

Arkansas 4-H Record Book Resources



For more information:
<https://4h.uada.edu/youth/projects/default.aspx>

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



Record Book Basics

The amount, variety, and quality of work is important in a 4-H record that shows excellence. Equally important is how you shared 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 allows you to showcase the work you have done over your 4-H career.



Record Book Ages:

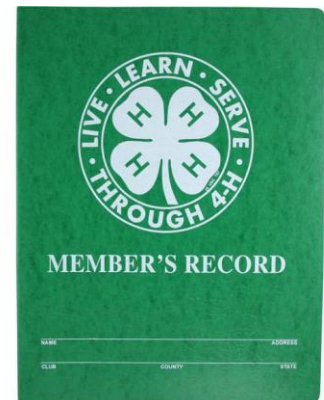
- Beginner Record Books: Ages 9-12
- Intermediate Record Books: Ages 13-15
- Advanced Record Books: Ages 16-19, must include a resume.

Basic Requirements for the Arkansas Report Form

- A standard 4-H cover – GREEN Member’s Record Cover (purchase through the county office or from the National 4-H Mall – <https://shop4-h.org/>)
- 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 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 size 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.
- Print should be in black ink.

How the Record Books are scored:

- | | |
|-----------------------------------|-----------|
| • General: | 14 Points |
| • Project: | 56 Points |
| • Leadership: | 32 Points |
| • Community Service: | 20 Points |
| • 4-H Awards, Marketing & Impact: | 16 Points |
| • 4-H Story and Pictures: | 44 Points |
| • Resume (Advanced Only): | 12 Points |



Record Books will:

- Give you a sense of personal accomplishment.
- Make you eligible to participate in other activities.
- Help you learn valuable life skills.
- Give you the opportunity 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. While examining their respective 4-H careers, questions inevitable will come out. 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 Clover Bud work can I report? While 5 years of work can be reported in a 4-H record book, only one year can be work conducted while a 4-H clover bud. For example, a 9-year-old will only have two years reported in their 4-H record book – One year of clover bud work (when they were 8) and one year of work 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 that the project event or activity occurs is important to showing 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 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 from in the same county, or groups from 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 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 record book form? Put the year that the book is being turned in for judging.

Guidelines for 4-H Record Books

Record Keeping is part of the overall 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 a plan (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 in 4-H.



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 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 a 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 upon 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 Clover Bud 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 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 which 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 you 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 level where 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 tell your activities. Describe in a chart form all the things you have done in your other 4-H projects. Use numbers if you can (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 level where 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 tell 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, coordination, directing, demonstrating, and talks etc. **Do not repeat any information listed on any other page.** Be sure to indicate level where 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 you’re 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 the 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 which have helped someone else.

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

Section IV: A. 4-H Awards.

Awards and recognition is 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. This does NOT include wearing t-shirts. 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 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 4-H member has taken.

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

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

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

Telling your 4-H Story

The 4-H Story is a major sections 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 a 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 in 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, 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:** Tell about the project area in which you are submitting 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 things that were NOT so successful. How have you arranged financing? Make it interesting! This is your chance to share 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. Tell about your plans for the future and the career you would like to pursue. (1/4 to ½ page)

Using Photography to Strengthen Record Book

The photograph pages are important to every 4-H record book as helps the judge to know the 4-H'er, it documents the project, and it is a way to show growth in project work. A picture is worth a thousand words, so choosing your record book pictures 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 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 are printing from computer.
- Use a logical progression and make sure any sequences are complete.
- Show major points using as few pictures as possible.
- Photo record should show member and project growth, document community service, and leadership opportunities. An emphasis should be on main project.
- Pictures of ribbons, plaques, etc. should be avoided, as they do not show progression, but rather end result.
- While not required, color pictures are preferred for first 4 pages.
- Photo pages are a visual narrative and should not be formatted like a scrapbook.

