



# **2024**

# **Arkansas 4-H**

# **Record Book**

# **Resources**

## Healthy Living

### Mind: Social and Emotional Well Being

- Bullying Prevention
- Personal Finance
- Self-Awareness
- Substance Abuse Awareness

### Body

- Food and Nutrition
- Food Preservation & Safety
- Health & Fitness
- Human Development
- Safety (ATV, Shooting Sports)

*Don't see your Project Interest?*

*Self-determined projects can be placed in an area that best describes your focus of work.*

*Contact your local county agent for assistance.*

## Civic Engagement

### Personal Development

- Achievement
- Citizenship
- Communication
- Leadership
- Mentorship
- Public Speaking
- Workforce Preparation & Careers
- Entrepreneurship

### Community Action

- Service Learning

### Fine Arts

- Fashion & Fabric
- Music
- Photography and Videography
- Theater & Performance Arts
- Visual Arts

## Science, Technology, Engineering & Mathematics (STEM) and Agriculture

### Animal Sciences

- Cattle (Beef & Dairy)
- Goats (Dairy & Meat)
- Horse
- Livestock Skills
- Meat Science
- Pets
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

### Plants and Agriculture

- Agriculture
- Gardening
- Soils & Crops

### Environmental Science & Energy

- Archeology
- Biology & Chemistry
- Climate
- Energy & Electricity
- Entomology
- Environmental
- Forage & Grasslands
- Forestry
- Water, Wildlife, & Fisheries

### Engineering and Technology

- Computer Science & Coding
- Mechanical Sciences (automotive, welding, tractor)
- Robotics
- Rocketry & Aerospace



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# Record Book Basics

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*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:

- Beginner Record Books: Ages 9-12
- Intermediate Record Books: Ages 13-15
- Advanced Record Books: Ages 16-19; must include a resume.

## Basic Requirements for the Arkansas Report Form

- 4-H Record Report Form, pages 1-10. Do not exceed page number restrictions.
- 4-H Story, five pages max, double-spaced.
- 4-H Project Photos, four pages max (exception made for Photography).
- 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 (12 pt. Times New Roman is preferred)
- All paper must be white and on standard 8 ½" x 11" sheets.
- The print should be in black ink.

## How the Record Books are scored:

- |                             |           |
|-----------------------------|-----------|
| • General Record Books:     | 10 Points |
| • Project Work:             | 63 Points |
| • Leadership:               | 38 Points |
| • Community Service:        | 16 Points |
| • 4-H Awards and Marketing: | 26 Points |
| • Impact:                   | 5 Points  |
| • 4-H Story:                | 28 Points |
| • Pictures:                 | 21 Points |
| • Resume (Advanced Only):   | 12 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!

# 4-H 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 5 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 9-year-old will only have two years reported in their 4-H record book – One year of CloverBud work (when they were 8) and one year completed once they were 9 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 seven (7) levels: local, county, area, district, regional, state, and national. 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.
- Area – 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., STLC, VCOSS presentation)
- National – involves 4-Hers or groups from all states in the event or activity. (i.e., CWF, 4-H Summits, 4-H Congress)

**What can we include for Community Service?** You can include any community service activities you participate in. Please mark any 4-H-related service activities with an asterisk (\*).

**Where else do we need to leave an asterisk (\*) in the record book?** Only mark those activities related to your MAIN project area with an asterisk (\*) for leadership and awards.

**What type of pictures should I use?** Your pictures should cover the most recent 5 years of your 4-H experience, with the majority from your current 4-H year. These images should be captioned (with year and description). These should be action shots rather than staged group pictures.

**What year do I put on the first page of the record book form?** Put the year that the book is being turned in for judging.

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# Guidelines for 4-H Record Books

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*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.*



## **Record Book Ages:**

- Beginner Record Books: Ages 9-12
- Intermediate Record Books: Ages 13-15
- Senior Record Books: Ages 16-19. Must include a resume.

## **Page 1 – 4-H Report Form Cover:**

This page includes information that is unique to you. Be sure to fill it out completely and collect the required signatures.

## **Page 2 – Project Work:**

Page two has three parts: *A. Main project goals, B. Knowledge gained this year, and C. Main Project work overview.* Only three goals and three things learned in your main project should be listed.

