

# 2019-20 District 2 4-H Record Book Participant Guide



To better promote the consistency of record books at the County and District Levels, our District has chosen to have Juniors and Intermediates complete the same report as required for Seniors. Seniors will use the Texas 4-H Recordbook Report form WORD/PDF versions found on the State 4-H Website at <http://texas4-h.tamu.edu/recordbooks>; Juniors and Intermediates should use the version found on the District 2 4-H Website, which has been modified to reflect the same information that seniors are using.

## **JUNIOR, INTERMEDIATE, AND SENIOR REPORT FORM GUIDELINES**

### **1. Eligibility and Age Criteria**

- To participate in the District 2 Record book judging, a participant must place first at his or her county level and/or be certified by his or her county Extension agent.
- Only one entry per age level and category per county may advance to the district level.

**AGE REQUIREMENTS** - Age is based on 2019-2020 4-H year age requirements effective as of 09/01/19.

- **Junior – 3<sup>rd</sup> - 5<sup>th</sup> grade** (minimum age 8 in addition to being in the 3<sup>rd</sup> grade)
- **Intermediate – 6<sup>th</sup> - 8<sup>th</sup> grade**
- **Senior – 9<sup>th</sup> - 12<sup>th</sup> grade** (maximum age 18 as of August 31, unless considered special education)

## **PREVIOUS SENIOR 4-H STATE RECORD BOOK WINNERS**

- Senior 4-H'ers who have won first place at the Texas 4-H Record book Judging competition MAY submit a record book in future years in the same category in which they earned first place, or in another category for the competition.
- State record book winners will earn the opportunity to attend the Texas 4-H Leadership Conference which is held during Thanksgiving break. Cost of the trip to the 4-H'er is typically between \$1,250 and \$1,500.
- District 2 4-H'ers may also be eligible for support from the District 2 4-H EXCELL Fund.

## **RECORD BOOK COVER**

All types of covers or binders are accepted. Official 4-H Record Book covers can be ordered from National 4-H Supply if desired. Some County Extension Offices may have a supply of these covers available for purchase, or may place a county order. Be sure to check with your County Extension Office.

## 2. Record Book Categories (25)

- Information about the categories can be found at the State 4-H Website or in the 4-H Clover.

Agricultural Sciences	Natural Resources
Beef	Photography
Citizenship & Civic Education	Plant & Soil Science
Dog Care and Training	Poultry
Consumer Education	Public Speaking
Entomology	Rabbit
Fashion & Interior Design	Science, Engineering, Technology and Math
Food & Nutrition	Sheep
Gardening & Horticulture	Shooting Sports
Goat	Swine
Health and Personal Safety	Theatre & Performing Arts
Horse	Veterinary Science
Leadership	

## 3. What's in a 4-H Record book?

- A. Check Sheet - attached to the inside cover of the record book
  - County should check off items on the check sheet, prior to submitting to District
- B. Personal Information Page 2019-2020
- C. 4-H Story and Photo Portfolio
- D. District 2/Senior Report Form
  - Information is still required to be submitted in a 4-H Record Book binder or a folder with a three-hole metal fastener.

Below is a highlight of things to remember when putting together your record book, however this is not a complete guide. Contact your county AgriLife Extension office for more information or you may refer to the Family Record Book Guide found on the Texas 4-H Website.

### A. Personal Information Page 2019-2020

This is the first page of your record book.

### B. My 4-H Story and Photo Portfolio

- The 4-H Story and Photo Portfolio can be no more than 10 pages for all participants. It is suggested that the story focus on the current 4-H year, however it may also include information from prior years.
- Captions are not required, but may be helpful in explaining photo activities. The story should use a minimum of a 10-point font size for the text.
- The margins for the story and photo portfolio should be 1 1/2" on the left and 1" on the top, bottom and right.
- Photos may be placed throughout the story, adhering to the minimum number of equivalent pages or they can be all grouped together.

The 4-H Story and Photo Portfolio should be titled as follows: "My 4-H \_\_\_\_\_ (Recordbook Category) Story and Photo Portfolio". Example: "My 4-H Horse Story and Photo Portfolio". The member may add a subtitle to the story and photo portfolio. The story should

include such information as:

- Information about yourself, your family and your community
- When and why you joined 4-H
- Project Goals (starting with your main project)
- Highlights of other 4-H projects and activities
- How 4-H has helped you become a better leader and citizen and what you have learned through your community service and leadership activities
- How being a 4-H member has helped you set goals (tell what the goals are) and develop new interests, and if 4-H has influenced your future plans or career goals
- **Photos depicting family activities, livestock auctions, U.I.L., sports events, and other school events (non-4-H related photos) are not to be included.** This is your 4-H Record Book.

**C. Senior Report Form** - All age divisions may report the activities from the current year and up to the 3 previous years/4 years total (Juniors - current plus 2 years/3 years total) on their Report Form. For District 2 Juniors and Intermediates may submit the same number of pages as a Senior Report Form.

**Section I- 4-H Project Experiences (4 page maximum - up to four projects - up to four years; Juniors - current year up to 2 previous years/3 years total.)**

- This Section includes, but is not limited to, such things as: number of years in the project, items bought, items made and/or raised, places visited, profits/losses, and hours spent on the project.
- Include activities such as, but not limited to, workshops, contests, tours, research, computer learning programs, study of written material, interviews, etc.
- Learning activities may be completed in a project setting or through independent study. They may have been completed with other youth or community organizations as long as they connect back to the 4-H project. Report the learning that took place.

