



# 2025-2026 Arkansas 4-H Record Book Resource Guide



## **Project Areas and Projects**

## Animal Science/Agriculture

General Ag
Farm & Ranch
Management
Animal Science
Dairy Cattle
Beef

Meat Goats Dairy Goats

**Meat Science** 

Pets Poultry Rabbits

Sheep Swine

Horse

#### **Healthy Living**

Personal Development
Child Development
Strengthening Families
Consumer Education
Housing & Home
Environment
Bicycle
Food Nutrition & Food Prep
Food Preservation
Health & Fitness
Family Consumer Science
Personal Finance

#### **Civic Engagement**

Public Speaking
Entrepreneurship
Safety
Citizen
Communication
Leadership
Workforce Readiness
Service Learning
Mentoring
Journalism
Global Citizenship

#### **Fine Arts**

Performing Arts
Theater Arts
Arts & Humanities
Photography
Videography
Visual Arts
Creative Writing
Woodworking
Leisure Arts
Fabrics & Fashion

#### **STEM**

**Crop Science** Plant & Soil Science Entomology Environmental Stewardship Forestry Archeology Gardening & Horticulture **Shooting Sports Outdoor Education** Computer Science **Energy Management** Natural Resources Water, Wildlife, & Fisheries Management Robotics **Tech & Engineering** Welding **Sport Fishing** Electricity

Mechanical Science

Graphic Design

Vet Science

Aerospace

If you don't see your project of interest?

Self-determined projects can be placed in an area that best describes your focus of work. Contact your County Extension Agent for assistance



### **Record Book Basics**

The amount, variety, and quality of work are important in a 4-H record that shows excellence. Equally important is how you share what you learned in projects with others through demonstrations, exhibits, talks, promotions, etc. What you attend or participate in as you learn more about your projects also contributes to your record of excellence. Your 4-H Record Books allow you to showcase your work over your 4-H career.

#### Record Book Ages: Age as of January 1, 2026

Cloverbud Book: Ages 5-7

Junior Record Books: Ages 8-10

Intermediate Record Books: Ages 11-13

Senior Record Books: Ages 14-15

• Advanced Record Books: Ages 16-19; must include a resume.

#### **Basic Requirements for the Arkansas 4-H Record Book**

- 4-H Record Report Form
- 4-H Story, five pages max, double-spaced.
- 4-H Photos, 36 photos max (exception made for Photography, may include up to 9 additional photos).
- Advanced Record Books (Ages 16-19) must have a 1–2-page resume prepared as if you were applying for a job.
- Do not use a type smaller than 12 characters per inch for Story or Resume (12 pt. Times New Roman is preferred)

#### **Scoring**

•	General:	4 Points
•	Resume (Advanced Only)	12 Points
•	4-H Story	27 Points
•	Project Goals	13 Points
•	Main Project Work	40 Points
•	Other Project Work	43 Points
•	Leadership	46 Points
•	Community Service	26 Points
•	Awards	14 Points
•	Promotion/Marketing	12 Points
•	4-H Impact	3 Points



#### **Record Books will:**

- Give you a sense of personal accomplishment.
- Help you learn valuable life skills.
- Allow you to be recognized on the county, district, and state levels.
- Allow you the opportunity to attend National 4-H Congress.
- Qualify you to apply for certain scholarships.
- Prepare you for college applications and congressional awards.
- Help you to set challenging goals and more!





## **Record Book FAQs**

Every year 4-H youth summarize the project work they have participated in. To assist in answering some of the most common questions, the 4-H state office has compiled some of the most frequently asked questions to assist in completing Arkansas 4-H Record Books.

How many years of Cloverbud work can I report? While 4 years of work can be reported in a 4-H record book, only one year can include work conducted while a 4-H Cloverbud. For example, a 8-year-old will only have two years reported in their 4-H record book – One year of Cloverbud work (when they were 7) and one year completed once they were 8 years old.

What do the levels of participation refer to? When looking at the work 4-Hers conduct, the level at which the project event or activity occurs is important to show growth. 4-H record books primarily look at eight (8) levels: local, county, multi-county, district, regional, state, national, and international. When considering what level the event or activity should be reported at, the 4-Her needs to consider the audience they are with or presenting to.