- A. Main Project Goals** – List your three top S.M.A.R.T. goals (specific, measurable, attainable, relevant, and timely). The goals should reflect the work completed in the project work overview section.

**Specific:** A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the “who, what, when, where, which, and why” questions.

**Measurable:** Establish specific criteria for measuring progress toward the achievement of each goal you set. Can you tell when you meet your goals?

**Attainable:** When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

**Relevant:** To be relevant, your goal must inspire you. If they do not, set new goals. Your goals must be realistic, and you must have the resources to accomplish the goals.

**Timely:** A goal should be grounded within a time frame. With no time frame tied to a goal, there is no sense of urgency.

- B. Knowledge gained this year** – List the top things you learned from participating in the main project during this year. This should be a reflection of the goals set in the previous section.
- C. Summary of 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 five years of project work (Exception – Beginners should only report one year of CloverBud work). Describe in a chart form 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.). 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. In any case, you should report your project work in chronological order by year – start with the first year in the project.

Charts can be very effective in this section. They allow a great deal of information to be presented in a small amount of space. The first year should be listed first. Be sure that you identify for the reader what your numbers mean (hours, dollars, people, etc.).

**Page Three – D. Educational experiences in your main 4-H project**

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; A=area; D=district; S=state, R=regional, N=national).

**Page Four – E. Overview of other 4-H project and activity experiences.**

This page is to be used to report experiences in those projects and activities that are not reported on page 2. Report no more than three projects. Be sure to list the name of each project and then describe your activities. Describe in a chart form 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. Do not give totals.

**Page Five – F. Educational experiences in other 4-H projects and activities.**

This section is where you record activities you participated in and learned about in your 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; A=area; D=district; S=state, R=regional, N=national).

**Page Six & Seven – 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 have these pages to talk about leadership experiences. 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; A=area; D=district; S=state, R=regional, N=national). Place an \* beside leadership experiences that relate to your main project. Placing asterisks beside your leadership in your main projects helps the judges to more easily see your main project leadership. Failure to use them may result in the loss of points.

**B. Elected/Appointed Leadership**

List 4-H officers 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; A=area; D=district; S=state, R=regional, N=national).

**Page Eight & Nine – 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. 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 or the number of hours served. List by year those activities you have done that have helped someone else.

1 ½ pages are allowed to report this information. Be sure to include the year, what you did (kind of activity), and the number of hours or items contributed (members' responsibility). List by year, starting with the first year.

**Section IV: A. 4-H Awards.**

Awards and recognition are an important component of the 4-H experience. Please list by year the most important awards received in 4-H. This should include the most important awards received during the past five years. This should not take up more than half of page nine. Place an \* beside awards and recognition that relate to your main project.

**Page Ten – B. 4-H Promotion/Marketing**

List by year the 4-H 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, etc. Do not report activities listed on any other page. This should not take up more than half of page 10.

**4-H Impact**

In 100 words 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 of this should rapidly know how 4-H has changed your life.

**4-H Story (5-pages max)**

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. The story may be printed, typed, or done on a computer. However, do NOT use a type size smaller than 12 characters per inch (preferred 12 pt. Times New Roman). All paper must be white and 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.

**4-H Project Photos (four pages, one side only)**

Photo pages should include new pictures each year and reflect the past five years of project work. 4-H members should use no more than 9 photos per page. Captions should contain the YEAR the photo was taken. You will have to make decisions about which photos to add and which ones to delete. Photo pages must reflect the following outline:

- Page 1: Main Project Work
- Page 2: Other Project Work
- Page 3: Leadership
- Page 4: Community Service

Photos should be action shots. Use high-quality photos. Computer-generated photos are okay. Each photo should have a caption (tells what is going on in the photo). Avoid excessive cropping. It is important to remember that the photo pages are a visual narrative and should not be in a scrapbook format.

**EXCEPTION** – If photography is a main project, the 4-H member may have a total of 14 pages: Four (4) pages in front of the camera and 10 pages of photos that the 4-H member has taken.

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# Record Book Submissions

Record books may be submitted in any project area affiliated with the seven categories in each mandate area. A maximum of 10 Record books from each Mandated area can be submitted (10 Healthy Living, 10 Civic engagement, & 10 STEM & Agriculture) for Intermediate and Advanced level.



