

# Comanche County 4-H Record Book

## Instructions

### **What is included in a complete record book and what order is it put together?**

1. Comanche County Personal Achievement Score Sheet
2. Personal page & 4-H story on back or separate sheet
3. Current 4-H projects
4. Previous records

### **For Example, Chris Clover is enrolled in woodworking, meat goats & foods:**

1. Chris Clover's Personal Achievement Score Sheet
2. Chris Clover's Personal Page
3. Chris Clover's 4-H Story
4. 4-H Woodworking record
5. 4-H Meat Goat record
6. 4-H Foods Record
7. All Previous Records

### **Personal Page**

- Complete all blank spaces and list projects you are enrolled in this year in alphabetical order
- Include a head and shoulders picture
- Make sure all signatures are completed
- Complete a new personal page each year

### **4-H Story**

This story includes all or your 4-H projects and activities for the year. The story should be 1-2 pages in length. The body of the story should focus on your project activities and learning, as well as trips, state events, club offices, and leadership and/or citizenship activities. What were the highlights of the year?

### **Project Records**

Follow the instructions on the record. When in doubt, read the headings of each section to determine what belongs there. What do all the abbreviations mean?

L=Local (club level activities: club meetings, club community service, etc.)

C=County (County wide activities: County 4-H day, County Fair, County Spring Show)

A=Area (Area-wide activities: Regional 4-H day, Southwest Youth Leadership Forum)

S=State (State-side activities: Discovery days, State Fair)

N=National (National-wide activities: National 4-H congress, CWF)

### **How do I determine if something qualifies as leadership or citizenship?**

- Leadership is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters
- Citizenship means helping out in your community and serving others without compensation.

### **Photo Selection**

Select action photos that visually help to tell and/or add to your story, crop as necessary or desired

### **Permanent Record-Optional, only for your record keeping**

- This is a summary of your total 4-H involvement
- Each year, you build on to the previous year's permanent record by adding the current year's info
- Don't cheat yourself! Include all of your 4-H functions, meetings, talks, committee, community service and church involvement, etc.
- When in doubt reach each section's title and directions to help you figure out what goes where