

## Level 2 INSTRUCTIONS

- Use this *Record Book* to record all the things you do in 4-H this year. Put it in a notebook (binder or Acco prong fastener style). Separate each section with a tab divider. Each project should also have a tab divider. (see back for assembly order)
- You may want to do a separate 4-H scrapbook to keep ribbons, certificates, and programs in. Your *Record Book* is not a scrapbook.
- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.
- Be thorough in your record keeping. Your *Record Book* is judged on its completeness according to your project experience and ability.
- Your *Record Book* should be neat and legible. It should be the result of an on-going effort rather than a crash program at the end of the year.
- Junior members may use a #2 pencil to complete their *Record Book*. Intermediate and Senior members may use a pen, typewriter, computer, or any combination of these, but it must be neat and legible. Use correction fluid to fix errors.
- The *Record Book* is your personal work. Keep it current as the year progresses. Do your **OWN** handwriting or typing. Your parents and leaders may help you, but not do the work for you.

**My 4-H Planning Calendar** - Write down the events and activities you will be involved in. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities. Put all events/meetings in date order. Place a "check mark" after each event you attend.

**My 4-H Projects** - Use a separate *Project Record* (project commitment), *Project Photos*, *Project Highlights*, and *Project Add Sheet* for each of your projects.

**Project Record** - This is an agreement between you, your project leader, and your parents about what you want to learn and how they will help you. Make sure you obtain the required signatures. Juniors should have 2-3 goals, Intermediates and Seniors should have 3-5 goals.

**NOT REQUIRED! Project Journal** - This section is not required for Thurston County Fair or for County Fall Awards.

**Project Photos** - Include 4-H pictures from your project work. In addition to photographs you may also include news clippings or letters. All items should be captioned and dated. *Project Photos* section should be no more than three pages, front and back.

**Project Highlights** - Look back at your *Project*

*Record* goals. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now?

### **NOT REQUIRED! Project Financial Summary** -

This section is not required for Thurston County Fair or for County Fall Awards.

**Project Add Sheets** - Most projects have "add sheets" for special planning or recording needs (i.e. breeding records, animal health records, art project record, garden plan, etc.). *Project Add Sheets* are like keeping a diary of your project. Please ask the 4-H Office for help in selecting your *Project Add Sheets*.

**Permanent 4-H Record** - The *Permanent 4-H Record* is an additional book added to your yearly *Record Book*. Unlike the yearly *Record Book* that you replace each 4-H year, the *Permanent Record* is used year after year. Use this to record your participation in leadership, public presentations, judging, and other activities and contests during the years you are in 4-H. Write the 4-H year and "None" for any activity you did not participate in. Do not leave any sections blank.

**My 4-H Story** - When you complete the 4-H program for this year, write your 4-H story. Write in narrative form, as though you are actually talking to the reader. Your story should have four parts and be no longer than two sides of one page.

1. Introduce yourself.
2. Write about your projects. Do not repeat the project highlights.
3. Share your 4-H club experiences and how you were involved in your community and school. Give specific examples.
4. Write about how you have changed as a result of your 4-H experience.
5. Write about your Supplemental Information.

**Supplemental Information** - This section is limited to three pages front and back. It should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned and dated. Remember your 4-H *Record Book* is not a scrapbook. If you want to include ribbons in your *Record Book* take a photograph of your ribbons and use the photograph in place of the actual ribbons. This section relates to what you write about in your 4-H story.

For assistance and/or Record Book Leader Training dates contact the Thurston County 4-H Office at: (360) 786-5445 ext. 7913.