



# Completing a State 4-H Record Book

R-2008

Congratulations on your decision to complete a State 4-H Record Book! There are two outstanding awards you may receive by submitting a State 4-H Record Book. They are:

- ❑ An all-expense paid trip to the National 4-H Congress in Atlanta, Georgia, beginning Thanksgiving evening through the following Tuesday afternoon.
- ❑ If you are a graduating senior, an opportunity to win one of the New Mexico 4-H Foundation scholarships (5 scholarships awarded annually). Your current updated record book, accompanied by the completed Foundation Scholarship Application Form, is the basis for these scholarship awards. The form and information about the scholarship are available from your county Extension office or State 4-H.

Other rewards are: (1) You have a record of your 4-H work in one compact piece that can be used for other scholarship and award applications, and (2) you have a scrapbook of your 4-H experiences.

The State 4-H Record Book is due **June 15<sup>th</sup>** each year. The record book must be **in the State 4-H Office by that date**. If you are applying for a Foundation Scholarship, the due date for the scholarship form is June 15<sup>th</sup>. The form will be attached to the already-submitted record book. If you are applying for the **scholarship only**, both the record book and application are due in the State 4-H Office by June 15<sup>th</sup>.

## Three Important Components of a State 4-H Record Book

A State 4-H Record Book's contents should focus on:

1. A major 4-H project
2. Leadership
3. Citizenship

Any project listed on the 4-H Project Short List (200.B-3B) is an area for a record book. Record books may be entered in Entomology, Rocketry, Public Speaking, Baking, Clothing, Beef, Sheep Breeding, etc. There are no longer specific areas such as Bread, Home Economics or Agriculture. Currently, any 4-H project from the short list may be chosen; books are evaluated on over-all quality with the top scoring books declared as winning books. In any year, there may be several Beef, Clothing or Market Lamb

winners. In determining your major project, think about your entire 4-H career. The project you choose should show depth and growth – this is a project that you have taken for several years and one in which you have experienced growth and success. There should be evidence that you have grown in the size or difficulty of your project activities. As a novice or junior member, you learned basic skills such as measuring accurately and how to mix properly in Baking projects. In the Market Lamb project, you learned how to feed and exercise a lamb. As a senior member, advanced skills and knowledge should be evident. Perhaps, you are the project leader for your county or you gave a presentation at State 4-H Conference. This major project will fill all of Section I of the New Mexico 4-H Report Form. Accomplishments in three or four other 4-H projects will be recorded in Section IV of the form.

All of the leadership and citizenship activities you have completed throughout your 4-H career will be listed in Sections II and III of the state report form. You will find it quite helpful to use your prior county record books to help remember the activities you have completed in your 4-H years.

### **Methods for Completing the New Mexico 4-H Record Form**

The New Mexico 4-H Record Form is available on disk from the county Extension office or through the New Mexico 4-H Website as a download. The program is Microsoft Word which is easy to use. You may use the program at home and at school or libraries which have computers for public use. The program was revised in Fall 2003 by the State 4-H Staff. The new version is a typical Word document. Each section is saved separately. As you complete a section, print it out. Once all sections are complete, you can simply put them in order and assemble your book. The county notebook contains instructions for using the computer program; a copy of those directions is included in this packet of materials. Using the computer disk is the easiest method as you will have a permanent copy that you can revise in subsequent years. If you are using your home computer, or a computer you have ready access to, we strongly recommend you save the file to your hard drive and back up your work on a disk.

If you do not have access to a computer or your computer is not compatible with MS Word, you may complete the record form by word processing your information, cutting it to fit the form, attaching it with clear tape, and copying it on a copying machine. You may also type directly on the form. Handwritten data is **not** acceptable. We are in the process of adapting the program to run on other word-processing formats.

### **Instructions for Filling Out the New Mexico 4-H Report Form**

Read each section of the report form carefully. Each one asks for specific information and explains how that information should be listed. Each section should be factual and concise. Information in one section should not be repeated in other sections.

Show consideration for the reader. Excessive underlining or highlighting, poor alignment of items or use of fancy fonts are distracting. **DO NOT use bright papers or plastic**

**covers.** Concentrate on content and accuracy. Use correct grammar and spelling. Proofread the section several times; use spell check if you have it on your computer.

Allow plenty of time to do your best work. Break the work up into parts, setting deadlines for completion of each part. This form is not one that can be completed in a day or a weekend. Start early in the 4-H year, adding new information throughout the year.

