



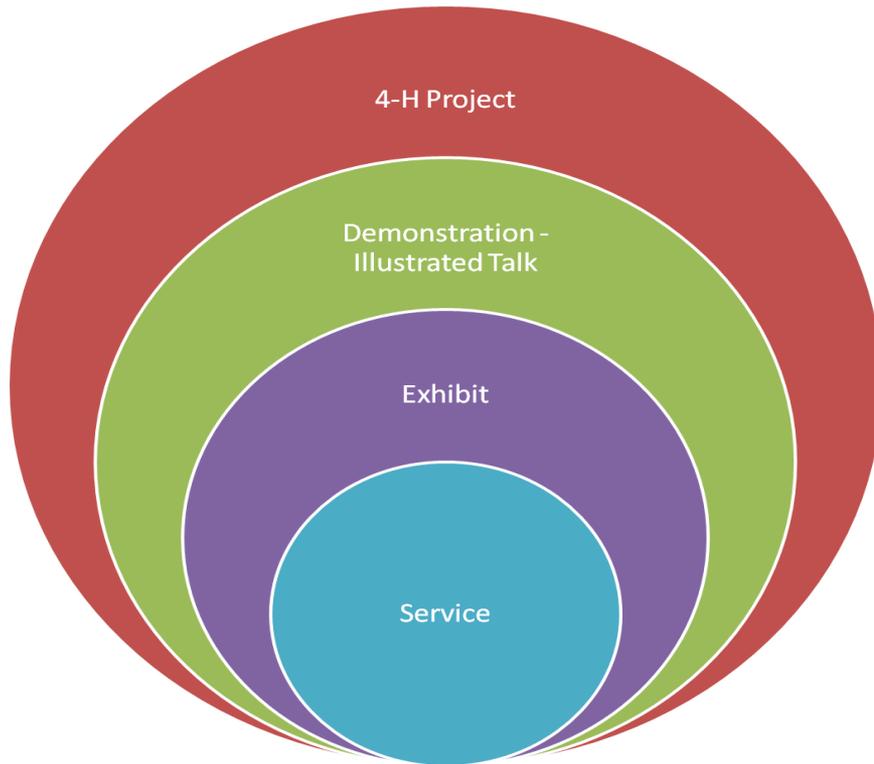
## Palm Beach County 4-H Youth Development Program

# Project Book Instructions

Martha H. Webster, M.Ed. *(Rev 3/2010)*

PBC Extension Service 4-H Youth Development

# 4-H Project



The 4-H Project is investigated throughout the 4-H year through:

Individual Study with Parent/Leader support  
Project Demonstration/Illustrated Talk @ Club,  
County Event, District, and/or State.  
Project Exhibit judged for South Florida Fair  
4-H Service in Leadership Activities and  
Community

The completed 4-H Project Book is  
Submitted to the 4-H Office for evaluation  
@ the end of the 4-H Year.



Every 4-H Youth member is strongly encouraged to complete a minimum of one project book.

Cloverbud or new Junior members may explore Discovering 4-H curriculum and report on as many of the 10 project areas as they would like.

This is a time of “Discovery” & investigations should be **enjoyed**.

# 4-H Record Book Guidelines

- 12-point type using double spacing or handwritten using pen or pencil.
- 8 1/2" x 11" binder. Three ring binders may be used **ONLY** when the total project materials cannot be reasonably secured in a soft binder.



# Not Permitted

- ❖ Plastic page jackets for pages other than photographs or other supporting documents
- ❖ Photographs on the outer cover.



# Order of Contents

Title Page

Table of Contents

4-H Project Report

Project Book(s) & Record Book Activity  
Sheets

Project Story

Project Photographs

Supporting Documents (Optional)

# Cover Page

Member's Name

Club Name or MAL

Project Area



# Title Page



Name of Project Area

Name of 4-H Member

Name of 4-H club or MAL

4-H Age

4-H Status [Cloverbud, Junior, Intermediate, or Senior]

Photograph (Optional)

# 4-H Project Report



- Cloverbud – 4HGCR11
  - Ages 5- 7 / 4 pages
- Junior – 4.32
  - Ages 8 – 10 / 6 pages
- Intermediate – 4.33
  - Ages 11-13 / 5 pages
- Senior – 4.34
  - Ages 14 – 18 / 5 pages

