



LEADER GUIDE

Completion of 4-H Record Books

This guide is a supplement to the “Member Guide, Completion of 4-H Record Books.” We encourage you to read through that guide, the 4-H Summary Sheet, and the 4-H Member Record for a complete overview of the Maryland Record Keeping System for 4-H projects.

Maryland 4-H has adopted a standard process for record keeping. The concept is based on the Montana 4-H Project Record Keeping System and has been adapted for use in Maryland.

There are several unique features of this program:

- Forms will be available at the 4-H website, on disk, and in hard copy. All are equally acceptable.
- There will be less duplication, repetition, and fewer pages.
- Designed for fun, flexibility, and creativity—records can be individualized to best reflect each member’s accomplishments.
- Easier to use and complete.

Minimum expectations for 4-H Record Books in Maryland include the following components:

- ✓ Maryland 4-H Summary Record
- ✓ 4-H Story/Essay
- ✓ 4-H Project Record

Maryland 4-H realizes that each 4-H program has a different approach to record keeping and project completion. It is not the intent to require every program to follow a set pattern, but to allow for flexibility as

each program incorporates this format into their system. Check with your 4-H Educator for details on unit/project completion and Record Book format.

This system is designed for Junior, Intermediate, and Senior level members. Clovers are encouraged to use a method more appropriate for their age. Senior level 4-Hers may opt to use the portfolio process.

The following information will provide additional hints and tips for completing the various aspects of the 4-H Record Book.

✓ Maryland 4-H Summary Record

This summary form is to be used by all 4-H members with one form completed for the 4-H year (January-December).

The *Cover page* includes personal information, overall 4H goals, project listing, and signatures.

Leaders are encouraged to review the 4-H Summary Record and total book for accuracy and completion before signing. A place is provided for comments.

Page 2

Club Participation

This section is used to show attendance at monthly meetings. Youth may make notes or simply check (✓) each month for attendance. If a member belongs to more than one club, please note that and make checks for each month’s activities. Other club participation may also be noted, such as club tour or fair.

Committee/Offices

Member's list all committee work and offices held.

Promotional Activities

The results section of this chart should indicate what happened as a result of the Activity, for example, articles published, new members recruited, inquiries about 4-H, or new club started.

Page 3

Communication Activities

Include type of recognition received if appropriate.

Awards and Honors

4-Hers may list all awards individually and add additional pages if needed. They may also group similar types of awards (for example, fair home arts entries, various placings; fair livestock entries, placings from 1st-5th).

Page 4

Journal of Activities, Events, and Experiences

This is a listing of all experiences for the entire 4-H year. Encourage youth to keep this page handy and update on a regular basis.

Pages 2-4 – You may attach additional pages if space is needed.

√ 4-H Story/Essay

This is the opportunity for the member to add a personal touch to their 4-H experiences. Encourage them to be creative.

√ 4-H Project Record

Projects are the foundation for learning in 4-H. Projects are designed so a 4-Her can progress at his or her own pace through various learning experiences.

The following tips will help them complete the 4-H Project Record:

- 1) They need to complete one for each different project they carry;

- 2) Record should include only information for that project;
- 3) Project completion includes a communication activity and an exhibit.
- 4) What is a project? Many of the new projects are in a workbook or guide format. Find your local policy for completing and submitting these for credit. A member may also carry a market project. These can be considered as one project. (For example: "Bite Into Beef" and "Market Beef" are considered as one.)

Page 1

This *introductory page* asks the member to identify some personal information, the specific project they chose, and what they hope to learn during the year. Size of the project could be number of animals, size of garden plot, number of garments made, etc. The signatures on this page verify that records have been reviewed and information is correct.

Title of project guide refers to the skills for life books, project activity guide, and performance level books.

Page 2

The *Project Journal/Log* may be at the club, city, county, regional, or state level and may or may not be judged.

Communication includes all demonstrations, visual presentations, and speeches relating to the project (verbal presentations by members).

Exhibits include all that relate to this project. (No talking involved, for example, fair entries, Fashion Revue, displays).

Learning Experience Follow the sample format on the next page.

Date	What I Did	What I Learned
June 3	Attended Rabbit Workshop	To tattoo a rabbit

Page 3

The *Project Financial Journal* Youth will need to record on this page throughout the year. Please note the space at the bottom of the page for profit/loss statement.

If a project involves a large number of entries, youth may want to attach a log of the income/expense and just summarize here. (For example, babysitting income or sale of produce.)

Page 4

Resources

Offer assistance to members in locating resources that can help them learn more about their project.

Life Skills

As a leader you understand that “4-H teaches life skills.” These life skills can be grouped under the four “H”s in the 4-H Clover. Members are asked to describe what they learned or practiced with each “H” as it relates to the project.

Supplemental Materials/ Creative Time

In addition to the minimum requirements for a 4-H Project Record, members are encouraged to include more in-depth information about their project. This allows a member to tell more about their projects and could include:

- Project activity guide or Achievement sign-off pages for projects with this format.
- Charts, graphs, worksheets, drawings, photographs, or reports that help tell of adventures with this project.

Please do not include ribbons, medals, score sheets, etc. (These are for the 4-Hers memory book.)

Make sure all supplemental materials are neat and secure in the book.

Examples:

- Animal Sciences
Feed records, breeding records, inventory list, health logs, training schedules.
- Environmental Sciences
Gardening—drawing of garden
Woodworking—listing of what 4-Her made
- Human Sciences
Clothing, crafts—drawing/swatches of what 4-Her made
- Photography—sample of pictures

Members are encouraged to be creative and design their own materials. Help them avoid duplication of information that is already on the Maryland 4-H Project Record or Summary.

Additional Notes:

- Senior 4-H Members—4-Hers, ages 14-18, have the option of completing a 4-H portfolio, which includes a 4-H resume, essay, and one additional piece that completes a portfolio that is reflective of their 4-H Club work.

Seniors need to decide which method of reporting is best for them. Contact your local 4-H Educator for additional details.

- Clover Program—Clover memory books: youth ages 5, 6, and 7 as of January 1 are still Clovers and may complete a scrapbook of their accomplishments and memories. Check club and county guidelines for more specific information.

The **4-H Summary Record and 4-H Project Record** are available on the 4-H website at www.agnr.umd.edu/CES/4H/; in hard copy form; or on a disk. Check with your local 4-H Office for details.

For additional information, contact the local Maryland
Cooperative Extension Office (4-H Program).

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