- Local your 4-H club and immediate family, small groups from the same community. These events can be held outside of your county, state, or even nation, but if you are only working with your immediate family or 4-H club, they would still be considered local.
- County involves other clubs or groups from the same county.
- Multi County multi-county level event (not open to entire district) (i.e., Quad Day, Star Camp, etc.)
- District involves 4-Hers or groups from within the same state district areas (i.e., Delta, Ouachita, or Ozark)
- State involves 4-Hers or groups from all counties in Arkansas at the same event (i.e., State Fair, State Horse Show, State O-Rama, Ross Photography Contest)
- Regional involves 4-Hers or groups from immediately adjacent states (Southeastern U.S.) at the same event. (i.e., SRTLC)
- National involves 4-Hers or groups from all states in the event or activity. (i.e., Ignite, CWF, 4-H Summits, 4-H Congress)
- International-involves 4-Hers or groups that are interacting from countries across the globe. (i.e., ACE, International Summitt)

What can we include for Community Service? You can include any community service activities you participate in.



What type of pictures should I use? Your pictures should cover the most recent 4 years of your 4-H experience, with the majority from your current 4-H year. These images should be captioned. These should be action shots rather than staged group pictures.

NOTE: Photography Main Project – you may add an additional 9 photos. These photos should be pictures you have taken in the last 4 years.

What year do I put in the Report Info? You will enter the year the book is being submitted for judging.



## **Record Book Guidelines**

Record Keeping is part of the 4-H experience. A 4-H record book is an important part of completing each project. It is a written history of your project work and a narrative of your success and learning in 4-H. Record keeping helps you make goals, be organized, document your project work, evaluate your work, keep track of expenses, make positive decisions when solving problems, and just have fun by seeing what you have accomplished.

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#### **ZSuite Tabs:**

**Tab - Record Books Home:** This tab is where you will initially start your record book.

- Start by clicking the green + Record Book button
- Enter your Project Name
- Select your Club
- Select Report Form from the Primary Category and Sub Category menus
- Select Arkansas 4-H Report Form from the Record Book Type menu
- Select 2024-2025 from the Project Year and Project End Year menus
- SAVE

**Tab – Report Info:** This page includes information that is unique to you. Be sure to fill it out completely. Select your main project and up to 3 other projects. For your Main Project select the Project Area from the Main Project State Initiative menu. Then select the specific project from the Main Project menu. You will individually select up to 3 Other Projects. On the year you will enter the year the book is being submitted for judging.

#### Tab - Resume - ADVANCED ONLY

Maximum of 2 pages. See Resume Help Page for more detailed instructions



**Tab - Story:** A story must have an introduction, a body, and a closing. A suggested format for your story would include an introduction, information on your main project, other 4-H projects and activities, along with your leadership and community service activities. It is important that at the advanced level, your story should reflect what you have learned over your 4-H career and how you have applied what was learned to your life experience. The closing paragraph could include but is not limited to, your school and/or career goals. Do NOT use a type size smaller than 12 characters per inch (preferred 12 pt. Times New Roman). Pages should be the standard 8 ½" x 11" size. Margins should be a minimum of 1" on all four sides, and the text should be double-spaced. See Story Help Page for more detailed tips.

**Tab - Goals:** List at least 3 goals for the year. At least 1 should be related to your main project. Be specific when answering questions on the Goals Tab.

Tab - Main Project: There are 3 sections within the Main Project Tab

- **A.** Work Overview This is a summary of your main project work. Judges will be looking for three basic things:
  - a. Amount of project work
  - b. Variety of project work
  - c. Quality of project work

Report the past four years of project work (Exception – Juniors should only report one year of Cloverbud work). Describe all the things you have done in your main 4-H project. Use numbers if you can (ex. number of animals, size of garden, etc.). List different activities on separate lines. The amount of project work shows that you are a hard worker. The number of animals, dishes, meals, articles made, garments, repairs, quarts, activities, etc. are just some of the ways to show the amount of work you have done. The variety of work experiences indicates that you are trying new things and growing in your project work. For example, if your project is beef, you should not only report the number of animals you manage daily, but also related activities such as marketing, animal health, and breeding. The quality of work can be shown by indicating such things as money earned, savings realized by developing skills, and items made that are useful or enjoyed by others.