**Section II- 4-H Leadership Experiences (Up to 25 entries; Senior and Intermediate: 3 page maximum - current year and previous 3 years/4 years total; Juniors - current up to previous 2 years/3 years total).**

- List what you did to assist others throughout this 4-H year and the previous 3 years. Leadership is teaching or leading others. This is now in a chart format.
- The following information is requested in the chart: year, leadership activity, leadership role - noted as either appointed, elected or volunteer from pull down menu, level of experience (Club - "Cl", County - "Co", District - "D", State - "S", National - "N" or International - "I"), and responsibilities/duties/accomplishments.
- The 4-H member should be able to demonstrate leadership in three different areas: promotion, volunteer, elected and appointed.
  - **Promotion:** how have you told someone about 4-H?
  - **Volunteer:** how and what did you do to lead or teach others in 4-H?
  - **Elected/Appointed:** what did you do to improve 4-H?

**Section III- Community Service (Up to 25 entries; Seniors and Intermediates: 3 page maximum - current year and previous 3 years/4 years total; Juniors - current up to previous 2 years/3 years total).**

- Community Service is the opportunity for 4-H members to go out into the community and help others, or to improve the quality of the town and the lives of those around them.
- What did I do to help other people because of 4-H? The following information is requested in the chart: activity date, your role - noted as either **Y- yourself, M - member or P - primary** (leadership oriented task-do not duplicate this information under Section II/Leadership) from pull down menu, service activity, importance/impact.
- Information for the codes is listed as follows: “Y”- Yourself- this was a community service project that you did all by yourself with no help from other 4-H members or club; “P”- Provided Primary Leadership- you were the organizer, you made all the arrangements, and recruited other 4-H members to help you; “M”- Member of a Group- when another 4-H member called asking for help, you were there as a worker and helper. NOTE: This section is for community service activities only and not for citizenship experiences (citizenship is a project; see category description document for more details.)

**Section IV- Other 4-H Projects (Senior and Intermediate: 2 page maximum - current year and previous 3 years/4 years total; (Juniors - current up to previous 2 years/3 years total).**

- List other projects not listed in Section 1, include number of years and summarize participation.
- Tell briefly about other 4-H projects not listed in Section 1. Be sure summarize the project knowledge and skills gained.
- If you were only involved in four projects throughout your career, be sure to only list three projects in Section I and list the four project in this section to avoid losing any points when your record book is being judged.

**Section V- 4-H Recognition and Awards (Up to 25 entries; Seniors and Intermediates: 3 pages maximum - current year and up to 3 previous years; Juniors - current up to previous 2 years).**

- This is also listed in a chart format. You are asked to provide the following information: year, level of award (club, county, district, etc.), award, and importance to you.
- You may list up to 25 entries.

**Section VI- Non 4-H Activities (1 page maximum - current year and up to 3 previous years).**

- List leadership, community service, awards and recognition from other activities such as school, church, and other community organizations.

**Section VII - College/Career Exploration (Up to 15 entries; Senior and Intermedaite: 2 pages maximum - current year and up to the 3 previous years/4 years total; Junior - current year and up to 2 previous years/3 years total).**

- This information is also included in a chart format. List 4-H and non 4-H activities that have helped you learn more about careers or the necessary education to enter this career. Examples of these activities include: interviews, tours, job shadowing, research, mentoring, work experience, skill development, course work, etc.
- Chart information includes year, activity title and “What did you learn or do?” may be listed.

**4. Check Sheets** - Agent should check off the checksheet, prior to sending the Recordbook to District for Judging, to ensure everything is correct.

**5. Resources for Recordbooks** - Please refer to 4hreports.com or the State 4-H Website at: [http://texas4-h.tamu.edu/youth\\_recordbooks](http://texas4-h.tamu.edu/youth_recordbooks). For District 4-H Report Forms and information, please refer to the District 4-H Website: d24-h.tamu.edu

**6. Scorecards** - the State score card will be utilized for Juniors, Intermediates and Seniors.

### **7. Registration on 4-H Connect for District Recordbook Judging**

Each Record Book participant will be required to register on-line through 4-H Connect (<http://texas4-h.tamu.edu/4hconnect.htm>) and pay the registration fee of \$10.00. This fee is transferable but is non-refundable. **Online registration for the District 2 4-H Record Book judging is due on 4-H Connect by July 1, 2020.** Entry materials will not be processed without the entry fee. Instructions for entering contests through 4-H Connect are available at your county AgriLife Extension office. Please communicate with your county AgriLife Extension office regarding online registration and payment method.

### **8. South Plains District 2 4-H Record Book Judging**

District judging for District 2 will be held on July 8<sup>th</sup>, 2020 at 9:00 a.m. at the District Extension Center, 1102 E Drew St, Lubbock, Texas 79403.

### **9. Judges**

Volunteers are always needed to help judge. If you would like to help judge, complete the judging application and return to Wendy Scott, Extension 4-H and Youth Development Specialist, 1102 E Drew St, Lubbock, TX 79403. **By June 19th.**

**There will be a judges training on June 19<sup>th</sup>, 2020 from 10:00 - 12:00 at the District Office in Lubbock. All volunteers and agents are welcome to attend. Please RSVP to Ronda Alexander by June 17 if you plan to attend.** Participants will also be able to attend the training via TEAMS; please contact Ronda Alexander at [rd-alexander@tamu.edu](mailto:rd-alexander@tamu.edu) to have an invitation sent to you.