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 or 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 or your 4-H functions, meetings, talks, committee, community service and church involvement, etc.
- When in doubt reach each sections title and directions to help you figure out what goes where