Junior (or first year member): 1 – 2 pages; **Intermediate**: 2 – 4 pages; **Senior**: 3 – 6 pages

The following Outline may help you in developing your story:

Part 1: Introduce yourself – include your age, interests, parents, brothers and sisters, where you live, where you go to school, when and why you joined 4-H.

Part 2: Tell the reader about your 4-H projects and activities. What goals did you set and which ones did you reach, what have you learned in the program, how has the program grown in size and scope, describe the things you have tried and found successful and some that were not so successful, how have you arranged for financing, indicate profits, losses and savings. Include major learning experiences, special interests and unusual situations you encountered.

Part 3: Explain how 4-H has helped you become a better leader and citizen. Describe the most important offices you have held and the committee assignments you have accepted. Tell about what you have learned from working with other 4-H’ers as a Junior and/or Teen Leader. Explain how you have learned to accept citizenship responsibilities.

Part 4: Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future and career plans.

4. **Annual 4-H Project Report Forms** – a leader must sign all forms if there is a signature line on the form.
 - a) The Annual 4-H Project Report Form (4-H-1070) must be included for all projects **except for those projects having their own form(s)**: Market, Dairy, & Breeding Livestock (Beef/Goats/Sheep /Swine); Avian Science, Dog, Horse, Small Animal Science (Rabbit/Cavie/Other), Service Dog, & Community Service.
 - b) **Jr./Teen Leaders please note:** if submitting your records for consideration in the Jr./Teen Leadership Project, submit the Leadership Plan and Report (4-H-8034). Include the project records where you were the Jr./Teen Leader for those project(s).
 - c) **Leadership Development:** if submitting your records for consideration in the Leadership Development Project, submit the Annual 4-H Project Report form (4-H-1070).
5. **Dividers** – **Required**. Dividers aid the judges in finding all the components of your book. They make the judging process easier and run smoother as well.

Photos – Optional. Although not required, photos are always a great and colorful addition to your record book. If you use pictures remember there can only be a **maximum of three (3) pages, single-sided**.

- a) **Photography Project** – if submitting your records in the Photography Project, you can submit as many pictures as necessary to show what skills and techniques you have learned, and/or show what was done in the project.

**Record Books will NOT be judged if any of the above items are missing in the record book.
However, including all of this information will NOT guarantee a medal.**