Building a 4-H Resume

A resume is a tool used to show off a person's strengths, skills, and talents. It is what makes a person stand out when looking for a job, applying to college, or trying to get scholarships. Having a good resume is what often lands a person 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, Address, Phone, and Email in the Heading**
- **Personal Development Statement/Objective:** Up to three sentences that describe what you stand for and what you 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 highest grade level achieved, any extra trainings, 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 skills and experiences you have held conducting service learning and volunteer activities. Include dates and range of experiences.
 - **Other Skills:** List skills and expertise in specific areas that might not be reflected in Education, Leadership, or Citizenship. This could include musical instruments, work experiences, computer skills, etc.
- **Certificates and Honors:** List the name and date of the certificate, and who awarded it.

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

John H. Clover

444 Sunnyfield Lane
Anywhere, AR 44444
Phone: 123-456-7890 * Email: jnclover@hnhh.com

Objective: To highlight the skills gained through my 4-H photography project to obtain a position with a portrait studio.

Skills:

- Accepts responsibility
- Critical thinking
- Highly organized
- Oral presentations
- Public speaking
- Positive work ethic
- Team player
- Written communications
- Work well under pressure
- Extensive use of digital cameras and editing software
- Dark room photo developing

Education:

South High School, Cloverville, Arkansas
Graduation Date: May 2015
Area of Interest: Photography

Employment:

Jan/12 – May/13 **Cloverville Medical Center**, Cloverville, Arkansas
Volunteered as a student assistant 15 hours per week and received two academic credits for service learning.

May/13 – Aug/14 **Cloverville Times**, Cloverville, Arkansas
Covered high school sporting events for county paper including taking photos for sports section.

Leadership Roles:

- County 4-H Honor Club President (2014)
- District 4-H Advisory Group Member (2013)
- Church Youth Retreat Leader (2012)
- Student Council Representative (2012)

Honors and Awards:

- State 4-H Record Book Finalist (2013)
- All District Basketball Team (2013)
- State 4-H Ambassador (2012)
- State 4-H Teen Star (2012)
- County Winner – 4-H Public Speaking Contest (2010)



Scoring Rubric Arkansas 4-H Record Books

SCORE:
General -
Section I -
Section II -
Section III -
Section IV -
Section V -
Story -
Photo -
Resume -

Name:

Level:

Category:

Project:

Does Record Book Have all Sections Completed?

- Yes – Proceed with judging Record book.
- No – If a section is completely blank, (ie. **ALL** of components in a section are blank, missing story, photos or resume), **STOP** – Return book to county agent.

General 4-H Record Book (14 Points)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Has all required Signatures	Has all needed signatures	Missing 1 signature	Missing 2 signatures	No Signatures
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
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 (56 points possible) –

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

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
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 relate to the project	Goals do not relate to the main project
Goals are Specific, Measurable, Attainable, Relevant & Timely	All goals that meet all 5 S.M.A.R.T standards	Two goals meet all 5 SMART standards	Only one goal reflects all 5 SMART standards	Goals are vague and do not meet 5 SMART Standards

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

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Depth and quality of knowledge	All lessons learned detail how they relate to goals, and are relevant to main project	Majority of lessons expand on the main project, but detail not provided.	Lessons are simply restated goals, no expansion on what they learned	Lessons do not relate to goals listed

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, etc.). Use activities (example: health project - list personal, family activities, etc.). Judges will be looking for three basic things: amount of project work; variety of project work and quality of project work. Show financial information if you can. Give totals where possible.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Growth and development	4+ skills/activities reflected in project work, 2+ years	2-3 skills/activities reflected in work, over 2+ years	2-3 skills/activities reflected in project work, 1 year only	All project work basic in nature. Only 1 year
Variety of activities	Activities reflect 6+ aspects of the project	Activities reflect 4-5 aspects of the project	Activities reflect 2-3 aspects of the project	Activities focus on only one aspect of the project
Numbers used	Yes - 2		No- 1	
Information presented in organized manner	Yes - 2		No- 1	

