



Palm Beach County 4-H Project Book Instructions

Submission Deadline
June 1 – July 15, 2016

*Members registered with Horse Project and those who have proceeded to “4-H Regional Horse Show” may turn in books by August 15 of the current 4-H year.

Introduction

The 4-H Record Report represents the 4-H member’s work within a specific project area that the member or the club has selected. The Record Book should be completed and submitted following the 4-H Record Book Instructions.

Each 4-H member should submit a completed Record Book at the end of the 4-H year on a date determined by the Palm Beach County 4-H office. It is recommended that a 4-H member submit not more than four (4) Record Books during the year. Four (4) project areas are an appropriate amount of work for a member to comprehensively investigate during the program year and at the same time be able to participate in other 4-H activities.

Club or County Record Books are those books maintained by an elected or appointed member of a club or county council and must be submitted at the end of the 4-H year on a date determined by the Palm Beach County 4-H office. Club Record Books are required and must be maintained according to the 4-H Record Book Instructions.

Record Books are evaluated and recognized each year for consistency of format in adhering to the Record Book Instructions and quality of project content.

4-H Record Book Guidelines

The 4-H Record Book must be composed and written by the 4-H member only.

Entries may be typed, using a 12-point font and double spacing, or handwritten in either pen or pencil.

Books must be contained in an 8 ½" x 11" binder. 3-ring binders may be used only when the total project materials cannot be reasonably secured in the preferred soft covered binders.

Only one project area may be included in a single Record Book.

Not permitted are:

- Plastic jackets for pages other than photographs or other supporting documents.
- Photographs are not permitted on the outer cover.

Order of Contents

All levels of the Record Book should be assembled in the following order:

1. Title Page
2. Table of Contents
3. 4-H Project Report (*Cloverbud, Junior, Intermediate, or Senior 4-H Record Report*)
4. Project Book(s) and Activity sheets
5. Project Story
6. Project Photographs
7. Supporting Documents (if used)

Cover Page

The cover should clearly indicate:

- Member's Name
- Club Name
- Project Area

1. Title Page

Title of the project book(s) included in the Record Book:

- Name of Project Area
- Name of 4-H Member
- Name of 4-H Club or Member-at-Large
- 4-H Age (the age of the member as of September 1st of the current 4-H year)
- 4-H Status - Cloverbud, Junior, Intermediate, or Senior
- Photograph of member is optional.

2. Table of Contents

Indicate the sections of the Record Book. Members may be creative in design.

3. 4-H Project Report

The 4-H Project Report must be attached to each project book. This report defines a completed project. It includes a listing of the demonstrations and illustrated talks, 4-H exhibits, and community service projects that the 4-H member has completed while participating in a specific project during the project year. Youth must complete a minimum of one (1) community service project for each project or record book. Senior 4-H members will ideally participate in a community service that corresponds to their project. If a community service in the project area is not available, another selection may be made.

5-7 years old – Cloverbud (4H GCR11)

8-10 years old – Junior (4.32)

11-13 years old – Intermediate (4.33)

14-18 years old – Senior (4.34)

4. Project Book(s) and Activities

Up to four (4) project books of the same topic may be included in a single Record Book. 4-H projects are listed in the “*Palm Beach County 4-H Youth Program Project Book Catalog*”, project resources are not limited to 4-H project books only. If another project resource is used it must be identified and referenced in the Record Book.

1. If a topic other than those listed in the catalog is chosen, the project book must show hands-on experiential learning and extracurricular involvement. (i.e: A youth decides to study baseball. In addition to researching the history of baseball, he visits a local team, talks to the manager, interviews the players, analyzes their statistics and batting averages, and includes photos taken at the game.)
2. It is preferred to include examples of community service. (ie: A cooking club decides to have a bake sale and donates the proceeds to feed the hungry.)
3. A leadership component is preferred. (ie: A senior robotics group organizes a learning activity for 3rd graders.)

**Therefore, the focus of the project is on demonstrated commitment, enthusiasm, knowledge, and involvement.*

Some 4-H project books have a corresponding record book. When this occurs, the record book must be included and placed behind the project book.

Additional activities undertaken by the member may be included in the Record Book and placed behind the project book (including score sheets, judging cards etc).

5. Project Story

Project stories are required at each Level

- **Cloverbud & Junior** Levels have do not have a minimum word requirement. Project Story is included in the Project Report.
- **Intermediate Level** narratives 300-900 words (2 pages typed maximum)
- **Senior Level** members 600-1200 words (3 pages typed maximum)

"In accordance with the provisions of ADA, this document may be requested in a different format."

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The project story should be a narrative by the member and include:

- Reason for the project choice,
- What was learned,
- Problems encountered during the project,
- Highlight the most enjoyable activities, and
- Other project specific information.

6. Project Photographs

Project photographs are limited to three (3) pages, front and back, and must highlight the project area

- Photos may be cropped,
- Each must be captioned, and
- May not overlap,
- For photography projects, the photo journal must be included and follow the project book.

7. Supporting Documents

Up to five (5) pages, front only, of supporting documents that directly relate to the project may be included.

Record Book Evaluation

The record book evaluation will be added to the project book by the evaluating judge at the time of review.

Record Books will be evaluated by independent volunteer judges employing a numerical evaluation tool.

- A Record Book earning 90-100 points will receive a Blue Ribbon.
- A Record Book earning 80-89 points will be awarded a Red Ribbon.
- A Record Book earning 70-79 points will be awarded a White Ribbon.

Cloverbud Record Books will be awarded a Certificate of Recognition ONLY.

- ☘ **4-H Pins will be awarded to youth submitting a project record book in compliance with the standards set forth in the Record Book Instructions.**

4-H Portfolio

The 4-H Portfolio is optional. However completion of the 4-H Portfolio is recommended for youth pursuing activities beyond the county level and/or awards and scholarships.

The 4-H Portfolio is required for consideration for 4-H awards or scholarships at the County, State, or National level (including the Palm Beach County Scholarship).

- Building My 4-H Portfolio – Ages 8-13 (4.42)
- Florida 4-H Senior Portfolio (4.43)
- Florida 4-H Senior Portfolio – Awards Cover Page (4.44)
- Florida 4-H Senior Portfolio – Scholarship Cover Page (4.45)

Portfolios should be submitted to the 4-H office in a separate folder with name, age division, club or member-at-large information on the cover.

All completed 4-H Project Reports accompanied by a Building My 4-H Portfolio or a Florida 4-H Senior Portfolio and Awards Cover Page will be entered for Achievement Award consideration for the current 4-H Year.



A single Junior, Intermediate & Senior recognition will be awarded at the Annual Achievement Recognition Ceremony.

A youth may win this category only once during their 4-H career.

Determination of the award will be made by an independent Board.

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