



Valencia County 4-H Guidelines for Record Books

The Valencia County 4-H Record Book is due **October 15th** each year. The record book must be **in the County Extension Office by 4:00 PM on that date.**

The record book should include the following sections and be assembled in this order:

1. **Cover** – All portfolios must be submitted in the approved Green 4-H Record Book Cover.
2. **Cover Page** – 3x5 or 4x6 photo of 4-Her with Name, County and Age centered beneath photo.
3. **Table of Contents** – One page listing sections included in portfolio.
4. **Personal Profile** – form containing demographic information for the member (form provided).
5. **4-H Resume (Senior Members Only)** – See the attached resume format for guidelines.
6. **Leadership Profile** – comprehensive listing of leadership experiences over the 4-H career (form provided).
7. **Citizenship/Community Service Profile** – comprehensive listing of citizenship experiences over the 4-H career (form provided).
8. **Project Profiles** - a member must include at least one (1) and no more than five (5) completed project record forms/project books for projects they are enrolled in for the current year. Tabs labeled with the project name should be used to identify each separate project. Each project should include a Project Story separate from your general 4-H Story. Each project should have a separate page of project photos to be placed at the end of that project profile.
9. **Other Projects and Activities Profiles** – members can include all other project and activity information in this section that wasn't listed in the Leadership Profile, Citizenship/Community Service Profile or the Project Profiles.
10. **4-H Story** – the 4-H Story should be a minimum of 1 page and a maximum of 6 double spaced pages with 1 inch margins and 12 inch font that is easily readable (Times New Roman, Garamond, Arial, etc). Your 4-H Story should answer the 5 W's and 1 H... Who, What, Where, When and Why, How. Also, tell of the progress, personal growth, new/challenging/funny experiences, leadership, and community experiences. Keep the story concise. This will include your total 4-H experience for the year. Remember this **is not** a project story!

Your Project Story should tell the reader the following things:

- *Introduce yourself. Include your age, interests, and when and why you joined 4-H.*
- *Tell/show how you used the life skills and knowledge from your 4-H experience in your daily life. Include major learning experiences, special interests and unusual situations that you encountered.*
- *Tell what you learned from working with other youth. Include relevant life skills that you learned or improved. Use your Targeting Life Skills Wheel to provide examples, and try to include at least one life skill from each quadrant.*
- *Tell how you have demonstrated leadership in 4-H or in other activities you participate in. Tell about your communication skills, how you prefer to make decisions, how you manage resources, how you like to work with groups.*
- *Describe the community service projects you have worked on. Describe any citizenship programs or activities you have participated in.*
- *Describe how your 4-H experience has contributed to "who you are" at the present time. Describe how 4-H participation influenced your school and career goals. Tell about your plans for the future and the career you might like to pursue*

10. **Additional 4-H Photos and Support Materials** – no more than 3 pages total; all pages must be 8 1/2 x 11 and may be plain or printed –may include photos with captions, news clippings, letters, certificates, etc. No layering – use front side only and don't attach any item thicker than 1/8 inch. Do not use plastic sheet protectors. Digital and scanned photos are acceptable, but remember they will be compared to professionally printed photos so quality is important. These three pages are in addition to the photos included with your project profiles.

Resume Format – Senior Members ONLY

Name
Address
City, State & Zip

Objective: Fill in a one-sentence objective when you create a resume for a particular position or specific purpose. For the 4-H portfolio, your objective will be: To highlight the skills gained through my experiences in the (insert the name of your project(s)) project and other related 4-H experiences.

Skills: Think about your 4-H project experiences, including leadership and citizenship. List up to four of your strongest skills. Under each skill, identify the experiences that have helped you develop those skills. Keep your description brief (one or two sentences).

