

## SUMTER COUNTY 4-H GUIDELINES FOR PROJECT RECORDS

**Project Records:** This section applies to the majority of record books. It includes all requirements for record keeping relative to the particular project area. Examples include: Livestock care records, clothing construction records, records of meals prepared, completion of question/answer sections, etc. Exact requirements vary by project. Scores will be based upon degree of completeness, accuracy, and detail. Pay close attention to detail and accuracy in financial record keeping. For National 4-H Council project books there are guidelines in the front of each book telling what to complete for each year, many of these are three year books. All project materials should be combined in one folder. For example if you do a project activity book and a record book for horse they are both combined in one binder to be judged since it is one HORSE project.

**Project Report Form (by Age):** This is part of your project book and should be completed for each and every book you turn in. This should be started at the beginning of your project and provides places to write about experiences related to your project. For example: Citizenship here should refer to helping another in relation to your project like training a service guide dog or taking your rabbit to a pet visit at a nursing home. Be sure to complete Project Plans and Goals and Project Highlights.

### *4-H Accomplishments*

**4-H Leadership:** Leadership is a big part of the 4-H experience. Examples of junior-level leadership is leading pledges and songs, recreation leader, committee membership, etc.. Examples of senior-level leadership is County council membership, serving on a county council committee, teaching younger 4-H members, holding an office, etc.. Points should be awarded based upon extent of experiences. It may also include leadership outside of 4-H as a secondary consideration. Age should be taken into consideration.

**4-H Community Service:** Community Service gives 4-H'ers an opportunity to give back to the community through their head, heart, hands, and health and includes community service performed as a club and/or individual. Emphasis should be on 4-H community service, but service outside of 4-H may be considered as well. 4-H'ers should provide a description of the community service accomplishment and the purpose for the community service. Points awarded based upon extent of service. All clubs should have one community service activity each year.

**Demonstration, Exhibits, etc:** Exhibiting verbally or visually is a way to show what you have learned about your 4-H project. In this section you can list the demonstrations, speeches, exhibits, workshops, fair entries, and posters that you presented. Detail should be provided regarding where presented, topic, and the level at which you participated in (individual, club, county, state, etc). *A minimum of one demonstration presented to the club is expected of each member and should be on the project area.* Points should be awarded based upon extent of participation and detail provided.

**4-H Activities:** Participating in activities with your club is very important to your 4-H experience. All activities that you participated in as a club, *not including community service*, should be included in your project book. Examples are: fund raisers, club recreation, workshops, judging trips, fairs, parades etc.. You may also include activities beyond the club level to show your degree of participation. Points should be awarded based upon level of participation.

**4-H Pictures:** You should have at least 3 pictures showing 4-H activities you have participated in. Pictures should meet the following criteria: from present 4-H year, have captions, and illustrate a variety of activities. Captions should be a complete sentence and identify or describe pictures. If your club was featured in the newspaper please attach the article or picture in this section, *points will not be deducted if you do not have newspaper pictures.* Points should be awarded based upon minimum number of pictures and meeting above criteria. Remember this is not a scrapbook but rather a portfolio where you can show the highlights of the 4-H year.

**4-H Story:** This is an important part of your 4-H record and is worth 5 points. The story should include but is not limited to the following: what was learned, what was enjoyed, activities, highlights of the year, and things that might be done differently next year. It may also include: goals set and accomplished, goals for next year, and what 4-H has meant to them. Points should be awarded based upon detail, appropriate length for age, addressing required questions within story, grammar, neatness and spelling as appropriate for age of member. This story may be added to the project story or added as an additional story.

**Overall Record:** This includes neatness, spelling, grammar, level of completion, etc.. Computers may be used but will not be scored above neat handwritten records. However, be consistent in color of ink, handwriting, etc. This is a final draft of your work for the year. *Be sure to have your Name, Club, and Project visible on the front outside cover of your book.* You do not have to use a special binder and points will not be deducted for the type of binder you use. In this section you are being judged on the neatness and completion of your project so do work a 4-H'er would be proud of.

**GOOD LUCK!!!**