Mandate Area (# of awarded Record books)	Suggested Project Areas
<b>HL-1 Mind: Social and Emotional Well-Being</b> <ul style="list-style-type: none"> <li>• Intermediate (5)</li> <li>• Advanced (5)</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying Prevention</li> <li>• Personal Finance</li> <li>• Self-Awareness</li> <li>• Substance Abuse Awareness</li> </ul>
<b>HL-2 Body</b> <ul style="list-style-type: none"> <li>• Intermediate (5)</li> <li>• Advanced (5)</li> </ul>	<ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Preservation &amp; Safety</li> <li>• Health &amp; Fitness</li> <li>• Human Development</li> <li>• Safety (ATV, Shooting Sports, etc.)</li> </ul>
<b>CE-1 Personal Development</b> <ul style="list-style-type: none"> <li>• Intermediate (4)</li> <li>• Advanced (4)</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement</li> <li>• Citizenship</li> <li>• Communication</li> <li>• Entrepreneurship</li> <li>• Leadership</li> <li>• Mentorship</li> <li>• Public Speaking</li> <li>• Workforce Preparation &amp; Careers</li> </ul>
<b>CE-2 Community Action</b> <ul style="list-style-type: none"> <li>• Intermediate (1)</li> <li>• Advanced (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Service Learning</li> </ul>
<b>CE-3 Fine Arts</b> <ul style="list-style-type: none"> <li>• Intermediate (4)</li> <li>• Advanced (4)</li> </ul>	<ul style="list-style-type: none"> <li>• Fashion &amp; Fabric</li> <li>• Music</li> <li>• Photography &amp; Videography</li> <li>• Theater &amp; Performance Arts</li> <li>• Visual Arts</li> </ul>
<b>S-1 Animal Science</b> <ul style="list-style-type: none"> <li>• Intermediate (10)</li> <li>• Advanced (10)</li> </ul>	<ul style="list-style-type: none"> <li>• Cattle (Beef &amp; Dairy)</li> <li>• Goats (Dairy &amp; Meat)</li> <li>• Horse</li> <li>• Livestock Skills</li> <li>• Meat Science</li> <li>• Pets</li> <li>• Poultry</li> <li>• Rabbits</li> <li>• Sheep</li> <li>• Swine</li> <li>• Veterinary Science</li> </ul>

S-2 Plants & Agriculture <ul style="list-style-type: none"><li>• Intermediate (5)</li><li>• Advanced (5)</li></ul>	<ul style="list-style-type: none"><li>• Agriculture</li><li>• Gardening &amp; Horticulture</li><li>• Soils &amp; Crops</li></ul>
S-3 Environmental Science & Energy <ul style="list-style-type: none"><li>• Intermediate (4)</li><li>• Advanced (4)</li></ul>	<ul style="list-style-type: none"><li>• Archeology</li><li>• Biology &amp; Chemistry</li><li>• Climate</li><li>• Energy &amp; Electricity</li><li>• Entomology (includes Apiary)</li><li>• Environmental</li><li>• Forage &amp; Grassland</li><li>• Forestry</li><li>• Water, Wildlife and Fisheries</li></ul>
S-4 Engineering and Technology <ul style="list-style-type: none"><li>• Intermediate (4)</li><li>• Advanced (4)</li></ul>	<ul style="list-style-type: none"><li>• Computer Science &amp; Coding</li><li>• Mechanical Sciences (Automotive, welding, &amp; tractor)</li><li>• Robotics</li><li>• Rocketry &amp; Aerospace</li></ul>

Projects are sorted by National 4-H Mission Mandate Areas and denoted as:

- HL – Healthy Living Projects
- CE – Civic Engagement Projects
- S – STEM and Agriculture Projects

