



**4-H**

# Record Book Training

Miami-Dade County

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# University of Florida/Miami-Dade County Extension



- We are the liaison between research conducted by scientists at the University of Florida and other universities and end users in Miami-Dade County.
- UF Extension encompasses thousands of Extension faculty members, scientists, educators, administrative staff, and volunteers, all working to provide solutions for your life.
- 4-H is the youth educational arm of extension.
- [www.SolutionsForYourLife.com](http://www.SolutionsForYourLife.com), <http://miami-dade.ifas.ufl.edu/4h>

# Project Books

4-H project books are curriculum that youth can explore on their own with adult supervision. 4-H has an array of curriculum topics, such as: computers, leadership, health, finance, public speaking, and sport fishing to name a few.

You can find a listing of all the topics by contacting our Miami-Dade County office:  
305-592-8044

If there is a topic a youth may be interested but 4-H does not have a curriculum book on, youth are still encourage to explore their interested topic utilizing the 4-H experiential learning model. Your 4-H agent can help guide you with this.

# Benefit of Project Books

- Allows youth to learn about various subjects that interest them.
- Expand youth's current knowledge on a subject by learning more about the subject using other sources.
- Youth learn and develops leadership skills through their project work.
- Youth learn skills that they will use in school and in professional careers.



# 4-H Record Book

The 4-H record book represents the 4-H member's work within a specific project area that the member has worked on.

Project record books are sheets that are completed by the youth that tell what they learned and did from their exploration of their topic through 4-H project books.

Record books are divided into four categories:

- Clover bud Summary (5-7 years)
- Junior Project Report (8-10 years)
- Intermediate Project Report (11-13 years)
- Senior Project Report (14-18 years)

# 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.
- Up to four project books of the same topic may be included in a single record book.
- Record book must be contained in an 8 1/2" X 11" folder or soft binder.

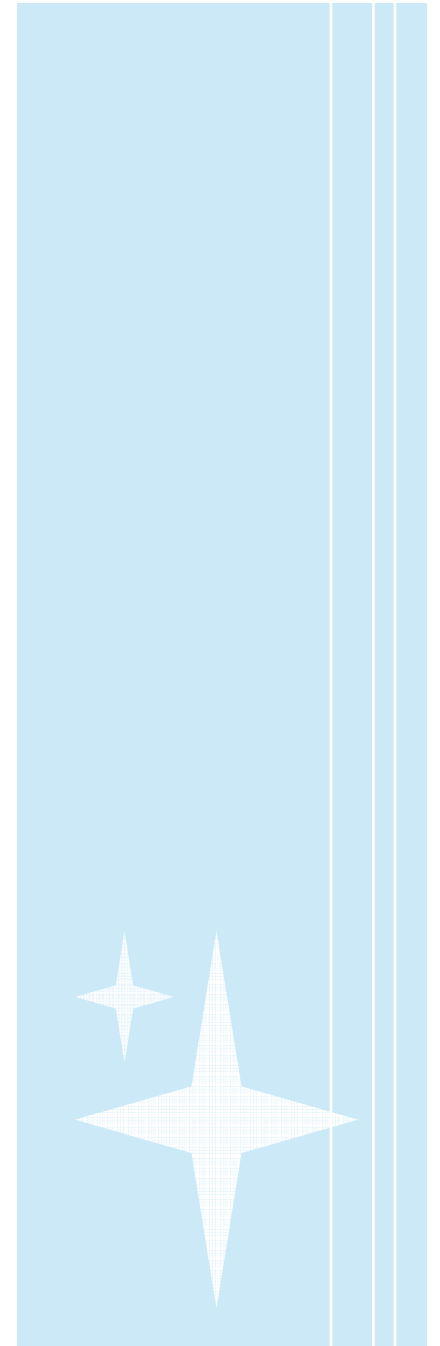
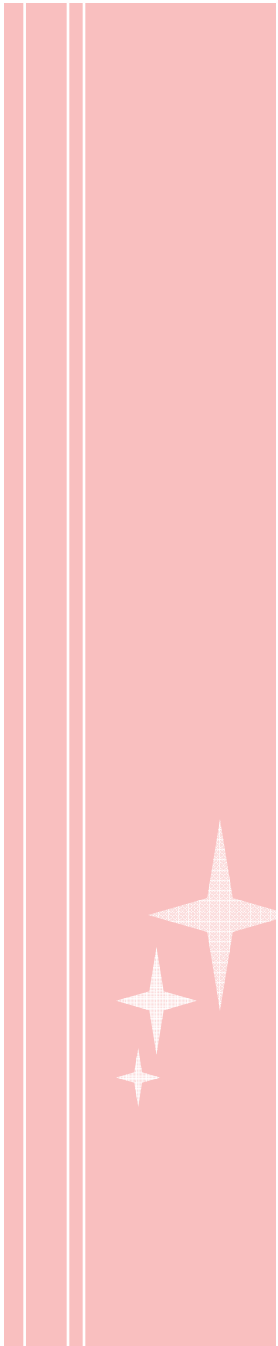
# Order of Content

All youth levels (clover bud, intermediate, etc.) must be organized in the same way.

