

2015

INTERMEDIATE

4-H

Recordbooks



This booklet is designed to help GUIDE you through the Intermediate recordbook while judging.

- Each form is shown in both Microsoft Word version and the web version. They will be shown side-by-side to help you. Either form is acceptable.
- **Remember – we are judging CONTENT NOT FORMAT.**
- Please also refer to the Family Guide while judging.
- Intermediate books should be compiled in this order:
 - Check Sheet
 - Personal Information Page
 - Story & Photo Portfolio (10 page max)
 - 3 page minimum text
 - 3 page minimum photos
 - Intermediate Report Form
 - Prior year's report forms (prior year judged)
 - Additional Photo Pages (for those entering the Photography category only; max 6 pages)
- If you have any questions, please do not hesitate to ask!

Compiled by:

*Micah Holcombe, County Extension Agent – Family & Consumer Science, Milam County
Laura Huebinger, Extension Program Specialist – 4-H Youth Development, District 8*

TIPS WHEN COMPLETING RECORDBOOK!!!

1. Before creating book: Take pictures throughout the year
2. Before creating book: Write everything down in your calendar
3. Before creating book: Look at other books to get an idea of what to do in your book!
4. Before creating book: Determine main project and other projects for book!
5. Put only current year in recordbook!
6. Place last year's recordbook in the back of the book (this includes past years)
7. Use WORD document downloads instead of doing it online!
8. **Seniors:** Some state forms do not include tables. There are some examples within the booklet of suggested table formats. Note: these are not mandatory but a helpful guide on how to do the blank pages on the form.
9. Dividers are allowed to separate forms for each year!
10. Green recordbook covers are available after you complete your recordbook. You can contact your County Extension Office.

Please read the Family Guide Instruction book provided by the state so you know any new changes and other guidelines!

4-H Recordbook Checksheet

Name: _____

Program: _____

County: _____

District: _____

Review the specific regulations for award programs as found in the Texas 4-H Clover Opportunities Handbook before checking 4-H recordbooks.

ITEM	REQUIRED AT STATE	COUNTY	DISTRICT	STATE
1. Personal Information Page	Appropriate Signatures (Books not signed at State Competition will not be judged)			
	Birth date – meets program requirements			
2. My 4-H Story and Photo Portfolio (Intermediate and Seniors only)	Maximum 10 pages, typed, double-spaced. No smaller than a 10-point font.			
3. Texas 4-H Report Form	Included – no additional pages.			
4. Additional Information (Photography only)	Six additional pages of pictures taken through photography project.			
INITIALS OF CHECKER → → → →				

Refer to the current year's Texas 4-H Clover Opportunities Handbook and Texas 4-H Member Record Keeping System Guidelines and Instructions for any additional information required with the 4-H Recordbook.

Attach this page in front of each recordbook before being judged at the county level. The same check sheet should be used at all levels of judging.

TEXAS 4-H RECORDBOOK SYSTEM



2014 - 2015

Personal Information Page

To be completed by Juniors, Intermediates, and Seniors

Name _____ Email _____
(First) (Middle) (Last)

Home Address _____ City _____

Zip _____ Home Phone _____ County _____

Date of Birth _____ Current 4-H Age (as of Sept 1) _____

Number of Years in 4-H (excluding Clover Kids) _____ Number of Years in Main Project _____

Place of Residence (mark one)

- _____ Farm/Ranch
- _____ Rural area or town less than 10,000
- _____ Town or city of 10,000 to 50,000
- _____ Suburb or city more than 50,000
- _____ Central city of more than 50,000

Race/Ethnicity (mark all that apply)

- _____ White
- _____ African American
- _____ Native American
- _____ Hispanic
- _____ Asian
- _____ Other

