



4-H Memories



A booklet to help you complete your 4-H Records

We all have memories: good times on a vacation, fun times at a party, and sometimes unpleasant memories of losing a pet or animal.

Sometime an object or a photograph will bring back those memories more vividly and help us recall details that have fallen into the back of our minds.

Your record book is such an object. Each year you write down the fun times, the hard times, the crying, the laughing, the frustration and successes to paint a verbal picture of your 4-H year. Thirty years ago one 4-Her was doing her 4-H presentation on bread baking. On the table next to her was someone giving another presentation with a rabbit. Suddenly, the rabbit hopped up and landed smack dab in the middle of the bread dough. I read all about it in her 4-H record book.

As you keep your records you will be developing personal skills in financial management, goal setting, recording useful information and memories, and evaluating your experiences and personal growth. This will give you a tool to share your experience with others and will also help you plan for the next year.

Keeping good records allows others to use the information to select you to participate in activities such as camp, exchanges and other exciting adventures. Additionally, the information will be used for scholarship selection.

As you continue your career in high school the 4-H information you record in your record book may be of help to fill out an application for work or college. Perhaps you may apply for a

special trip or award where the application calls for the information from your 4-H record book. Record keeping is also a good beginning to the task of preparing income tax forms.

Your records show growth through the years. It lists how you have helped others, what you have been able to teach and share as well as learn. It shows profit and loss and goals set and accomplished. It is a reflection of YOUand it brings back warm feelings and plenty of MEMORIES!

RECORD BOOK GENERAL INFORMATION

- Pencil or Pen may be used. They may also be filled in on the computer or by using a typewriter.
- Do all your own work, don't let anyone else write or type your records.
- Fill in as much information as you can.
- Write the year at the beginning of each section, each year. Remember the 4-H year is the same as your school year, i.e., 2001-02.
- A Table of Contents may be used in the front of your records and/or tabs between sections.
- Limit your pictures, articles and news clippings to no more than 3 pages. (Color copies work better than real photos and make your records less bulky.)
- DO NOT include pre-4-H activities in your Resume.
- DO NOT include registration or pedigree papers
- DO NOT include fair ribbons, stall cards or other scrapbook items
- DO NOT cover pages with plastic sheets, covering photo and/or clipping pages is ok.
- DO NOT use 3-ring binders

ASSEMBLING YOUR BOOK

Order of Records:

1. Table of Contents
2. My 4-H Notes
3. My 4-H Resume
4. Current Project Records
5. Advancements
6. Photos & Clippings
7. Previous Years' Project Records

Cover:

- Assemble your book in the green "4-H Member's Record Folder" (available for purchase at the Extension Office) or any flat, hard cardboard like cover.
- The member's name and club name should be very clearly written, or typed, on the front cover.
- Binders should be large enough to contain all records and pages should turn easily.

Divider Tabs:

- Use a divider for each section and neatly label tabs on each divider. If labels in your tabs are removable, secure them with tape so they don't fall out. Do not use a divider before the Table of Contents.
- Tabs should have the following labels:
- My 4-H Notes
- My 4-H Resume
- Records (Use a divider between each project. Tabs will read "Photography" and "Rabbit," for example.)
- Advancements
- Photos & Clippings
- Previous Years' Project Records

SECTION BY SECTION

Table of Contents:

- The Table of Contents should match your tabs exactly. If you use dividers, do not list anything that doesn't have a tabbed divider.
- The Table of Contents should appear neat and professional without graphics or distracting fonts and colors.

My 4-H Notes:

- Use this page to tell the "story" of your 4-H year.
- Use a calendar throughout the year to track all the important costs, happenings and activities. This will help you when you sit down to write your story!
- Writing this story should be one of the last things you do as you close out your record book to capture a complete picture of your experience for the year.
- You can write about one very in-depth, significant event that took place, or give an overview of everything that happened throughout the year.
- Reflect and communicate things like challenges, successes, new experiences, future goals, and gratitude.
- Disregard the form's instruction to include pictures. Your pictures will be placed in a separate section.

My 4-H Resume:

- This is your permanent record and should include all projects for all years you are in 4-H. Do not start a new one each year.
- Read the instructions for each section very carefully, they will answer most of your questions about what goes where.
- Follow the provided examples. Format your entries the same as the examples and use them to help decide what type of items to include in the section.
- Remember, quality over quantity! Do not list items just to fill space. It's better to have a few high value experiences listed than many entries with very little value.

Project Records:

- If you participate in multiple projects areas, include a record for each and separate them with dividers.
- Most project records require review and a signature by your leader. Don't forget this important step in closing out your records.
- Make sure project records are as complete as possible without blank sections.
- Double check your calculations for accuracy.
- Production records, if applicable, should be placed behind the Animal Science Record.
- Feed and Growth Records inserted behind the corresponding project records.

Advancements:

- Members must show advancement each year. You must complete at least 4 items per project per year.
- Members with multiple Advancements should include them all in this section.
- Advancement certificates should be placed behind Advancement Programs.
- Advancements are available for the following project areas:
 - Meat Animal (sheep, beef, swine)
 - Meat Goat
 - Horse
 - Dairy Animal
 - Pygmy Goat
 - Cavy
 - Poultry & Pigeon
 - Rabbit
 - Dog
 - Food & Nutrition
 - Clothing
 - Leathercraft
 - Horticulture
 - Shooting Sports

Photos & Clippings:

- Include no more than 3 pages of photos and newspaper clippings.
- Only include photos and clippings from the current 4-H year.
- All photos and clippings should be securely attached to the page. Plastic page covers may be used.
- Photos and clippings should be on a standard 8^{1/2}"x 11" sheet of paper.
- Include captions and dates for each photo.

Previous Years' Records:

- Include ALL previous years' project records from most current to oldest.
- Put them in the same order as your current year's records.