# 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	Delegated	Interacted (with)	Recruited
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
Arranged	Distributed	Measured	Reproduced
Assembled	Drafted	Mentored	Researched
Assessed	Edited	Mobilized	Retrieved
Authorized	Enabled	Monitored	Revamped
Began	Encouraged	Negotiated	Reviewed
Budgeted	Established	Observed	Revised
Built	Evaluated	Obtained	Scheduled
Calculated	Executed	Operated	Selected
Chaired	Experimented	Orchestrated	Served
Changed	Facilitated	Ordered	Simplified
Clarified	Filed	Organized	Sold
Coached	Formed	Oversaw	Solicited
Collaborated (with)	Fostered	Participated (in)	Spearheaded
Collected	Generated	Persuaded	Stimulated
Communicated	Guided	Planned	Studied
Compiled	Handled	Prepared	Supervised
Composed	Headed	Presented	Synthesized
Computed	Hosted	Processed	Targeted
Conducted	Identified	Produced	Taught
Constructed	Illustrated	Programmed	Tested
Controlled	Implemented	Proof-read	Trained
Coordinated	Increased	Publicized	Tutored
Corresponded (with)	Initiated	Published	Undertook
Counseled	Inspected	Purchased	Updated
Created	Inspired	Rated	Utilized
Cultivated	Installed	Recommended	Verified
Defined	Instructed	Recorded	Wrote

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# Telling Your 4-H Story

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*The 4-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. Each page should be typed or printed in black ink, double-spaced, and only on one side of the page.
3. Use 8 ½" x 11" white paper.
4. Use a one-inch margin on all sides of the page.
5. The title should be "My 4-H \_\_\_\_\_ Story". The blank should be the main project.
6. **Check for spelling and grammar errors.**
7. 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.

- I. **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).
- II. **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)
- III. **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).
- IV. **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).
- V. **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 ½ 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

- Four (4) pages of pictures are allowed, with nine (9) photos per page.
- Photography Project has an additional 10 pages of photos allowed from "behind the camera".
- Pictures need to be captioned.
- Use one side of the page when presenting.
- Do not shingle, layer, or overlap photographs.
- Avoid excessive trimming and cropping of photos.
- Be sure pictures are still large enough to see.

### Suggested Photograph Pages

- PAGE 1: MAIN PROJECT WORK
- PAGE 2: OTHER PROJECT WORK
- PAGE 3: LEADERSHIP
- PAGE 4: COMMUNITY SERVICE

## 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 paper designed for pictures/color to avoid bleeding if you print from a computer.
- Use logical progression and make sure any sequences are complete.
- Show major points using as few pictures as possible.
- Photo records should show member and project growth and document community service and leadership opportunities. Emphasis should be placed on the main project.
- Pictures of ribbons, plaques, etc., should be avoided, as they do not show progression but rather the result.
- While not required, color pictures are preferred for the first 4 pages.
- Photo pages are visual narratives and should not be formatted like scrapbooks.

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# Building a 4-H Resume

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*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 – Printed on front only
- 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.***

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# Rover M. Clover

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

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## 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.

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## SKILLS

Public Speaking  
Multitasking  
Organized

Community Service Organization  
Critical thinking  
Communication

Playing Piano  
Basic Computer Coding  
Playing Pickleball

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## 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.

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## 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

## CERTIFICATE AND HONORS

### Beginner Record Book Winner

Pulaski County Extension Office

### Poultry Showmanship Grand Champion

Pulaski County Fair



# Scoring Rubric Arkansas 4-H Record Books

**SCORE:**  
**General -**  
**Section I -**  
**Section II -**  
**Section III -**  
**Section IV -**  
**Section V -**  
**Story (VI) -**  
**Photos (VII) -**  
**Resume -**

**Name:**

**Level:**

**Category:**

**Project:**

## General 4-H Record Book (10 Points)

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Spelling and Grammar Correct – Entire document	No spelling & grammatical errors	Minimal spelling or grammatical errors (1-5)	Some spelling or grammatical errors (6-10)	Significant spelling & grammatical errors	No work shown
Record book has proper font size/type face	Yes 2 Points			No 0 Points	
Record book uses proper 1-inch margins	Yes 2 Points			No 0 Points	
Record book form proper length (does not exceed 10 pages)	Yes 2 Points			No 0 Points	



**SECTION I - Project Work (63 points possible) –**

A. **Project Goals** (8 points possible) - State your THREE (3) S.M.A.R.T. project goals(s) for this year. (Remember they should be **Specific, Measurable, Attainable, Relevant, Timely**)

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Project work reflects work towards goal(s)	All three goals are directly related to project work	2 of the three goals relate to project	Only one goal related to the project	Goals do not relate to project work	No goals listed
Goals are <b>Specific, Measurable, Attainable, Relevant &amp; Timely</b>	All goals that meet 4-5 S.M.A.R.T standards	All goals that meet 3 S.M.A.R.T standards	All goals that meet 2 S.M.A.R.T standards	Goals are vague and do not meet SMART Standards	No goals listed

B. **Most Important Things I Learned this Year** (4 points possible) - List the three most important things you learned this year in your 4-H projects.