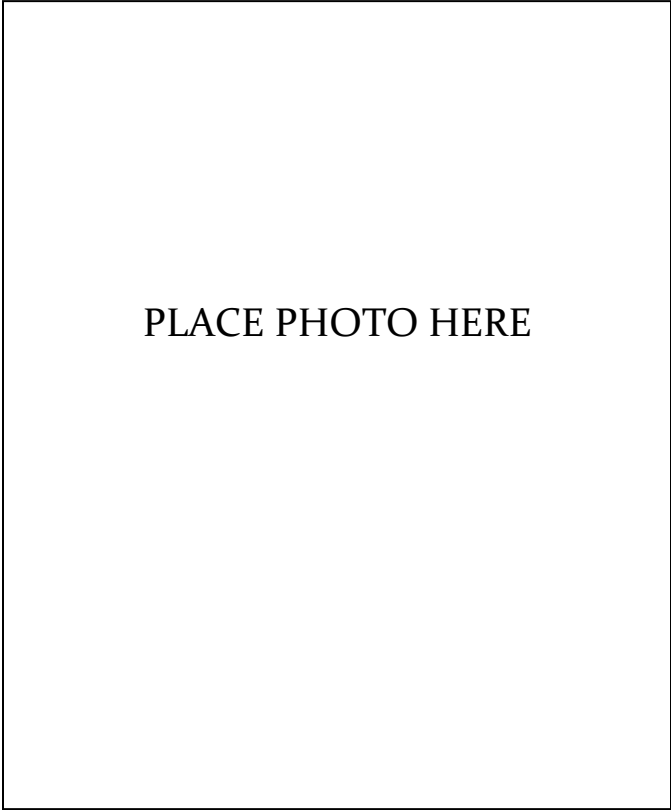
Education: List your academic major or area of strongest interest. List name of school, city, state, date you received or expect your diploma and the dates attended.

4-H Accomplishments:

- List the 4-H clubs in which you were active and how many years in each.
- List the major events and activities you attended (e.g., State 4-H Conference, state fairs, Citizenship Washington Focus).
- List any 4-H awards you received.
- List examples of your community service projects, along with a short explanation.

Leadership roles: List the leadership roles you have held in 4-H, school, church, clubs, community organizations, etc.

Employers: (optional) If you have been employed or have been in a non-paid work situation, list your employers here. Begin with your most recent job. Include the employer, city, state, and dates (month/year) you were employed and a brief description of your responsibilities. Include work that you do at home (e.g., specific chores such as preparing meals, mowing lawns, serving on the hay crew for farm).



PLACE PHOTO HERE

NAME
COUNTY
AGE

Table of Contents

- I. Cover Page**
- II. Table of Contents**
- III. Personal Profile**
- IV. 4-H Resume**
- V. Leadership Profile**
- VI. Citizenship/Community Service Profile**
- VII. Project Profiles** (List projects included in this record book in order)
 - a.**
 - b.**
 - c.**
 - d.**
 - e.**
- VIII. Other 4-H Project Profile**
- IX. 4-H Story**
- X. Additional 4-H Photos and Support Materials**



THE NEW MEXICO 4-H PERSONAL PROFILE

County _____ Year _____ Number of years in 4-H _____

Male _____ Female _____ Race/Ethnic Code _____
(1) White (2) Afro-American (3) Native American
(4) Hispanic (5) Asian (6) Other

Name of project(s) reported in Project Profile Section _____

Currently participating in project(s)? Yes _____ No _____

Name _____ Name you want used in publicity _____

Home Address _____

Home Phone Number _____

Date of Birth _____ Age as of January 1, this year _____

Name of parent(s) or guardian(s) _____

Number of brother(s) _____ Number of sister(s) _____

Name of your 4-H club or group _____ Number of Members _____

Name and address of school you will attend on October 1, this year: _____

(Complete all statements that apply)

School: Grade _____ Expected Date of graduation: _____

If out of high school, highest grade completed _____ College: # of years _____ Major _____

Trade or Technical school: Course of study _____

Not attending school: Occupation _____ What career do you plan to follow? _____

STATEMENT BY 4-H MEMBER

I personally have prepared this Portfolio and certify that it accurately reflects my work.

Date _____ 20 _____ Signature of member _____

APPROVAL OF THIS REPORT

We have reviewed this portfolio and believe it to be correct:

Date _____ 20 _____ Signed: (Parent or Guardian) _____

Date _____ 20 _____ Signed: (Local 4-H Leader) _____

Date _____ 20 _____ Signed: (County Extension Agent) _____

4-H LEADERSHIP PROFILE

List all leadership activities in your 4-H career. Identify the things you have done in 4-H where you planned, organized, or gave direction, either with others or individually. Leadership includes elected/appointed positions as well as experiences as a junior and/or teen leader and other volunteer leadership roles you have performed at 4-H activities (camps, achievement shows, workshops, judging events, tours, field trips, fairs, and others). Use action words, indicating your role. Examples: **Conducted, Organized, and Strengthened.** Use as many pages as needed. * Mark a "X" or a "*" to indicate that this activity was part of one of the projects you are submitting. **Year:** Year of activity. **Level:** L-Club, C-County, D-District, S-State, N-National, I-International. Use action words, indicating your Leadership Role. Examples: **Conducted, Organized, and Strengthened.** Explain your **Responsibility** in your Leadership Role.