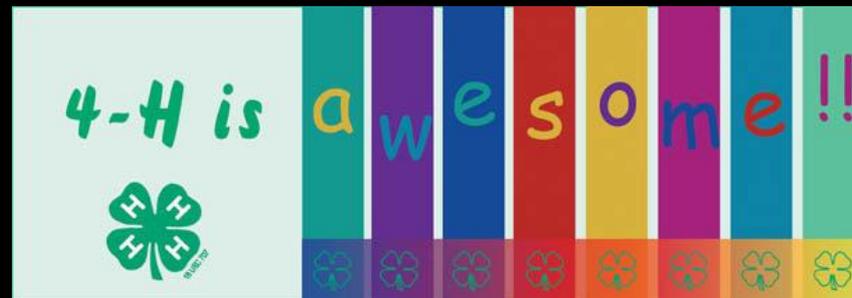
This is a form titled 'My 4-H Cloverbud Project Summary'. It includes fields for 'My Name', 'My Address', and 'My Phone'. Below these are checkboxes for 'I completed the following projects this year' and 'Did you do...'. The 'Did you do...' section has checkboxes for 'Show and tell about my project', 'Learn something new about my project', and 'Project helped me learn something new about myself'. There are also checkboxes for 'Yes' and 'No' for each item.This is a form titled 'My Intermediate 4-H Project Report'. It includes fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Project Title'. There are also checkboxes for 'I completed the following projects this year' and 'Did you do...'. The 'Did you do...' section has checkboxes for 'Show and tell about my project', 'Learn something new about my project', and 'Project helped me learn something new about myself'. There are also checkboxes for 'Yes' and 'No' for each item.This is a form titled 'My Junior 4-H Project Report'. It includes fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Project Title'. There are also checkboxes for 'I completed the following projects this year' and 'Did you do...'. The 'Did you do...' section has checkboxes for 'Show and tell about my project', 'Learn something new about my project', and 'Project helped me learn something new about myself'. There are also checkboxes for 'Yes' and 'No' for each item.This is a form titled 'My Senior 4-H Project Report'. It includes fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Project Title'. There are also checkboxes for 'I completed the following projects this year' and 'Did you do...'. The 'Did you do...' section has checkboxes for 'Show and tell about my project', 'Learn something new about my project', and 'Project helped me learn something new about myself'. There are also checkboxes for 'Yes' and 'No' for each item.

# PORTFOLIOS

Portfolios are an optional component of the completed end of the year 4-H project.

HOWEVER

It is **required** if the youth wishes to be considered for Recognition & Awards at the County, State, & National Level.





# 4-H Portfolio

## Junior Portfolio Ages 8-13

### Building My 4-H Portfolio 4.42

4.42

## Building My 4-H Portfolio

Ages 8-13

Name: \_\_\_\_\_ Date: \_\_\_\_\_

County: \_\_\_\_\_ Age (as of September 1: \_\_\_\_\_ of current year) Years in 4-H: \_\_\_\_\_

Club/Group: \_\_\_\_\_ Leader: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Parents/Guardian Name: \_\_\_\_\_

I personally prepared this report and it is a true record of my 4-H project.

4-H Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approval of this report

Parents or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Leader: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions

1. Fill out a Building My 4-H Portfolio every year you are an active 4-H member. The 4-H year begins on September 1 and ends the following August 31.
2. This form can be evaluated by your county extension office or club leader on a yearly basis to help prepare you for the Senior Portfolio.
3. Continue this process every year.
4. This information will transfer directly to your Senior Portfolio when applying for Award trips and Scholarships. If completed yearly, it will be a complete summary of your 4-H career.



# Senior Portfolio

4.43



## Florida 4-H Senior Portfolio

This form must be submitted with either a Florida 4-H Scholarship or Awards Cover page.

### Section I: Cumulative 4-H Experiences

#### IA: Major project accomplishments.

Years Enrolled	4-H Project Area	Major Accomplishments

**IB: List your 4-H Awards and Honors.** Indicate year and level of participation with the appropriate letter: Local (L); County (C); District (D); State (S); National (N); or International (I).

Year	Award Honor	Award Description	Level

Florida 4-H Awards Portfolio, Page 1 of 4

Award Cover

Scholarship Cover

4.44

## Florida 4-H Senior Portfolio

Awards Program Area: \_\_\_\_\_ Year: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Years in 4-H: \_\_\_\_\_ Age (as of top of current 4-H year): \_\_\_\_\_ County: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Club/Group: \_\_\_\_\_ Leader: \_\_\_\_\_  
 Parents/Guardian Name: \_\_\_\_\_

Have you attended Florida 4-H Congress?  No  Yes Years: \_\_\_\_\_  
 Have you attended Florida 4-H Legislature?  No  Yes Years: \_\_\_\_\_  
 Have you attended National 4-H Congress?  No  Yes Years: \_\_\_\_\_  
 Have you attended National 4-H Conference?  No  Yes Years: \_\_\_\_\_  
 Have you attended Citizenship Washington Focus?  No  Yes Years: \_\_\_\_\_