**B. Educational Experiences -** This section is where you record activities you participated in and learned about in your main project. List tours taken, talks or demonstrations seen or heard, individual instruction, exhibits, workshops, camps, competitions, consumer experiences (shopping), interviews made, websites visited, books and pamphlets read. Numbers should reflect the number of activities participated in, NOT the number of contacts. Be sure to indicate the



level where the educational experience took place (L= local; C=county; MC=multi county; D=district; S=state, R=regional, N=national), I=international

C. Photos – Up to 9 photos - Photo pages should include new pictures each year and reflect the past four years of project work. You will have to make decisions about which photos to add and which ones to delete. Photos should be action shots. Use high-quality photos. Each photo should have a caption. Avoid excessive cropping. NOTE: If photography is the main project, you may include an additional 9 photos. These additional photos should be photos you have taken.

Tab - Other Projects: There are 3 sections within the Other Projects Tab

- A. Other Activity Experience This is a summary of your other project work. It will be judged similarly to the Main Project Work Overview. This section is subdivided by your selected Other Projects. Report no more than three projects. Describe your activities. Describe all the things you have done in your other 4-H projects. Use numbers if you can (for example, number of animals, size of garden, household safety checks completed, first aid kits built, etc.). Make active statements; for example, first aid kits assembled, household safety checks made, etc. Show financial information if you can.
- B. Other Educational Experiences This section is where you record activities you participated in and learned about in your other projects. This section is also subdivided by your selected Other Projects. List tours taken, talks or demonstrations seen or heard, individual instruction, exhibits, workshops, camps, competitions, consumer experiences (shopping), interviews made, websites visited, books and pamphlets read. Numbers should reflect the number of activities participated in, NOT the number of contacts. Be sure to indicate the level where the educational experience took place (L= local; C=county; MC=multi county; D=district; S=state, R=regional, N=national), I=international
- **C.** Other Project Photos Up to 9 photos Photo pages should include new pictures each year and reflect the past four years of project work. You will have to make decisions about which photos to add and which ones to delete. Photos should be action shots. Use high-quality photos. Each photo should have a caption. Avoid excessive cropping.



#### **Tab – Leadership:** There are 3 sections within the Leadership Tab

- A. 4-H Leadership Experiences List your 4-H leadership experiences. Your leadership experiences are the most important things that tell others how you have been involved in leading and teaching. You should explain, "How and what did I do to lead or teach others in 4-H?" Remember, leadership is planning, leading, teaching, conducting, organizing, coordinating, directing, demonstrating, and talks, etc. Do not repeat any information listed on any other page. Be sure to indicate the level where the educational experience took place (L= local; C=county; MC=multi county; D=district; S=state, R=regional, N=national). For activities completed in multiple years, use a comma (,) between numbers on the Numbers Reached column.
- **B. Elected/Appointed Leadership -** List 4-H offices you have held and committees served on. This includes everything from serving in an elected office, such as president or reporter, to serving on the refreshment committee. Give your specific responsibility. Indicate level (L= local; C=county; MC=multi county; D=district; S=state, R=regional, N=national, I=International).
- **C.** Leadership Photos Up to 9 photos Photo pages should include new pictures each year and reflect the past four years of project work. You will have to make decisions about which photos to add and which ones to delete. Photos should be action shots. Use high-quality photos. Each photo should have a caption. Avoid excessive cropping.

Tab - Community Service: There are 2 sections within the Community Service Tab

**A.** 4-H Community Service - Community service is an opportunity for 4-H members to go out into the community and help others to improve the quality of the town and the lives of those around them (excluding family members). How do you know if what you have been doing is community service? The definition is:

"What you as an individual or with others perform to help our community OR any planned activities (projects, programs) that benefit others outside your group. Activities can include single service events, a seasonal project, or an ongoing project."