- Cover Page
- 1. Title Page
- 2. Table of Contents
- 3. 4-H Project Report Summary (*Download from Miami-Dade county 4-H website*) *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

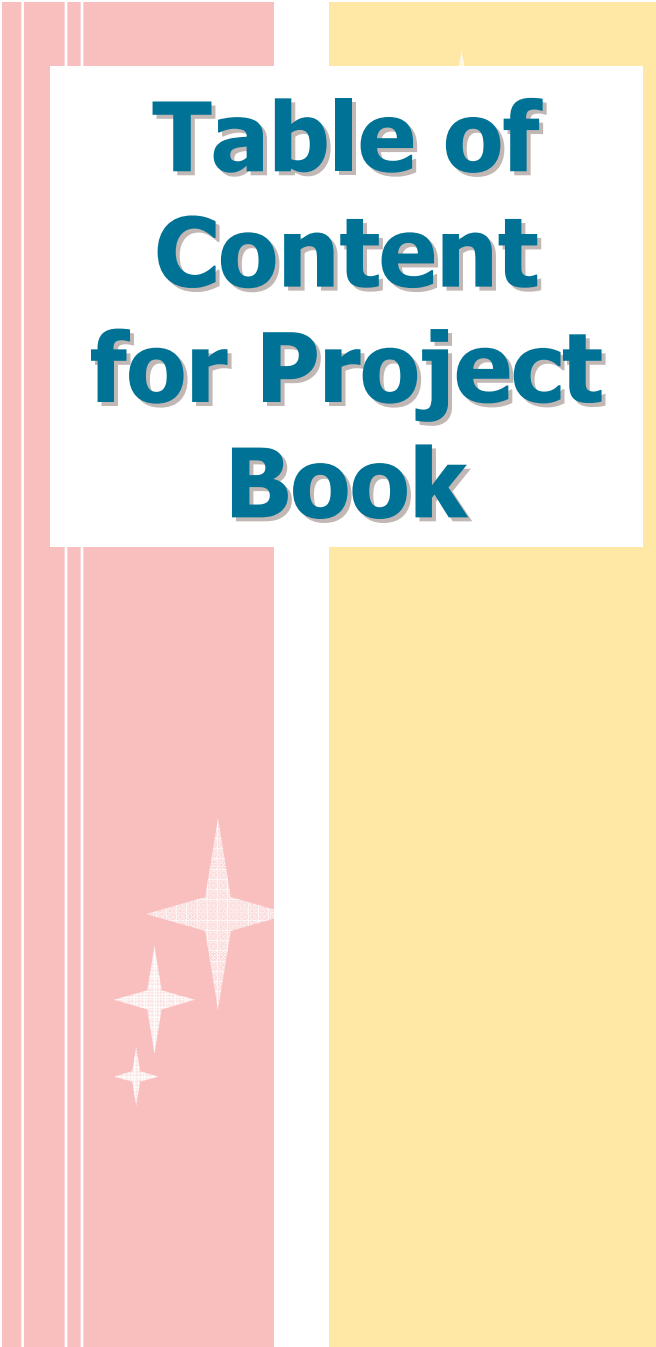
- Member's Name
- Club Name
- Project Area



# 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.



# **Table of Content for Project Book**

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

# 4-H Project Report Summary

The 4-H Project Report Summary 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.

Project Report Summaries can *Downloaded from Miami-Dade county 4-H website. Levels include: Cloverbud, Junior, Intermediate, or Senior 4-H Record Report*

# Project Book(s) & Activities

Up to four (4) project books of the same topic may be included in a single Record Book. Project Book resources are not limited to 4-H project books only. If another project resource is used it must be identified and referenced by placing the book or part of the book used in this section.

Additional activities undertaken by the member may be included in this section and placed behind the project book (including score sheets, judging cards

# Project Book Story

Project stories are required at each level.

- **Cloverbud & Junior** Levels 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)

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.

# Project Book 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.

# **Supporting Document**

**(Optional)**

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