**STATEMENT BY MEMBER**  
 I personally prepared this report and it is a true record of my 4-H project.  
 4-H Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL OF THIS REPORT**

Parents or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 4-H Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
 4-H Extension Agent: \_\_\_\_\_ Date: \_\_\_\_\_

- A completed Florida 4-H Awards Portfolio includes:**
- A Florida 4-H Senior Portfolio with an Awards Portfolio Cover Page (typed in 12 point font or neatly printed in black ink.)
  - A Personal Resume 1-2 pages using the What Are My Skills worksheet (4HSCR 32)
  - A 2-3 page Narrative Statement typed in 12 point font and double spaced.
  - Current year's major 4-H Project Report.

Florida 4-H Awards Portfolio, Page 1 of 1

4.45

## Florida 4-H Senior Portfolio

Name: \_\_\_\_\_ Year: \_\_\_\_\_  
 County: \_\_\_\_\_ Age (as of top of current year): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Parents/Guardian Name: \_\_\_\_\_  
 Club/Group: \_\_\_\_\_ Leader: \_\_\_\_\_  
 Are you currently in 4-H? \_\_\_\_\_ Number of years in 4-H? \_\_\_\_\_  
 Have you previously won a 4-H Scholarship?  Yes  No If so which one?

Which Florida 4-H Scholarship are you interested in applying for?  
 Father  Norman Cox (as County only)  Tampa Bay Kennel Club  
 Paul Maxwell  R. Wilson  T.G. Williamson  
 Gossard  Justin Ruth Brown  Terry Ford  
 Isaac  District C. Osborne Internship Scholarship  Alvin Hilliker  
 C.W. Reeves  The Florida Extension  The Florida Extension  
 U.F. College of Agriculture  Honors of the Year

**Conditions**  
 A scholarship shall be used within a year of the date of the award except where the winner has not completed the necessary non-college coursework. In such cases, the scholarship shall be used within the year following graduation from high school. In the event the scholarship is not used within the year of limitation, the winner must present to the State 4-H Leader a request for time extension. Failure to do so will result in forfeiture of the scholarship.

**STATEMENT BY MEMBER**  
 I personally prepared this report and it is a true record of my 4-H project.  
 4-H Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL OF THIS REPORT**

Parents or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 4-H Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
 4-H Extension Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Florida 4-H Scholarship Portfolio, Page 1 of 2

Portfolios should be submitted  
to the 4-H office in a  
**separate folder**

**Include:**

name, age division, club or  
member-at-large information  
on the cover.

# County & Club Scrap Books

- Your scrapbook is **unique!**

- But there are a few components that **MUST** be in a quality competitive scrap book.



# General Appearance

Cover represents  
your club

## Title Page

- Club Name
- County
- 4-H Year

## Book Balance

- Photos with captions
- Binding – Pages secure & easy to turn
- Overall neat & organized

# Membership & Leadership Information

4-H Biographic outline of leaders & members & Club projects identified

Example:



Mickey Mouse

Age: 75

Members of the 4-H

Mousekateers: 25 years

Position: President

# Overall Development of Club

## Club activities

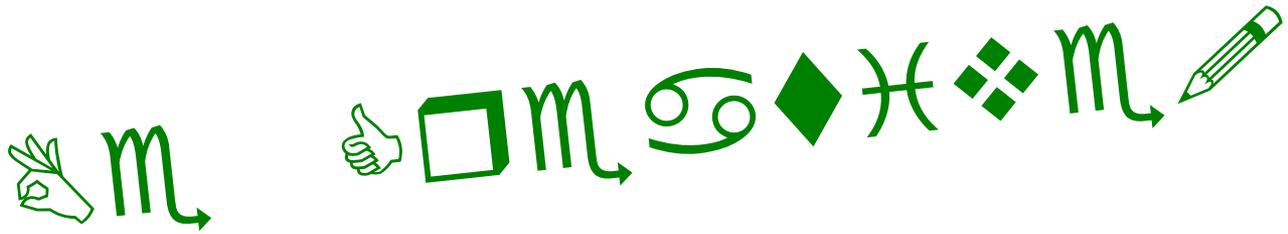
- ✓ Club Level
- ✓ County Level
- ✓ District Level
- ✓ State Level



## Community Activities

- ✓ 4-H Ambassadorship
- ✓ Community Service
- ✓ Fundraising
- ✓ Citizenship/Leadership





# 4-H Project Book Forms & Instructions

- 4-H Office
- 4-H Website

<http://www.pbcgov.com/coopext/4H/resources.htm>