McCurtain County Record Book Instructions

Purpose:
- Education of members
- Setting and completing goals
- Developing Communication skills
- Developing Life Skills
- Developing quality citizens and tomorrow’s leaders

What is a record book?
A record book is an excellent way to look back and see how much you have grown and learned through your 4-H experience. Record keeping is an important skill needed for most jobs.

A record book can also be used to apply for a variety of awards and recognition.

Steps to record keeping
Use a copy of the record book form to record and organize the things you do throughout the year. Neatly re-copy the information in a new form to be turned in for award consideration in June.

What to Report
Report all 4-H activity completed this year (June 1-June 1).

A record book may be handwritten, typed or put on the computer. For 4-Hers 12 years and younger handwritten record books is the preferred method. 4-Hers 12-19 may input their records on the computer. If a computer is used, please keep all headings consistent with the form and no extra pages allowed!

Steps to the New McCurtain County Record Book:
1. Set Goals- at the beginning of the year, list things you would like to learn in a specific project. As you complete a goal check it off and write down how it was finished. In setting goals we sometimes do not achieve all that we hope to and other times we do more than we set out to do. This is OK! Record goals under Step 1 of the form.

2. Project Manual- Use your 4-H manual as a guide to complete your goals. If there is no such manual use some other source for your project. Record the resources in Step 2 of the form.

3. Project Work and Educational Experiences- Apply what you learn by completing suggested project(s) and/or creating your own project(s). By doing a project/activity a member reinforces or applies what they learned through hands-on experience. A member is “learning by doing”. Look for ways to continue learning more about the 4-H projects. This can be through workshops, educational programs, tours, guest speakers, field days, interview, dance or music classes, livestock judging, video tapes, etc.

Record project work and educational experiences under Step 3 of the county form. Complete steps 1,2,3 and 4 of the form for each project reported. No limit on the number of projects reported. 1-3 projects is a good number to choose.

4. Photos- Photos help the judge get to know the 4-Her better. They document work by showing growth. Use captions to explain pictures. Photos should only be included in Step 3&4 with each project reported. Up to 3 pages of pictures is acceptable for each project being reported.
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5. 4-H activities and events– participate in county/district 4-H activities to exhibit 4-H project work. These programs are conducted as a method for evaluating a member’s progress or their grasp of a concept being taught. Record activities and events in ALL PROJECTS in Step 5 of the form.

6. Citizenship– Citizenship is the way you think or feel and act towards your family, other 4-Hers, your school and church groups, and other people in your community.

   A 4-Her shows good citizenship by working with people to carry out the duties and responsibilities of a good citizen. Citizenship activities can include helping an individual or a group to carry out a project. Citizenship can be activities which helps foster greater understanding the role of a community citizen; contribute to the welfare of your local 4-H club; individuals in your community; or the community as a whole.

   Record citizenship work under Step 6 of the form.

7. Leadership– leadership is the act of showing/teaching/leading one or more people.

   There are various levels of leadership:
   - Helping an individual on a one-on-one basis.
   - Helping several individuals with a project in a group situation (presenting workshops, demonstrations, speeches, and other oral presentations).
   - Helping individuals learn about a project through a promotion (displays, distribution of literature, etc.)
   - Serving as a committee chairman or officer.
   - Planning, organizing, implementing, and evaluating a program or activity.
   - Serving as a leader for a project club or regular club.

   Record Leadership experiences in step 7 of the county form.

8. Non 4-H experience– List your most meaningful participation in school, church, and community organizations other than 4-H. Include leadership and/or honors received.

   Record Non 4-H Experience in Step 8 of the county form.

9. Story– your story is where you can expand on what your 4-H experiences have meant to you; how it has developed /affected your confidence, attitude, etc. The story adds warmth and depth to the information reported in the record book.

   A story is limited to 3 pages. Please double spaced typed stories.