Recordbook Category _____

Name of Your 4-H Club or Group _____

Number of Members in Your Club or Group _____

Signature of 4-H Member: _____ Date: _____

Signature of Parent: _____ Date: _____

Signature of CEA: _____ Date: _____

1. PERSONAL INFORMATION PAGE

First Name	Middle Name	Last Name	Email Address
Home Address		City	
Zip	Home Phone	County	
Date of Birth	Current 4-H Age (as of Sept. 1)	Years in 4-H (excluding Clover Kids)	
Number of Years in Main Project	Place of Residence	Race/Ethnicity (Check all the apply)	
Recordbook Category			
Name of Your 4-H Club or Group		Number of members in your club or group	
Signature of 4-H Member:		Date	
Signature of Parent:		Date	
Signature of County Extension Agent:		Date	

INTERMEDIATE 4-H STORY & PHOTO PORTFOLIO

- 10 page maximum
 - Minimum of 3 pages equivalent of text and minimum of 3 pages equivalent of photos.
 - Photos and text may be incorporated within one another.
 - TIP: Seniors! Use all 10 pages. Doing the minimum is worth a minimum score!
- Can be printed out of Microsoft Word. There is not a web form this year.
- Title should be “My 4-H ____ (category) Story and Photo Portfolio.” Additional subtitles are ok, too.
- Should include information such as:
 - About self, family, community,
 - When & why he/she joined 4-H
 - Project Goals
 - Involvement in recordbook category project
 - Most important things learned
 - Highlights of other 4-H projects and activities
 - How 4-H has helped him/her become better a leader and citizen
 - How 4-H has helped him/her learn to set goals and develop future plans/career goals
- Photos:
 - Should show growth through 4-H career
 - Show the member doing things, learning, teaching others, having FUN
 - May include photos from main project and other projects
 - Non-4-H photos are discouraged
 - Place Pictures in Story if Possible- make sure the story matches the picture though not random pictures in your story. For example, when you are talking about the clothing project put a clothing or sewing picture in the story there not when you were showing your steer.
 - Remember all pictures do not require captions but it does help it make sense.
 - Pictures need to be big and easy to see
 - Need to be action shots not just ones with your ribbon
 - Try not to place more than 3 pictures on a page when putting it in the story.
 - Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings can be used; however, they cannot overlap and must be fastened securely.
 - No newspaper stories are allowed.

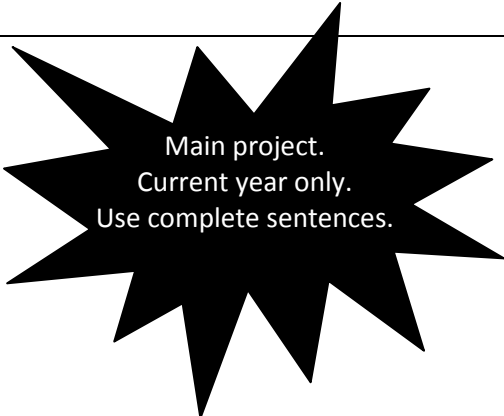
2014-2015
Intermediate Report Form

My main 4-H project is _____

What do you want to learn or do in this project this year?

What do you want to learn or do in this project this year?

1. These are your project goals for the year.
2. Tip: sure you have at least 6 different goals/items in this section you want to learn or do.
3. Make sure you only put items for the ONE project you listed up above!



Main project.
Current year only.
Use complete sentences.

3. INTERMEDIATE REPORT FORM 2014-2015

First Name	Middle Name	Last Name	Email Address

--	--

My main 4-H project is:

[illegible]

Personal Journal: (All 4-H AND NON-4-H..not project specific)

1. Use this space to record all activities, events, and experiences as they are completed.
2. In addition to 4-H, include such things as school, sports, church, community service activities, awards, and honors.
3. REMEMBER...this is all 4-H activities and project activities. So, basically take out any of your ways of keeping records and just start entering the MOST important activities. If you run out of room, start eliminating the unimportant things.
4. Don't forget to add awards and honors as well as community service projects.
5. Hint: I would focus on non 4-H if you have a lot of it. Also include County Youth Fair in here. The next section will relate more to 4-H.
6. Try to lump dates as best as possible and use the date box to say: "weekly," "daily," "monthly,"
7. There is no page limit but be kind to judges and summarize the best you can!
8. You might look at the senior sections for ideas on what you did and what you learned related to your projects to jog your memory!

- Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status.*
The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

Personal Journal

Use this space to record all activities, events, and experiences as they are completed. In addition to 4-H, include such things as school, sports, church, community service activities, awards, and honors.

<u>Date</u>	<u>What I did ?</u>	<u>What I learned ?</u>	<u>Activity Type ?</u>

TEXAS 4-H RECORDBOOK SYSTEM

SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS				
List and describe up to 10 of your most important 4-H activities and experiences (demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc) that you participated in and is related to your main projects				
Type of Activity	What I learned	Level (Club, County, District, State, National, International)	Did this activity meet one of my goals? (Yes, No, I don't know)	What project does this activity relate to?



Summary of Activities and Accomplishments: (All 4-H..not project specific)

1. List and describe **up to 10** of your most important 4-H activities and experiences (demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc.) that you participated in and is related to your main projects.
2. Make sure to list your main project first then go to other projects if you run out of things.
3. Do not put things you have led here because you need to save it for leadership.
4. Try not to duplicate items from other sections so you can save it for other parts and put the main stuff here. Tip: Save this section to complete last after you have completed everything else.
5. Items to include here: workshops/clinics/demonstrations attended (especially at higher levels).

Summary of Activities and Accomplishments

List and describe up to 10 of your most important 4-H activities and experiences (demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc.) that you participated in and is related to your main projects.

<u>Type of activity ?</u>	<u>What I learned ?</u>	<u>Level ?</u>	<u>Did this activity help me meet one of my goals? ?</u>	<u>What project does this activity relate to? ?</u>

TEXAS 4-H RECORDBOOK SYSTEM

RECOGNITION AND AWARDS

List up to 5 significant awards and recognition (medals, ribbons, trips, plaques, scholarships, etc) received in 4-H. Describe the importance or significance to you.

Recognition	Level (Club, County, District, State, National, International)	Importance to You

Max of 5. All years, but focus on current year. Focus on most important & significant awards.

Recognition and Awards: (All 4-H..not project specific)

- This is not for NON-4H and MUST be ONLY 4-H!

Include:

- County and Club Awards
- District Awards
- County Youth Fair Awards
- Placing at contests- only high ones
- This does not include FFA Stock Shows
- Show how it is important: (1st out of 45 entries) You want to really highlight your top awards but also put their meaning of winning that award. Remember if you won 10th in your cookie division at Fair and that was great to you; make sure and explain why...it may be because there were 50 cookies in that division. Or if you won 3rd place with your dress you sewn you might explain it was your first time to sew.
- DETAILS are important!!!

Remember you may only put 5 awards so make sure they COUNT!

COMMUNITY SERVICE AND CITIZENSHIP ACTIVITIES

List community service or service learning activities which might include: clean ups, collections, repairs, construction, care packets, visitations, education, donations, presentations.

Service Activity	Your Role (Yourself, Member of a Group, or Primary Leadership)	Importance or Impact	Approximate Hours

All projects. Current year only.

Community Service and Citizenship Activities: (All 4-H..not project specific)

What did you do to help other people because of 4-H? NO FUNDRAISERS IN THIS SECTION!!!! Must be service that does not have a fundraiser for your club or to benefit you in any way. Now if you did a benefit for someone and raise money to help them it could be service. Just not to benefit you somehow.

Y- Completed Community Service by yourself. Examples: Donated clothes to good will, etc.; Donated coke tabs to Ronald McDonald House by yourself; Helped elderly with something at house---without taking money!!!

M- Completed Community Service with a member of a group- club, county council. Examples: Anything your club or county council does as a group community service project; Gathering supplies for disaster relief; Coat Drive for County Council; Dry Milk for Helping Hands; Coke tabs to Ronald McDonald House; Highway Clean up

P- Lead and implemented community service project. Examples: Led Blankets of Love project for club and coordinated with club manager on how to get the project going and finished. ALL P's need to have one of these words to show you actually had leadership: Coordinated, Lead, Organized, Planned, or Created

Recognition and Awards

List up to 5 significant awards and recognition (medals, ribbons, trips, plaques, scholarships, etc.) received in 4-H.
Describe the importance or significance to you.

