

Socorro County 4-H Record Book Guidelines

A 4-H member completing a record book should have the following in the same order. Record books are sent out of county to be judged; so 4-H members need to complete all forms to the best of their ability.

- A. **RECORD BOOK COVER** – *must* have NAME, ADDRESS, & Club on the cover.
 1. May use 4-H Record Book Cover (available for purchase from the extension office; \$3.00)
 2. 8½" x 11" binder
 3. Construction Paper
- B. **MEDAL APPLICATION FORM** – Check the name or names of project area that the record book is to be submitted for consideration of project pin. May only check area in which the member is enrolled. **This form should be loose in the front of the book**
- C. **PHOTO PAGE** – This page should consist of one picture of 4-H member with NAME, AGE, & CLUB UNDER THE PHOTO.
- D. **TABLE OF CONTENTS** – Tabs for each section are suggested.
- E. **NEW MEXICO REPORT FORM** – One of the most important forms to fill out completely.
- F. **4-H STORY** – Tell about your year in 4-H, what did you do? Where did you go? What did you learn? Tell about the good things and the bad. **Limited to 6 typed pages*
- G. **PROJECT RECORD FORMS** – For each project that a 4-H member signed up for, a record sheet should be completed. All record forms are available with your project packets (forms are also available from the Extension Office). **Must complete a project story for each project; the majority of forms will have an area for this, but if the event that it is not on the forms, it must be added.*
- H. **PICTURES** – Should tell a story about your project. Four-H'er may or may not be in the photograph. Pictures of club activities, certificates, or newspaper clippings are encouraged. This adds to the depth of understanding of total involvement in 4-H (large items like ribbons are nice to include in record books, but make judging cumbersome, so are discouraged). **Limit pictures to 3 pages.*