- D. **Educational Experiences in Your Main 4-H Project** (12 points possible) - Record activities you participated in and learned about 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, C=county, A=area, D=district, S=state, R=regional, N=national, I=international)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of learning experiences	Participated in at least 7 different types of educational experiences	Participated in at least 5 different types of educational experiences	Participated in at least 3 different types of educational experiences	Participate in 2 or fewer types of educational experiences
Depth of learning experiences	Experiences covering over 5 topics related to project	Experiences covering 4-5 topics related to project	Experiences limited to covering 2-3 topics related to project	Experiences limited to one method; covering only one topic related to project
Several levels indicated (L, C, D, S, N)	Has experiences up to (and including) the state or national level	Experiences only at the local, county and district level	Experiences only at the local and county level	Experience only at the local level

- E. **Overview of Other 4-H Projects and Activity Experiences** (8 points 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.**

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Growth and development shown	4+ skills/activities reflected in project work, 2+ years	2-3 skills/activities reflected in work, over 2+ years	2-3 skills/activities reflected in project work, 1 year only	All project work basic in nature. Only 1 year
Several other projects and activities shown	Has three additional project areas, with 4+ activities reported in each of the areas	Has three additional project areas, but few activities in areas (3 or less)	Has two additional projects	Only has one additional project area

F. **Educational Experiences in Other Projects and Activities** (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. Numbers should reflect the number of activities participated in, NOT number of contacts. **No mass media numbers should be reported.** Use level (L=local, C=county, A=area, D=district, S=state, R=regional, N=national, I=international)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of experiences	Presented, participated, or took part in at least 7 different types of educational experiences	Presented, participated, or took part in at least 5 different types of educational experiences	Presented, participated, or took part in at least 3 different types of educational experiences	Presented, participated, or took part in 2 or fewer types of educational experiences
Depth of learning experiences	Experiences covering over 5 topics related to project	Experiences covering 4-5 topics related to project	Experiences limited to covering 2-3 topics related to project	Experiences limited to one method; covering only one topic related to project
Several levels indicated (L, C, D, S, N)	Has experiences up to (and including) the state or national level	Experiences only at the local, county and district level	Experiences only at the local and county level	Experience only at the local level

SECTION II – 4-H Leadership (32 points possible)

A. 4-H Leadership Experiences (24 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. No mass media numbers should be reported.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of leadership shown	Presented, participated, or took part in at least 7 different types of leadership experiences	Presented, participated, or took part in at least 5 different types of leadership experiences	Presented, participated, or took part in at least 3 different types of leadership experiences	Presented, participated, or took part in 2 or fewer types of leadership experiences
Depth of leadership shown	Experiences with multiple groups sizes, covering over 5 topics related to project	Experiences with multiple sized groups; covering 2-5 topics related to project	Experiences limited to small groups; covering 2-5 topics related to project	Experiences limited to small groups; covering only one topic
Progress shown in leadership	Serves in over 7 leadership roles of increasing responsibility over 2+ years	Serves in 5-6 leadership roles of increasing responsibility over 2+ years	Serves in 2-4 leadership roles over two years, same level of responsibility	Only one leadership role
Knowledge shared within their local club or group	Presented, participated, or took part in at least 7 different types of presentations. (* used to mark project related events)	Presented, participated, or took part in at least 5 types of presentations. (* used to mark project related events)	Presented, participated, or took part in at least 3 different types of presentations. (* used to mark project related events)	Presented, participated, or took part in 2 or fewer types of presentations No events related to projects indicated
Knowledge shared (including talks and demos) with other groups and clubs (including other 4-H clubs and non-4-H groups)	Presented at least 7 times at multiple 4-H clubs, and non 4-H groups.	Presented in at least 5 different times at another 4-H club and outside group	3-4 presentations only in another 4-H Club or outside group	2 or less presentations in another group
Several levels of leadership shown (L, C, D, S, N)	Has experiences up to (and including) the state or national level	Experiences only at the local, county and district level	Experiences only at the local and county level	Experience only at the local level