This section is for community service activities only, and not for citizenship experiences (citizenship is a project). Please note that you should give the number



of items contributed and/or the number of hours served. **Do not repeat any information listed on any other page**.

**B.** Community Service Photos – Up to 9 photos - Photo pages should include new pictures each year and reflect the past four years of project work. You will have to make decisions about which photos to add and which ones to delete. Photos should be action shots. Use high-quality photos. Each photo should have a caption. Avoid excessive cropping.

**Tab – Awards:** Awards and recognition are an important component of the 4-H experience. Choose the 10 awards that are most meaningful to you.

**Tab – 4-H Promotions**: List the member's promotional/marketing activities. This includes speaking on the radio about 4-H, riding on a 4-H float during a parade, placing an article in the newspaper, displays promoting 4-H, 4-H apparel, etc. Do not report activities listed on any other page.

**Tab – 4-H Impact**: You have two options on how to express the impact that 4-H has had on you. In 100 words or less or in a video (1 minute or less), detail what differences 4-H has made in your life. This should be a concise representation of what 4-H has done for you – the 4-H member. The reader/viewer of this should rapidly know how 4-H has changed your life. If you choose to submit a video, the video will need to be included as a link and not a video file.

**Tab – Cloverbud Report Form**: Cloverbuds will have access to complete all of the above record book components. However, they may also upload a completed copy of the Cloverbud Record Book. This will allow Cloverbuds a better opportunity to express their experiences. This form can be found on here:

https://4h.uada.edu/youth/projects/default.aspx



## **Record Book Submissions**

Record books may be submitted in any project affiliated with the Project Areas. A maximum of 10 Record books from each Project Area can be submitted from (10 Healthy Living, 10 Civic Engagement, 10 STEM, 10 Animal Science/Agriculture, and 10 Fine Arts) for Junior, Intermediate, Senior, and Advanced levels.

- Junior, Intermediate, and Senior books can qualify for District Judging following County Judging. Up to 5 winners in each Project Area in each of these age division will be selected as District Record Book Winners.
- Advanced Record books can qualify for State Judging following County Judging. Book Winners must score a minimum of 70% of the total record book score to qualify as a State Record Book Finalist. State Record Book Finalists will then participate in the interview portion of judging. There will be up to 42 State Record Book Winners. The number of State Record Book winners in each Project Area will be representative of the percentage of books submitted in each Project Area that meet the minimum qualifications to become a finalist. For example, if 65% of the qualifying books submitted are in the Fine Arts Project Area, 65% of the winners will be from that project area as long as the minimum score is met.



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Meat Goats
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**Meat Science** 

Pets Poultry

Horse

Rabbits

Sheep Swine

#### **Healthy Living**

Personal Development
Child Development
Strengthening Families
Consumer Education
Housing & Home
Environment
Bicycle
Food Nutrition & Food Prep
Food Preservation
Health & Fitness
Family Consumer Science
Personal Finance

#### **Civic Engagement**

Public Speaking
Entrepreneurship
Safety
Citizen
Communication
Leadership
Workforce Readiness
Service Learning
Mentoring
Journalism
Global Citizenship

#### **Fine Arts**

Performing Arts
Theater Arts
Arts & Humanities
Photography
Videography
Visual Arts
Creative Writing
Woodworking
Leisure Arts
Fabrics & Fashion

#### **STEM**

**Crop Science** Plant & Soil Science Entomology Environmental Stewardship Forestry Archeology Gardening & Horticulture **Shooting Sports Outdoor Education** Computer Science **Energy Management** Natural Resources Water, Wildlife, & Fisheries Management Robotics **Tech & Engineering** Welding **Sport Fishing** 

Electricity

Mechanical Science

Graphic Design

Vet Science

Aerospace

If you don't see your project of interest?

Self-determined projects can be placed in an area that best describes your focus of work. Contact your County Extension Agent for assistance



## **Action Words for 4-H Record Books**

The words we use to describe our work in 4-H can have as big of an impact as the project we do. Do not be timid when writing your record books and telling your 4-H story; rather, show off what you have done with language that accurately describes your 4-H experiences.