<u>Award or Recognition</u>	<u>Level ?</u>	<u>Importance to You ?</u>

Community Service and Citizenship Activities

List community service or service learning activities which might include: clean ups, collections, repairs, construction, care packets, visitations, education, donations, presentations.

<u>Service Activity</u>	<u>Your Role ?</u>	<u>Importance or Impact ?</u>	<u>Approximate Hours</u>

TEXAS 4-H RECORDBOOK SYSTEM

LEADERSHIP EXPERIENCES

List what you did to assist others throughout this 4-H year. Also, include general leadership such as Club Officer, County 4-H Council, or County Committees on your main project record. Include elected/appointed and volunteer leadership.

Leadership Activity	Leadership Role (Elected, Appointed, Volunteer, Promotional)	Level (Club, County, District, State, National, International)	Did this activity meet one of my goals? (Yes, No, I don't know)	What project does this activity relate to?

All projects.
Current year only.

Leadership Experiences: (All 4-H..not project specific)

Promotion Leadership:

How have you told someone about 4-H?

- Wear 4-H Shirt
- Newspaper Articles
- School Announcements
- National Volunteer Week
- Commissioners Court
- Told a friend about 4-H
- Got a friend to join 4-H
- Taught a friend something you learned about in 4-H
- Picture in National 4-H Calendar
- Exhibit at a public location of 4-H Photography
- Helped promote 4-H at School Open House
- Sold 4-H raffle tickets

Volunteer Leadership:

How and what did you do to lead or teach others in 4-H?

- FUNDRAISERS GO HERE!
- Led officer installation at 4-H Club
- Booth at Open House
- Helped setup and clean up at 4-H events
- Helped 4-H members with 4-H projects
- Script part at 4-H contests
- Taught a friend something you learned about in 4-H
- Group leader for Safety Day/Ag Days
- Helped with Photo Exhibit at Mall and Library
- Helped make judges gifts
- Helped conduct session at project workshop
- Handed out programs at county or district contest

Elected/Appointed:

What did you do to help?

- (Add how many in club, what do you do in the office-duties)
- Club, County, District, State Officer Positions
- Led Pledges at meeting
- Gave report at meeting
- Committees
- Brought refreshments at meeting
- Took pictures for event

Leadership Experiences

List what you did to assist others throughout this 4-H year. Also include general leadership such as Club Officer, County 4-H Council, or County Committees on your main project record. Include elected/appointed and volunteer leadership.

<u>Activity Date</u>	<u>Leadership Activity</u>	<u>Leadership Role ?</u>	<u>Level ?</u>	<u>Responsibilities/ Duties/ Accomplishments ?</u>	<u>Approximate Number of People Reached/ Taught/ Served</u>	<u>Hours</u>

PROJECT SUMMARY

What was most exciting about your project?

Project Summary: (MAIN PROJECT SPECIFIC)

Remember this is a summary so paragraph form is what you should write – not a list!

Main project.
Current year only.

What was most exciting about your project?

1. You really do not want to concentrate on winning something unless you really explain how you worked very hard, how many hours you spent on the project, and then if you worked with a team how it was very exciting to win as part of a team effort.
2. Try to talk about a specific learning experience if possible instead of just winning.

What would you do differently if you were to do this project again?

What would you do differently if you were to do this project again?

1. Use complete sentences, not a list.
2. Items may include: Research more, spend more time, do more community service projects and/or leadership experiences relating to this project, do more activities related to project, spend more time on techniques to improve garment/food item, learn how to take better care of the animals, how to vaccinate the animals, learning the project from beginning to end, become more involved if there was a planning committee involved such as Clothing Board, Healthy Lifestyles Board, FCS committee, etc.
3. MAKE SURE AND ELABORATE and give DETAILS!!!
4. Never leave it blank if you would not do anything differently nor write, "I would not do anything differently."

What are your future plans with this project?