B. 4-H Elected/Appointed Leadership (8 points possible) - List 4-H offices you have held and committees served on. Give your specific responsibility. Use L=local, C=county, D=district, S-state.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of 4-H offices or committee positions held	Held 5+ elected roles and served on 5+ committees.	Held 2-5 elected roles and served on 5+ committees.	Held one elected role, served on up to 5 committees. Chaired at least one committee.	Only has served up to 5 committees, no leadership role in committee.
Progress shown in leadership positions	Has experiences up to (and including) the state or national level	Experiences only at the local, county, and district level	Experiences only at the local and county level	Experience only at the local level

SECTION III - Community Service/Service Learning (20 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.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of service activities	Presented, participated, or took part in at least 7 different types of service activities	Presented, participated, or took part in at least 5 different types of service activities	Presented, participated, or took part in at least 3 different types of service activities	Presented, participated, or took part in 2 or fewer types of service activities
Depth of service activities	Experiences in 5+ types of service activities, experiences span individual to large groups.	Experiences in 3-4 types of service activities, experiences span individual to large groups.	Experiences in 1-2 types of service activities, experiences focused on only two group sizes.	Experiences in 1-2 types of service activities, focused on only one size group.
Progress shown in service	Serves in over 7 service projects with leadership roles	Serves in 5-6 service projects, with leadership roles	Serves in 3-4 service projects, with leadership roles	Two or fewer service projects at local level, limited leadership
Active in service projects	16+ service projects indicated	11-15 service projects indicated	6-10 service projects indicated	Little to no (5 or under) service projects indicated
Community service in project areas evident	8+ service activities relate to project areas.	5-7 service activities relate to project areas.	2-4 service activities relate to project areas.	Little to no (1 or under) community service work related to project indicated

SECTION IV – 4-H Awards and Promotion (12 points possible)

A. **4-H Awards** (8 points) - List, by year, major awards received in 4-H. --LESS THAN ½ Page

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Participated in 4-H competitive activities.	Awards listed by year, with project related awards marked (*). Only 4-H awards mentioned. Awards from State, district, county and club level	Awards listed by year, with project related awards marked (*). Only 4-H awards mentioned. Awards from district, county and club level	Awards listed by year, with project related awards marked (*). Only 4-H awards mentioned. Awards county and club level	Awards not listed by year, Limited awards in project area, or awards only at club level
Variety of competitive activities	Participated in over 5 competitive areas	Participated in 4-5 competitive areas	Participated in 2-3 competitive areas	Only participated in one kind of competitive activity

B. **4-H Promotion/Marketing** (4 points) List, by year, special 4-H promotional activities. *T-shirts don't count.* --LESS THAN ½ Page

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Actively promoted 4-H	Promoted 4-H through over 15 activities, used over 5 methods of promotion.	Promoted 4-H through 10-14 activities. Only used 2-5 methods.	Promoted 4-H through 4-9 activities	Limited promotion to no promotion indicated (0-3 activities)

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

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
4-H impact description	Impact statement within 100 word requirement, impact of 4-H clearly indicated	Impact statement within 100 word requirement, impact of 4-H superficially referenced	Impact statement exceeds 100 words, does not focus on impact of 4-H	Impact only has two or fewer sentences, does not focus on impact of 4-H

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

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Expresses what the 4-H'er has learned	2-3 paragraphs summarizing what they have learned	3-4 sentence 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
Project work well presented	2-3 paragraphs detailing project work	3-4 sentence paragraph detailing project work.	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to project work
Leadership work well presented	2-3 paragraphs detailing leadership activity	3-4 sentence paragraph detailing leadership activity	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to Leadership work
Community Service work well presented	2-3 paragraphs detailing community service	3-4 sentence paragraph detailing community service	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to community service
Impact 4-H has had on 4-H member's career and education goals are articulated	2-3 paragraphs detailing career and education goals.	3-4 sentence 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
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 (over 10)
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

4-H Photos (16 points possible) 4 page max-one sided. Additional 10 pages for photography project

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Main project photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots
Other project photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots
Leadership photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots
Community service photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots

ADVANCED ONLY

Resume (12 Points)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
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
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
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)

Additional Comments from Judge:

Judges Initials