

## **INSTRUCTIONS FOR THE SOCORRO COUNTY RECORD BOOK**

- The Socorro County 4-H Record Book can be turned in stapled together, in a cover available from the extension office, in a presentation folder, in a binder or spiral bound. You may also put the pages in page protectors.
- The Socorro County 4-H Record Book must be handwritten or typed by the youth 4-H member, unless you are granted a waiver by your 4-H agent. Neat writing will be judged just as highly as typing. Waivers can be obtained at the Extension Office. Signed waiver will be placed behind the green cover sheet.
- Fill out all information requested in the space provided. To add space, tables can be expanded, and pages can be duplicated. Use font size 12 or higher on the forms and sheets.
- When printing, please be mindful of pages shifting, and be sure the correct heading is at the top of each page.
- Print and assemble book pages one sided only. If you are using page protectors, put only one page in each protector.
- Your county record books will be used when you compile your State 4-H Portfolio (record book) as an older senior. More information about the State Portfolio can be found at <https://nm4h.nmsu.edu/policies/forms.html>.

## **FORMAT FOR THE SOCORRO COUNTY RECORD BOOK**

- The following is the order in which your Socorro County 4-H Record Book should be organized.
  1. **Record Book Cover**- available at the County Extension Office.
  2. **Photo Page**- includes a photo of the member, name, age, and club.
  3. **Table of Contents**- lists each section in the record book (not including the photo page)
  4. **Socorro County 4-H Report Form**- The statement at the bottom of the report form must be signed by the youth member, the parent or guardian and the 4-H leader. If there is a question about what is in the record book, it should be resolved before the record book is signed. Signatures are confirming that the member has personally handwritten and/or typed this record book, and he/she certifies that it accurately reflects their work in 4-H this year. The parent and leader signatures confirm that they have reviewed this document & believe it to have been completed by the member & to be accurate. Books may be turned in with the youth member and parent signature. Leaders sign books once all have been turned into the extension office.
  5. **Informational Checklist**- Follow directions on the top of the page.
  6. **Projects**- Have separate sections in your binder for each project. It is advisable but not mandatory to have dividers between each project.
    - a. State Project Record Form, completed in full; one per project. They may be found on this web page: <https://4hprojects.nmsu.edu/projects/projectforms.html>. **There are only nine to choose from.**

1. 4-H Food Project Record Sheet 300.A-20 (R-2018)- to be used for all food related projects
2. 4-H Livestock/Animal Project Record Sheet 300.L-5 (R-2018)- to be used for all livestock or animal related projects
3. 4-H Self Determined Project Record Sheet 300.SD.1 (R-2018)-- to be used for all self-determined (SD) projects
4. Archery Project Record Sheet 300.F-3 (R-2018)
5. Muzzleloading Project Record Sheet 300.F-40 (R-2018)
6. Pistol Project Record Sheet 300.F-39 (R-2018)
7. Rifle Project Record Sheet 300.F-38 R-2018)
8. Shotgun Project Record Sheet 300.F-1 (R-2018)
9. 4-H Project Record Sheet 300.A-7 (R-2018)- to be used for all other projects, not listed above.

**\*\*See New Mexico 4-H: Project Record Sheets Tip Sheet (500A.7 N-2018) for more information on completing your project record sheet.\*\***

- b. Project Pictures – **1-2 pages of pictures at the end of each project.** Write the name of the project on both papers. Each photo must have a caption explaining the picture. Keep in mind that your pictures should show you doing things in your project.
7. **Overall Annual Accomplishments.** Specific directions and explanations are on each of the pages (found on the county website <https://socorroextension.nmsu.edu/4h.html>). It is advisable but not mandatory to have dividers between each section. You may expand tables and duplicate pages as necessary.
  - a. 4-H Awards Sheet
  - b. 4-H Leadership
  - c. Other 4-H Activities Sheet
  - d. Citizenship Activities Sheet
  - e. Non 4-H Experiences Sheet
  - f. 4-H Overall Story Sheet
  - g. 4-H Pictures Sheet- 1-2 pages