Accomplished Interacted (with) Recruited Delegated Achieved Delivered Interviewed Referred Acted Demonstrated Inventoried Refined Adjusted Described Investigated Regulated Administered Designed Made Reorganized Advertised Developed Maintained Repaired Advised Directed Managed Reported Analyzed Dispensed Marketed Represented Distributed Measured Arranged Reproduced Assembled Drafted Mentored Researched Edited Assessed Mobilized Retrieved Authorized Enabled Monitored Revamped Began Encouraged Negotiated Reviewed Revised Budgeted Established Observed Evaluated Obtained Scheduled Built Calculated Executed Operated Selected Chaired Experimented Orchestrated Served Simplified Changed **Facilitated** Ordered Filed Clarified Organized Sold Coached Formed Oversaw Solicited Fostered Collaborated (with) Participated (in) Spearheaded Generated Persuaded Stimulated Collected Communicated Guided Planned Studied Compiled Handled Prepared Supervised Headed Presented Synthesized Composed Processed Computed Hosted **Targeted** Conducted Identified Produced Taught Constructed Illustrated Tested Programmed Controlled **Implemented** Proof-read Trained Coordinated Increased Publicized Tutored Initiated Published Undertook Corresponded (with) Counseled Inspected Purchased Updated Created Rated Utilized Inspired Cultivated Verified Installed Recommended Recorded Defined Instructed Wrote

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity institution.



## **Telling Your 4-H Story**

The4-H Story is a major section of your 4-H Record Book. The story should emphasize the impact of 4-H on the individual, their family and the community. It should include personal reactions and feelings that could not be placed in the Arkansas 4-H Report Form. The story should convey what the 4-H'er has done and learned by participating in 4-H.

4-H'ers should be creative in writing their 4-H Story, using unique ways to introduce their story or developing a central theme in telling the story. Avoid a year-by-year listing of activities and accomplishments. Do not save the best for last; put it near the beginning to catch the reader's interest.

#### Rules to Remember when Telling Your 4-H Story:

- 1. The 4-H Story is limited to 5 pages.
- 2. Use 8 ½" x 11" page with one-inch margin on all sides of the page.
- 3. The title should be "My 4-H (MAIN PROJECT) Story".
- 4. Check for spelling and grammar errors
- 5. The 4-H Story should be in the 4-H member's own words!

The following outline can assist in developing your 4-H Story.

- Introduction: Introduce yourself, tell your age and interests, about your family, where you live, where you got to school, and when & why you joined 4-H. (1/4 page).
- Main Project: Talk about the project area in which you submit your record. Why did you choose this project? What goals did you set, and which ones did you reach? What have you learned in the project? How has it grown? Describe the things you have tried and found successful and some unsuccessful. How have you arranged financing? Make it interesting! This is your chance to share your feelings with the judges. (1 to 1 ½ pages)
- Other Projects and Activities: Highlight other 4-H projects and activities. Give information about other projects and activities you have participated in, including major learning experiences, special interests, and unusual situations you have encountered. (1/2 to 1 page).
- Leadership and Community Service: Explain how 4-H has helped you become a better citizen and leader. 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. Explain how you have learned to accept responsibilities. (1/2 to 1 page).
- 6. School and Career Goals: Describe how 4-H participation has influenced your



school and career goals. Describe life skills you have learned through 4-H work. Talk about your plans for the future and the career you would like to pursue. (1/4 to  $\frac{1}{2}$  page)



## Using Photography to Strengthen a Record Book

The photograph pages are important to every 4-H record book as they help the judge to know the 4-H'er and document the project, and it is a way to show growth in project work. A picture is worth a thousand words, so choosing pictures for your record book is very important. Remember, "Seeing is Believing."

#### **Introduction to Photo Pages**

- Up to (9) photos per category Main Project, Other Projects, Leadership, and Community Service.
- Photography Main Project may include an additional 9 photos from "behind the camera".
- Pictures need to be captioned.
- Avoid excessive trimming and cropping of photos.