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Depth and quality of knowledge	All lessons learned detail how they relate to goals, and are relevant	Majority of lessons expand on the projects, but detail not provided.	Lessons are simply restated goals, no expansion on what they learned	Lessons do not relate to goals listed	No work shown

C. **Main Project Work Overview** (12 points possible) -Describe all the things you have done in your main 4-H main project. Use numbers if you can (example: number of animals, size of garden, miles walked, recipes created, etc.). Show financial information if you can. Give totals where possible.

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Time in Project	4-5 years of project work indicated	3 years of project work indicated	2 years of project work indicated	1 year of project work indicated	No work shown
Variety of activities	Activities reflect 10+ aspects of the project	Activities reflect 5-9 aspects of the project	Activities reflect 2-4 aspects of the project	Activities focus on only one aspect of the project	No variety of activities
Numbers used	Used Numbers - 2		Used Minimal Numbers - 1		Did not use numbers - 0
Information presented in organized manner	Highly Organized - 2		Some information organized- 1		Unorganized - 0

D. **Educational Experiences in Your Main 4-H Project** (12 points possible) - Record activities you participated in and learned about in your main project. List tours, talks or demonstrations seen or heard, individual instruction, exhibits, workshops, camps, competitions, consumer experiences, interviews made, websites visited, books and pamphlets read. Be sure to indicate level where educational experience took place. Use level (**L=local/club, C=county, MC= multi-county, D=district, S=state, R=regional, N=national, I=international**)

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Types of learning experiences	Participated in 7+ different types of educational experiences	Participated in 5-6 different types of educational experiences	Participated in 3-4 different types of educational experiences	Participate in 1-2 types of educational experiences	No work shown
Depth of learning experiences	Experiences covering 7+ topics related to project	Experiences covering 5-6 topics related to project	Experiences limited to covering 3-4 topics related to project	Experiences in 1-2 topics related to project	No work shown
Several levels indicated (L, C, MC, D, S, R, N, I)	Has experiences in local, county, district and/or multi county, state and/or national/international levels	Experiences only at the local, county and district and/or multi county level	Experiences only at the local and county level	Experience only at the local level	No levels indicated

**E. Overview of Other 4-H Projects** (15points possible) - This page is to be used to report experiences in those projects and activities that are not reported on page 2. Report no more than three. List the name of each project and then tell your activities. Use numbers if you can (# of animals, size of garden, household safety checks, first aid kits built, etc.) **Do not repeat activities reported anywhere else.**

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Time in Projects	4-5 years of project work indicated	3 years of project work indicated	2 years of project work indicated	1 year of project work indicated	No work shown
Activities shown in projects	Activities reflect 12+ aspects of the projects	Activities reflect 9-11 aspects of the projects	Activities reflect 5-8 aspects of the projects	Activities reflect 1-4 aspects of the projects	No work shown
Project areas shown	3 Projects shown – 3		2 Projects shown - 2	1 Project shown - 1	No work shown - 0
Numbers used	Used Numbers - 2		Used Minimal Numbers - 1		No numbers used – 0
Information presented in organized manner	Highly Organized - 2		Some information organized- 1		Unorganized - 0

**F. Educational Experiences in Other Projects** (12 points possible) - List activities which you participated in and learned things about your *other* projects. Include tours taken, workshops, demonstrations or talks seen or heard, judging events attended, interviews made, books and pamphlets read, and exhibits. Use level (**L=local/club, C=county, MC= Multi-County, D=district, S=state, R=regional, N=national, I=international**)

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Variety of experiences	Participated in 7+ different types of educational experiences	Participated in 5-6 different types of educational experiences	Participated in 3-4 different types of educational experiences	Participate in 1-2 types of educational experiences	No work shown
Depth of learning experiences	Experiences covering 7+ topics related to project	Experiences covering 5-6 topics related to project	Experiences limited to covering 3-4 topics related to project	Experiences in 1-2 topics related to project	No work shown
Several levels indicated (L, C, MC, D, S, R, N, I)	Has experiences in local, county, district and/or multi county, state and/or national/ international levels	Experiences only at the local, county and district and/or multi county level	Experiences only at the local and county level	Experience only at the local level	No levels indicated

