

PUTTING YOUR CHAVES COUNTY 4-H RECORD BOOK TOGETHER

1. **Cover (3 points)**- 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.
2. **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.
3. **Individual Photo Page (5 points)**- 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.
4. **Table of Contents & Dividers (7 points)**- 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 (Do NOT put tabs on these dividers).

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.

5. **Chaves County 4-H Report Form (25 points)**- Needs to be filled out completely and signed by the 4-Her, parent, and leader. Only 1 4-H Report Form is needed regardless of the number of projects.
6. **4-H Story (25 points)**- Your 4-H Story can be up to 6 pages, double-spaced, and on 1 side of the paper only. The overall story should include at least the following:
 - a. Your name, age, where you live, and how you became interested in 4-H.
 - b. Tell something about your projects, what you found interesting, and why.
 - c. Tell about goals you set for yourself and your success or failure in reaching them.
 - d. Tell some of the things your club did as a group.
 - e. 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?
 - f. Tell what goals you hope to achieve for yourself next year.

Additional help can be found online at:

<http://chavesextension.nmsu.edu/documents/how-to-write-a-4h-story.pdf>

7. **Photos (5 points)**- In this section, photos are limited to 3 pages.
 - a. Photos should be used to illustrate the highlights of your projects and other 4-H activities.
 - b. Photos may be cropped & mounted or formatted on a computer & printed on one side of the page only.
 - c. Do not shingle (stack or overlap) photos.
 - d. Each photo should have a caption describing what is taking place in the photo.
8. **Project Record Sheets & Photos (30 points)**- This section includes your current year's Project Record sheet and 1 page of photos which pertain to that project. Each submitted project should have the following:
 - a. Record Form- Form should be specific for the project. Project specific forms can be found on our County website or at the end of your project book. The Chaves County Livestock and General project form are also available online. Additional forms are available at the Extension Office.
 - b. 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.
 - c. Project Pictures, Newspaper, & Newsletter Clippings- These items should be related to the specific project and follow the same guidelines as 7.b-7.d above. Do not include ribbons, placing cards, news articles, etc.
9. **Additional Tips:**
 - a. Be Neat! Neatness is an eye catcher for the judge.
 - b. Check all spelling, punctuation, & addition/subtraction.
 - c. Clear page protectors can be used. This keeps pages clean & protects from being torn.
 - d. Cardstock is suggested for mounting pictures as it is heavy enough to support them.
 - e. Organize pages vertically, so your book does not have to be turned sideways.
 - f. 4-H'ers need to fill out pages in their own handwriting (Nov. & Jr. can use pencil; Sen. should use pen).