#### **Picture Selection**

- Select pictures that show the 4-H'er in action and that they are prominent in the image.
- Use high-quality photos (High DPI, good focus, composition, and cropped for emphasis).
- Use logical progression and make sure any sequences are complete.
- Photo records should show member and project growth and document community service and leadership opportunities.
- Pictures of ribbons, plaques, etc., should be avoided, as they do not show progression but rather the result.
- Color pictures are preferred for pictures related to Main Project, Other Projects, Leadership, and Community Service



## **Building a 4-H Resume**

A resume is a tool to show off a person's strengths, skills, and talents. It makes a person stand out when looking for a job, applying to college, or trying to get scholarships. Having a good resume often lands a person in their first real job.

#### **Basic Resume Tips:**

- Use no more than two different fonts and no more than 3 different font sizes
- Follow a pattern of font use (e.g. headers, body, titles)
- Leave plenty of white space; use 1" margins
- Use bullet points and phrases rather than full sentences (except in the Personal Development Statement)
- Maximum of 2 pages
- Highlight your 4-H experiences and the skills you have acquired from these experiences.

#### Information to Include:

- Name, Phone, and Email in the Heading
- Personal Development Statement/Objective: Up to three sentences describing
  what you stand for and aspire to become. It is a broad statement of your goals in
  life, not simply what you want to do for a job or career.
- Education and Professional Development: Include the highest grade level achieved, any extra training, and specialized courses you may have participated in.
- **Employment Experiences:** Include all employment experiences held, both paid and unpaid.
- Skills
  - Leadership Skills: Describe skills you have gained through significant leadership roles you have held. Include dates and range of experiences.
  - **Citizenship Skills:** Describe your skills and experiences conducting service learning and volunteer activities. Include dates and range of experiences.
  - Other Skills: List skills and expertise in specific areas not reflected in Education, Leadership, or Citizenship. This could include musical instruments, work experience, computer skills, etc.
- Certificates and Honors: List the name and date of the certificate and who awarded it

A Resume should summarize accomplishments not only in 4-H but throughout life, highlighting skills, talents, and strengths from all experiences.



## Rover M. Clover

(123) 456-7890 · hello@arkansas4h.com 123 Anywhere St., Any City, AR 12345

#### **OBJECTIVE**

My objective is to learn life skills in Family and Consumer Sciences, specifically in fashion design. It is my goal to work in equitable fashion, designing clothes for those who have a handicap or need assistance with their wardrobe. Because of my passion for providing resources for those in need, I want to discover more 4-H programs that I can help make more accessible.

#### **SKILLS**

Public Speaking Multitasking Organized

Community Service Organization Critical thinking Communication Playing Piano Basic Computer Coding Playing Pickleball

## LEADERSHIP ROLES Teen Leader Conference Workshop Presenter

June 2023

Budgeted a resume building workshop with other 4-H Ambassadors. Collaborated with Ambassador team to schedule planning meetings, itinerary, list of items to purchase. Taught 14 youth about how to build a resume, facilitated icebreakers and got youth in touch with resources to enhance their resumes.

Pulaski County 4-H Banquet Coordinator August 2024

Represented the Teen Leader Club as youth advisor to the 4-H banquet. Created a theme with club leaders and fellow teens. Designed an agenda and floor layout. Assisted in setting up banquet, including catered dinner. Coached CloverBuds on how to walk on the stage and receive their awards. Oversaw cleanup.

Teen Leader Club Vice President January 2023-Current

Served as an advisor to the President and took charge when President was absent. Communicated with club leader to pick monthly icebreakers. Advertised club at local farmer's market. Identified events that the club wanted to attend and hosted a fundraiser to cover costs. Recruited 3 new members.

## EDUCATION & PROFESSIONAL DEVELOPMENT

10th Grade

Little Rock High School Little Rock, Arkansas

First Aid Certification, 2024

Red Cross Organization

**Beginner Record Book Training, 2023** 

Pulaski County Extension Office

#### **CERTIFICATES AND HONORS**

**Beginner Record Book Winner** 

Pulaski County Extension Office

**Poultry Showmanship Grand Champion** 

Pulaski County Fair