1. Use complete sentences, not a list.
2. Items may include: developing my leadership in project, trying to incorporate community service into main project, joining the planning committee to help plan the project. Help teach younger youth about project. Recruit friends to join 4-H and become part of project.

Now that your project is complete, what are you most proud of?

Now that your project is complete, what are you most proud of?

1. This could be a summary of your project and how it really helped you learn about 4-H and your life.
2. You could tie in how it is helped you become more responsible, dependable, a leader, etc.
3. Remember, this is not just about winning something!!!

Project Summary

What was most exciting about your project?

What would you do differently if you were to do this project again?

What are your future plans with this project?

Now that your project is complete, what are you most proud of?

Hours			
-------	--	--	--

INTERMEDIATE PRIOR YEAR'S REPORT FORMS

If the 4-H member has completed a recordbook in the past, those old report forms should be behind the current year's report forms.

Only the current and previous year's participation will be evaluated during judging.
(That's 2 years of records being judged.)

ADDITIONAL PHOTO PAGES

For those entered in the Photography category **ONLY**.
Maximum of 6 pages.

Record-Keeping Score Sheet INTERMEDIATE LEVEL



Name: _____ County: _____ District: _____
Category: _____

Instructions: Check one box (or award the point value) for the statement on each row that best describes each recordbook section/criteria. Total the check or point value at the bottom of the chart. Provide specific details in the comment box if necessary.

	Not at all (1 Point)	Somewhat (2 Points)	Mostly (3 Points)	Completely (4 Points)	Comments
Personal Information	Do NOT score, For Information Only				
STORY & PHOTO PORTFOLIO					
Organization					
4-H Focus					
Main Project					
Project Goals					
Leadership & Service					
Spelling/Punctuation/Grammar					
Creativity					
Photographs					
PROJECT RECORD FORMS – Last two years of project experiences.					
Project Goals					
Personal Journal					
Summary of Activities and Accomplishments					
Recognition and Awards					
4-H Community Service and Citizenship Activities					
Leadership Experiences					
Project Summary					
POINTS PER COLUMN					
GRAND TOTAL (out of 60)					

Please include any other specific comments or suggestions for improvement here:

RIBBON COLOR: _____
PLACING/RANK: _____
ADVANCE TO NEXT LEVEL: Yes / No

Judge's Initials: _____

Record-Keeping Scoring Tip Sheet INTERMEDIATE LEVEL

Score Sheet Overview

Personal Information	Complete; no additions or corrections necessary
STORY & PHOTO PORTFOLIO	
Organization	The story is very well organized. One idea follows another in a logical sequence with clear transitions.
4-H Focus	The story emphasizes 4-H project work and experiences
Main Project	The story summarizes activities and learning experiences within the main project category.
Project Goals	Current and future goals are clearly outlined for 4-H project(s).
Leadership & Service	The story shows leadership and service growth through 4-H project experiences.
Spelling/Punctuation/Grammar	There are minimal spelling, punctuation, or grammatical errors in the story.
Creativity	The story contains creative details and/or descriptions that contribute to the reader's enjoyment.
Photographs	Photos are detailed, attractive, creative, and relate to the 4-H story.
PROJECT RECORD FORMS – Last two years of project experiences.	
Project Goals	Member has outlined attainable goals for the current year.
Personal Journal	Member effectively demonstrates high level of involvement in 4-H and non 4-H activities. Growth in participation, number of projects, different project level of participation, etc.
Summary of Activities and Accomplishments	Member effectively describes learning experiences and accomplishments. Growth in activities- variety of activities, level of participation, types of participation, etc.
Recognition and Awards	4-H member effectively describes what the recognition or award means to them.
4-H Community Service and Citizenship Activities	Engaged in wide array of activities impacting individuals and groups. Growth in community service- increase in level of activity, kinds of events, level of participation, ect.
Leadership Experiences	Age/experience level-appropriate type, number, and level of leadership described. Growth in leadership- increase in the number of activities, or types of activities, level of participation, etc.
Project Summary	Member effectively provides an overview of project experiences.