**SECTION II – 4-H Leadership (38 points possible)**

**A. 4-H Leadership Experiences (26 points possible)** - List your 4-H leadership experiences and include 4-H promotional leadership activities. Remember – leadership is **planning, leading, teaching, conducting, organizing, coordinating, directing, etc.** **Do not repeat information listed on any other page.** List demonstrations and talks given in this section. Use numbers reached here only if they were face-to-face contacts. \* used to indicate work in project areas. (L=local/club, C=county, MC= multi-county, D=district, S=state, R=regional, N=national, I=international)

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Variety of leadership shown	7+ different types of leadership experiences	5-6 different types of leadership experiences	3-4 different types of leadership experiences	1-2 types of leadership experiences	No work shown
Leadership topics	7+ different topics	5-6 different topics	3-4 different topics	1-2 different topics	No work shown
Time in leadership roles	4 years of leadership	3 years of leadership	2 years of leadership	1 year of leadership	No work shown
Knowledge shared within their local 4-H club or other 4-H clubs	7+ presentations	5-6 presentations	3-4 presentations	1-2 presentations	No work shown
Knowledge shared with non-4-H groups	4+ presentations	3 presentations	2 presentations	1 presentation	No work shown
Several levels of leadership shown (L, C, MC, D, S, R, N, I)	Has experiences in local, county, district and/or multi county, state and/or national/ international levels	Experiences only at the local, county and district and/or multi county level	Experiences only at the local and county level	Experience only at the local level	No levels indicated
Used * to indicate project work	Yes - 2		No - 0		

**B. 4-H Elected/Appointed Leadership (12 points possible)** - List 4-H offices you have held and committees served on. Give your specific responsibility. Use L=local/club, C=county, MC= multi-county, D=district, S=state, R=regional, N=national, I=international.

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Elected Roles	Held 5+ elected roles	Held 3-4 elected roles	Held 2 elected roles	Held 1 elected roles	No elected roles
Committees	Served on 5+ committees	Served on 3-4 committees	Served on 2 committees	Served on 1 committee	No committee work
Several levels of leadership shown (L, C, MC, D, S, R, N, I)	Has experiences in local, county, district and/or multi county, state and/or national/ international levels	Experiences only at the local, county and district and/or multi county level	Experiences only at the local and county level	Experience only at the local level	No levels indicated

**SECTION III - Community Service/Service Learning (16 points possible) LIMITED TO 1 ½ pages**

**A. Community Service/Service Learning** - List, by year, your community service activities. Include everything you did that helped someone else (excluding family members). Project work indicated with \*

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Variety of service activities	Participated in 7+ types of service activities	Participated in 4-6 different types of service activities	Participated in 3-5 different types of service activities	Participated in 1-2 different types of service activities	No work shown
Active in-service projects	16+ service projects indicated	11-15 service projects indicated	6-10 service projects indicated	1-5 service projects indicated	No work shown
Time spent completing service projects	16+ hours spent per year shown	10-15 hours spent per year shown	5-9 hours spent per year shown	1-4 hours spent per year shown	No work shown
Community service in project areas evident (indicated by *)	8+ service activities relate to project areas.	5-7 service activities relate to project areas.	2-4 service activities relate to project areas.	1 community service work related to project indicated	No work shown

**SECTION IV – 4-H Awards and Promotion (26 points possible)**

**A. 4-H Awards (14 points)** - List, by year, major awards received in 4-H (including fairs). --LESS THAN ½ Page. Project related awards indicated with \*. Levels indicated with (L=local/club, C=county, MC= multi-county, D=district, S=state, R=regional, N=national, I=international).

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Participated in 4-H competitive activities	Awards from State (or above), district and/or multi-county, county and club level	Awards from district and/or, county and club level	Awards from county and club level	Awards only at club level	No awards listed
Variety of competitive activities	Participated in 6+ competitive areas	Participated in 4-5 competitive areas	Participated in 2-3 competitive areas	Only participated in one kind of competitive activity	No variety listed
Awards related to project areas indicated with *	Yes - 2		No - 0		
Awards listed by year	Yes - 2		No - 0		
Only awards from 4-H (including fairs) listed	Yes - 2		No - 0		

**B. 4-H Promotion/Marketing (12 points)** List, by year, special 4-H promotional activities. –LESS THAN ½ Page. \*. Levels indicated with Indicate level (L=local/club, C=county, MC= multi-county, D=district, S=state, R=regional, N=national, I=international).