*	Year	Level	Leadership Role	Responsibility
EX.	2008	L -Club	Goat Clipping Workshop	Demonstrated to 1 st year 4-H members how to clip a goat and then helped them while they clipped theirs
EX.	2009	C - County	President of the Chris Clover 4-H Council	Conduct monthly meetings, serve as chairman on all committees, and organize club activities

* If additional room is needed, pages can be added.

CITIZENSHIP/COMMUNITY SERVICE PROFILE

List in chronological order your citizenship/community service experiences (begin with first year in 4-H). Include things that contribute to the welfare of your club or group members, other individuals, or community and indicate how many people benefited from what you did. Use as many pages as needed.

List only the information called for under each heading. * Mark a “X” or a “*” to indicate that this activity was part of one of the projects you are submitting. **Year:** Year of Activity. **Kind of Activity:** What was the citizenship/community service project. **Knowledge and Skills:** Facts and abilities gained in pursuit of this activity. **Your Involvement** asks for a specific designation: (Y) Performed yourself; (G) Gave primary leadership to a group; (M) Was a member of a group. Explain your involvement.

*	Year	Kind of Activity	Knowledge & Skills	Your Involvement
Ex.	2008	Cookies for the elderly at Christmas	Baking knowledge, measuring skills	Y - baked cookies at home G - helped younger members with baking cookies M - was a member of the group that went to donate the cookies
Ex.	2009	Highway Trash Pick Up	I learned that recycling is important	M - was a member of the group that picked up trash

* If additional room is needed, pages can be added

Project Profile

This section should include:

- *Project Record Sheets for each project you are submitting*
- *A Project Story for each project you are submitting (not the same as your general 4-H Story)*
- *ONE page of project pictures for each project you are submitting*

OTHER 4-H PROJECTS AND ACTIVITIES PROFILE

PART A. Significant Experiences

List significant experiences in chronological order that indicate your participation in other 4-H projects and activities, beginning with your first year in 4-H. **Year:** Year of activity. **Level:** C-County, D-District, S-State, N-National, I-International. **Goal:** Specific goals for this project. **Knowledge and Skills:** Facts and abilities gained in pursuit of this goal. **Accomplishment:** The end accomplishments for each specific goal. Remember an accomplishment does not necessarily mean you have positive end results. (DO NOT REPEAT items listed elsewhere.) Use as many pages as necessary.

Year	Level	Goal	Knowledge & Skills	Accomplishment
2008	L - Club	To complete the Baking 1 project and learn how to make cookies	I learned how to properly measure the ingredients for my cookies	I completed the Baking 1 project and made 8 batches of cookies for my club meetings
2009	C - County	Become a County Diplomat	Knowledge of the 4-H program and public speaking skills to promote the 4-H program	I was chosen as one of 8 youth to serve my county. I went to Santa Fe and promoted 4-H to the Legislature

* If additional room is needed, pages can be added

PART B. Participation

List your participation in demonstrations, talks, exhibits, radio and television appearances, newspaper articles written, tours, workshops, camps, judging events, field trips or other learning experiences in other 4-H projects and activities. List activity/project area and DO NOT REPEAT items listed elsewhere. Use as many pages as necessary. **Year:** Year of activity. **Level:** C-County, D-District, S-State, N-National, I-International. **Activity/Project Area:** What did you do? **Knowledge and Skills:** Facts and abilities gained in pursuit of this activity

Year	Level	Activity/Project Area	Knowledge & Skills
2008	L - Club	Club Demonstration on how to make a dog collar	I knew how to use leathercraft materials to make a dog collar. I have made several dog collars before.
2009	C - County	4-H Week Newspaper Article	I was able to do an interview with a reporter on the 4-H program and its benefits to youth.

* If additional room is needed, pages can be added

4-H Story

Additional 4-H Photos and Support Materials

Record Book Judging Guidelines

4-H members are recognized at the County Awards Program for excellence in project work by receiving medals. Record books are judged on quality not quantity. The awards are based on record books selected from those submitted by each club to the county office for evaluation.

A maximum of 1 medal per 5 record books submitted in each age division will be awarded in each project area to the top scoring individuals. In the event of a tie, pin winners will be determined with 75% based on the project score and 25% based on the county records score with a final score of no more than 100. **A medal winner must score at least 120 pts. out of a possible 200 pts. total to receive a medal.** Each 4-Her submitting a record book for evaluation will receive a certificate of participation and a 4-H memento.

One achievement, leadership, and citizenship medallion will be awarded per age division. Judges will determine this award based on information provided in their record books that reflects the handout provided in this packet.

Two outstanding record books will be awarded per age division based on the top two highest scores per division.

Please see record book judges score sheets provided in this packet.