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**PUTTING TOGETHER YOUR CHAVES COUNTY 4-H RECORD BOOKS**

* **Cover** - Use the standard green hardback 4-H Member’s Record cover available at the Extension Office ($3 each). No loose-leaf notebooks or report binders.
* **4-H Award Area Sheet -** This page is attached to the inside cover of your 4-H Record Book. It is used to determine judging areas. Project record sheets must be included for the areas marked. If you would like to be considered for Achievement, Agriculture, Citizenship, Leadership, or Fashion Revue awards, mark those here. If you are including other awards applications such as the Chris Harshey Swine Memorial Award, Flaxie Mitchell Memorial Award, Jewll Limacher Memorial Award, or the Sam Bradley Sheep Memorial Award, mark those here. This form is available at <https://chaves-extension.nmsu.edu/4-h/record.html>
* **Individual Photo Page -** Mount 1 photo of yourself on a single sheet of paper (or designed photo page described in #4). Print or type name, age, & club below the photo.
* **Table of Contents & Dividers -** You can create your own divider pages or use a “4-H Design Set” which are available on our county website: <http://chavesextension.nmsu.edu/record-books.html> 4-H Design Sets include: Photo Page, Table of Contents, Report Form, My 4-H Story, Photos, & Project Record Sheets. For the Table of Contents, use a single sheet of paper (or use 4-H design set), type or print the name of each section of your record book (Chaves County 4-H Report Form, My 4-H Story, Photos, & Project Record Sheets). Page numbers are not necessary.
* **Chaves County 4-H Report Form-** Only one 4-H Report Form is needed regardless of the number of projects. This form is specific to Chaves County and is available at <http://chavesextension.nmsu.edu/record-books.html>
* **4-H Story -** Your 4-H Story should be 3-6 pages, double-spaced, and written in 12 pt. font. The overall story should include the following:
	+ Your name, age, where you live, and how you became interested in 4-H.
	+ Tell something about your projects, what you found interesting, and why.
	+ Tell about goals you set for yourself and your success or failure in reaching them.
	+ Tell some of the things your club did as a group.
	+ Tell how 4-H has made you a better person. Did it help you stick to what you started? Did it help you by learning to give demonstrations and make talking in front of others easier? Did you become more knowledgeable in an area?
	+ Tell what goals you hope to achieve for yourself next year.
* **Photo Page(s)** - In this section, photos are limited to 3 pages, single-sided.
	+ Photos should be used to illustrate the highlights of your 4-H activities. Project specific photos should be included in the corresponding project record form, not in the general photo pages. See “Project Record Sheets & Photos” for more information.
	+ Photos may be cropped & mounted or formatted on a computer & printed on one side of the page only.
	+ Do not shingle (stack or overlap) photos.
	+ Each photo should have a caption describing what is taking place in the photo.
* **Project Record Sheets & Photos** - Each project submitted should have the following:
	+ **Record Form-** Form should be specific for the project. Project specific forms can be found at <http://chavesextension.nmsu.edu/record-books.html> in the OneDrive folder that was sent to you containing your project information, or in Z-Suites. Foods, Livestock, General, Shooting Sports and Seld Determined project form are available at the county record book page listed or <https://4hprojects.nmsu.edu/projects/projectforms.html>
	+ **4-H Project Story-** Story for that specific project. If provided, use the space on your record sheet or the Chaves County 4-H Project Story page.
	+ **Project Pictures -** These items should be related to the specific project and follow the same guidelines as the photo pages. Photos may be cropped & mounted or formatted on a computer & printed on one side of the page only. Do not shingle (stack or overlap) photos. Each photo should have a caption describing what is taking place in the photo. Do **not** include ribbons, placing cards, news articles, etc.

**Additional Tips:**

* Be Neat! Neatness is an eye catcher for the judge.
* Check all spelling, punctuation, & addition/subtraction.
* Clear page protectors can be used. This keeps pages clean & protects them from being torn.
* Cardstock is suggested for mounting pictures as it is heavy enough to support them.
* Organize pages vertically, so your book does not have to be turned sideways.

**Important Links:**



Chaves County 4-H Record Book Webpage: <http://chavesextension.nmsu.edu/record-books.html>



NM4-H Record Sheets Page: <https://4hprojects.nmsu.edu/projects/projectforms.html>



Chaves County Extension YouTube Page: [https://www.youtube.com/@nmsuchavescountyextension2830](https://www.youtube.com/%40nmsuchavescountyextension2830)