

Information for Record Books Revised January 2017

Record books are the final step in completing your 4-H Project. Although you may have exhibited your project at the fair, your record book is a way of telling your leaders and the extension office the “story” of your project, the goals you met and your 4-H club achievements. In Lea County record books may be turned in for completion only or to be judged. Those books without a medal form will be considered completion only.

Record books are due in the Extension office November 1st by 5p.m. Please visit with your club leader for your club deadline. Your project book is not complete without your leader’s signature.

Order of Record Books

**If your RECORD BOOK IS TO BE JUDGED-A MEDAL FORM MUST BE INCLUDED-
If there is NO MEDAL form it will not be judged and listed for completion only.**

1. **Cover:** Make sure your name and club is on the front and that you have the proper colored cover:
 - a. **BLUE**-Cloverbud
 - b. **PINK**-Novice
 - c. **YELLOW**-Junior
 - d. **GREEN**-Senior
2. **Individual Photo:** 2 x 3 or 4 x 5. Below photo make sure name, address, age, club and number of years in 4-H are included. This photo can be the 4-Her in a 4-H activity, school photo, etc. *Please do not use family photos, or photos that show other people.*
3. **Medal Form and Outstanding 4-Her forms:** If you are competing for 4-H Medals or for Outstanding 4-Her, these forms must go behind your Individual Photo page and be securely in place. Please **DO NOT** place these forms in the front of your Record Book. If they are lost, fall out of your book, etc. the book will not be judged.
4. **Table of Contents:** Should contain the main sections of your record book. Use dividers with tabs to help find sections, make sure they do not stick out beyond cover’s edge.
5. **Lea County 4-H Report Form:** Make sure this is completely filled out. Anything 4-H related that you have done needs to go on this for. **DO NOT** add other activities that aren’t related to 4-H, unless asked for it.
6. **4-H Story:** Make this a complete story of all projects, activities. Tell about trips and tours, contests, club picnics, county-wide activities, and all 4-H activities-you no longer have to write a project story for each project. Write a story about “What I did on my 4-H project!” not “What I won at County Fair.”
7. **Project Record Form:** This must be present to complete the project! These forms came in your Project Packets you can find them online at <http://aces.nmsu.edu/4h/project-record-forms.html> . Fill them out completely. If you cannot find a specific project form please use the general project form. Make sure to include all activities involved with your projects. You may include up to pages (5) pages of photos about your project at the end of each project section no project story is needed unless the project form specifies. Please add a short caption for each photo. Tell what you are doing in the photo. These should include

photos of such things as-grooming your animal, sewing your garment, taking cookies from the oven, etc.

8. **Activity Photos:** You may include up to five (5) pages of activity photos. These **should not be project photos**, but rather photos of things you did (i.e.: club Christmas party, trash pick-up day, Youth Get Away etc). Please add a **short** caption for each photo.
9. **Correspondence:** Any letters you have received that relate to 4-H only. Include no more than three pages. You may reduce the correspondence (Xerox copied) if need be. These can be letters from your leader, the extension office or community individuals.
10. **Newspaper Clippings:** Articles that you are pictured in or are mentioned in-Please include and underline or high-light your name. Include five (5) pages maximum. A file of newspaper clippings can be found at the extension office for each club. Please stop by and we will be happy to make copies for you.
11. This record book includes only the current year's records and photos. At the discretion of the 4-H agents, your record book may be taken out of the judging competition if the photos and/or information are not of the current year. The 4-H year runs October 1, 2016 to September 30, 2017.

Tips for Assembling Your Record Book!!

1. 3-Ring binders work best for Record Books. Computers work best but if choosing to use penmanship please write as neatly as possible. Parents please don't choose to fill out the members books for them.
2. Up to Five (5) pages of photographs can be included at the end of project photographs should include photos of only that project. Please DO NOT include photos of you in sports, family photos, etc. These photos should be of you working on your project, showing your project, etc.
3. Photography project members must include twenty (20) photographs in their photography record forms to complete the project.
4. Newspaper clippings may be shingled (one over the top of each other)-no more than five (5) layers on a page. Clippings should have 4-Hers name underlined or high-lighted and the name of the newspaper and date. No more than five (5) pages-front side only. Please cut the newspaper article out and place it on the page neatly!
5. Please use dividers to separate your different projects. This makes for a more organized record book. When using page protectors, please make sure they don't run over your tabs. Record Books are due in to your Organizational Leader prior to them bringing them to the Extension Office for judging or completion.
6. All Record Books are due Wednesday, November 1,2017 to the Extension Office. **It is the 4-H member's responsibility to find out your club's due date so that your leader may sign your book and not be rushed.**
7. Your Club Leader will have your medal forms, cover sheets, NM 4-H Report Forms, Outstanding Member Forms and a few extra project Record Sheets. It is very beneficial to keep up with the record sheet included with your project.
8. DO NOT include County Fair printouts of your animal classes, or entry printouts. These are not considered correspondence or news.