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Promotional Activities	Promoted 4-H through 15+ activities,	Promoted 4-H through 10-14 activities.	Promoted 4-H through 4-9 activities	Promoted 4-H through 0-3 activities	No work shown
Promotion Methods	Used 6+ methods	Used 4-5 methods.	Used 2-3 methods	Used 1 method	No work shown
Participated in 4-H promotion	Promotion conducted at the State (or above), district and/or multi-county, county and club level	Promotion conducted at the district and/or, county and club level	Promotion conducted at the county and club level	Promotion conducted only at club level	No levels indicated

**SECTION V – 4-H Impact (5 points possible)** 4-H Impact - In 100 words or less describe the differences 4-H has made in your life.

Impact of 4-H	Impact of 4-H clearly indicated - 3	Impact of 4-H superficially referenced - 2	Does not focus on impact of 4-H - 1
Impact Length	Statement 100 words or less – 2		Statement over 100 words - 0

**SECTION VI - 4-H Story (28 points possible) – 5 pages or less, 12 point, Times New Roman font, 1” margins, double spaced**

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Expresses what the 4-H'er has learned	2+ paragraphs summarizing what they have learned	1 paragraph summarizing what they have learned	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to what they have learned	No work shown
Project work well presented	2+ paragraphs detailing project work	1 paragraph detailing project work.	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to project work	No work shown
Leadership work well presented	2+ paragraphs detailing leadership activity	1 paragraph detailing leadership activity	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to Leadership work	No work shown
Community Service work well presented	2+ paragraphs detailing community service	1 paragraph detailing community service	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to community service	No work shown
Impact 4-H has had on career and education goals are articulated	2+ paragraphs detailing career and education goals.	1 paragraph detailing career and education goals.	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to career or education goals	No work shown
Correct use of grammar and spelling	No spelling & grammatical errors	Minimal spelling or grammatical errors (1-5)	Some spelling or grammatical errors (6-10)	Significant spelling & grammatical errors (11+)	No work shown
Story is formatted correctly and is within correct length restriction. (Under 5 pages, black ink, 1 inch margins, double spaced)	Meets all four (4) format requirements	Has three (3) of the format requirements	Has two (2) of the format requirements	Has one (1) or less of the format requirements	No work shown/Not within length restriction

**SECTION VII - 4-H Photos (21 points possible) 4-page max-one sided. Additional 10 pages for photography project**

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Main project photos show involvement	8-9 pictures	5-7 pictures	3-4 pictures	1-2 pictures	No pictures
Other project photos show involvement	8-9 pictures	5-7 pictures	3-4 pictures	1-2 pictures	No pictures
Leadership photos show involvement	8-9 pictures	5-7 pictures	3-4 pictures	1-2 pictures	No Pictures
Community service photos show involvement	8-9 pictures	5-7 pictures	3-4 pictures	1-2 pictures	No Pictures
Captions used	Captions with year on all pictures - 3	Captions with year on most pictures - 2	Captions with year on some pictures - 1	No captions - 0	
Pictures span years of membership	Yes – 2		No - 0		

**ADVANCED ONLY**

**Resume (12 Points)**

	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>	<b>No Work Shown 0</b>
Complete Resume	Includes contact information, Personal Development statement, education, employment, skills, and honors	Missing 1 component of resume	Missing 2-3 components of resume	Missing over 4+ components of a resume	No work shown
Style, Appearance & Tone	Is not overcrowded, font style and size readable, relevant info on top ½ of page, Section headings reflect content, bullets used	Has two errors in basic formatting	Page Appears crowded, exceeds two pages	Margins less than ½ inch or more than 1 inch, exceeds two pages, is unreadable	No work shown
Grammar/Spelling	No spelling & grammatical errors	Minimal spelling or grammatical errors (1-5)	Some spelling or grammatical errors (6-10)	Significant spelling & grammatical errors (over 10)	No work shown



**Additional Comments from Judge:**

**Judges Initials**