Familiarize yourself with the terminology used in the form. If the section asks for goals, knowledge and skills, or accomplishments, have a clear definition of each term in your mind as you work. Here are some ideas for defining the terms:

**Goal** – what you want to learn or do.

**Knowledge & Skills** – what you learned bit by bit as you pursued the goal.

**Accomplishments** – what happened, the result.

If the item asks for level, remember this:

**Local** - denotes club level activities

**County** - denotes club and county level.

**District** - denotes activities you completed at district contest, trainings or regional fairs.

**State** - state-level participation such as State 4-H Conference or New Mexico State Fair.

**National** - denotes national level events.

**International** -include events held out of the United States.

Some other terms used in the form are defined as:

**Citizenship** – community involvement: doing something for others; service.

**Leadership** – Taking the lead; providing direction; planning, organizing and carrying out an assignment.

**Year** - The 4-H year begins on October 1 of each year and goes through September 30 of the following calendar year. Year denotes your year of completion (based on your County Guidelines) for example: first, second, third, etc. 4-H year. Throughout the section, you may choose to list year as 4-H year (ex:2003-04) or as calendar year (2003). Be consistent in the way you list the years!

A separate sheet with examples for each section is included in this packet. Read the examples carefully. If you need further help, you may call the county Extension office or State 4-H to obtain copies of previous record books that you may read. State 4-H will copy and send one record book to you. You may use the book to help understand the process; do not copy another person's experiences as they are not your experiences. Call (505) 646 – 1166 to request a book in a similar project area. Though some formatting changes have been made, the *information* we are asking for is the same!

Remember, this is a 4-H record form, so school, FFA, sports, church and other activities are listed in Section IV-C **only**. This section may be organized by year or by type of activity.

If you need assistance with terms or have other technical questions, call Mindy Turner at the State 4-H Office.

## **The 4-H Story**

After you complete the New Mexico 4-H Report Form, you will write your 4-H Story. There is a title page provided in the MS Word program for your use. The story can be no longer than 6 pages, double-spaced on one side of the paper, no smaller than a 12 point font with at least 1" margins. A senior member should be able to write a story of at least four pages, due to the number of years and events he/she has experienced.

The 4-H Story is a personal narrative of your growth in 4-H, the goals you've set and reached, what these experiences have meant to you, or how 4-H has impacted your life. Tell how your 4-H experience has affected your family, community and others. You may wish to use a theme to tie all the activities together. Be creative- make the story sound as if you were telling a friend about 4-H, your goals and dreams, how you overcame defeat or handled success. Add touches of humor or quotes from people who have encouraged you.

## **Pictures**

There are two types of pictures in the state record book:

- ❑ One close-up photo, a 2" x 3" or 4" x 5" is mounted on a plain sheet of paper with rubber cement. Below the picture, type your name, age, complete address and county.
- ❑ Three pages of mounted photographs that **show growth** in your project, achievement, leadership and citizenship are placed in the book. Use only one side of the paper, attach with rubber cement and do not overlap. Be sure to caption the pictures so they have meaning to the reader.

If you are entering your book in the Photography project, you may add 10 pages of your best photographs with captions in addition to the 3 pages of general photos.

## **Assembling the State 4-H Record Book**

When you have completed the various parts of the record book, you are ready to assemble it. The record book should be placed in the 4-H green, hard-back cover that is available through State 4-H, county Extension offices or National 4-H Council Source Book. Assemble the book in the following order:

1. Cover page – photo and personal information
2. New Mexico 4-H Report Form
3. 4-H Story
4. Photos

You **must** sign the Report Form; your parents, a leader and an Extension agent also must sign it. Be sure to allow 5 days for the book to reach the State 4-H Office. If you are concerned about getting the book in on time, you may use Federal Express, overnight mail or hand deliver it to State 4-H Office, which is located on the New Mexico State University campus at Stewart and Espina Streets. The mailing address is:

State 4-H Office  
MSC 3AE, Box 30003  
New Mexico State University  
Las Cruces, NM 88003-8003

When the books are received, they will be judged by a panel of three judges consisting of NMSU specialists, Extension agents and community representatives. When the winning books are chosen, State 4-H staff will notify the winners. Winners are recognized at the State 4-H Conference Awards night. Conference is held during the second week in July; the Awards event occurs on Thursday evening. Scholarship winners are also recognized at Awards Night. Parents are invited to attend; a Congress orientation meeting is held after the Awards event and must be attended by selected delegate and at least one parent or guardian.

The Congress trip is sponsored by the New Mexico 4-H Foundation. The cost of the airline ticket, registration, lodging in Atlanta, dinner and lodging in Albuquerque, and most meals are paid by the Foundation. Several letters of instruction are sent to the delegates prior to the National 4-H Congress. Delegates, parents, family members, State 4-H chaperones and Foundation members gather for a send-off dinner Thanksgiving evening in Albuquerque.

**GOOD LUCK WITH YOUR STATE 4-H RECORD BOOK!!!**

Dickson 2001, revised Turner 2008.