

2023-24 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 <https://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 2023-2024 4-H year age requirements effective as of 09/01/23.

- **Junior** – 3rd - 5th grade (minimum age 8 in addition to being in the 3rd grade)
- **Intermediate** – 6th - 8th grade
- **Senior** – 9th - 12th 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 \$1,500 and \$1,750.
- 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.

Animal Agriculture	Natural Resources
Beef	Photography
Citizenship, Civic Education & Community Service	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	Visual & Performance Arts
Horse	Veterinary Science
Leadership	

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

- 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
- Personal Information Page 2023-2024
- 4-H Story and Photo Portfolio
- District 2 (for Junior and Intermediates) and the Texas 4-H Report Form for Seniors
 - 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 2023-2024

This is the first page of your record book; you may obtain the fillable form from the website.

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; Captions do help tell the story and describe what is in the photo.
- The story should use a minimum of a 10-point font size for the text and should be double-spaced.
- 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". A subtitle may be added to the story and photo portfolio.

The story should include information such as:

- Information about yourself, your family and your community
- When and why you joined 4-H
- Project Goals (starting with your main project)
- 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 used are very important and should reflect growth development and involvement in the member's 4-H career. Use photos that show the 4-H'er doing things, learning and teaching others, and especially having FUN in 4-H. Use photos that show the main project, other projects, leadership and community service. **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.
- The 4-H Story/Photo Portfolio should not just be a repetition of what is in the Report Forms. Include new information, expand on the entries to "tell the story" of you 4-H project work.

C. Texas 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, they may submit the same number of pages as a Senior Report Form (this is a District 2 only rule - the State Website and other Districts have different requirements). You may find the District 2 4-H Report Form on the District 2 Website or by contacting Ronda Alexander, CEA-4-H Lubbock County.

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.
- Effective September 1, 2015, Livestock Judging can be listed as a project. Horse Judging should continue to be under Horse Project as a learning experience; similarly, for Dairy Judging, Wool Judging, etc. Quiz Bowl activities should continue to be listed under the respective project for which the Quiz Bowl is held.
- Learning experiences are those activities in which the 4-H'er has been a participant and not a teacher or instructor. Project-related leadership experiences should be reported as Volunteer Leadership in Section II.

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. Also include general leadership such as Club Officer, 4-H County Council, or committees. Leadership is teaching or leading others. This is now in a chart format.
- Do NOT include leadership that occurred as part of performing a community service activity. Providing primary leadership to a community service effort should be reported in Section III.

- 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 - "C", 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? This may include activities such as wearing a 4-H T-shirt to school, getting a picture related to 4-H in the paper, speaking on the radio about 4-H, or riding on a 4-H float during a parade.
 - **Volunteer:** how and what did you do to lead or teach others in 4-H? Examples of volunteer leadership include: led the Pledge of Allegiance at the 4-H meeting, demonstrated how to measure a tablespoon at a 4-H club meeting or organized a 4-H workshop or give a presentation on a specific topic.
 - **Elected/Appointed:** what did you do to improve 4-H? This includes leadership in volunteering to serve on a committee like the telephone, recreation, and/or refreshment committee, and in serving in any elected office such as president or reporter of the local club, county 4-H council and/or district/state council, and ambassador groups.

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. Examples of community service include: clean-ups, collections, repairs, construction, care packets, visitations, education and donations.
- 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 to 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 Intermediate: 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 - Beginning 2023-24, check sheets are OPTIONAL and may be placed loosely at the front of the recordbook and may be used as a guide for families to verify that all the information is included and complete at the various review levels.

5. Resources for Recordbooks - Please refer to the State 4-H Website at: <https://texas4-h.tamu.edu/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 Online for District Recordbook Judging

Each Record Book participant will be required to register on-line through your 4-H Profile on 4-H Online (TEXAS.4HONLINE.COM) 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 Online by July 1, 2024** Entry materials will not be processed without the entry fee. Instructions for entering contests through 4-H Online 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 11, 2024 9:00 a.m. at the Texas A&M Agrilife Research and Extension Center, 1102 E FM 1294, Lubbock, TX 79403

9. Judges

Volunteers are always needed to help judge. If you would like to help judge, complete the judging application and return to Bailee Wright, Extension 4-H and Youth Development Specialist, 1102 E FM 1294, Lubbock, TX 79403, by **June 18th**.

There will be a judges training on June 18, 2024 from 10:00 - 11:30 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 to have an invitation sent to you.