

## QUAY COUNTY RECORD BOOK INSTRUCTIONS

RECORD BOOKS ARE DUE TO CLUB LEADER ON OR BEFORE OCTOBER 21, 2016  
BOOKS MAY BE HANDWRITTEN OR TYPED AND MAY BE IN PENCIL

Forms with lines are available at the extension office. On-line forms are available on <http://quayextension.nmsu.edu>. Click on 4-H, then look for the record book section.

Awards will be given out at the end of the year party on Sunday, November 20 at 2:00 p.m.

In order to receive a year completion pin you must either turn in a project completion form or a record book for judging. Project pins are awarded based on the percentage of total points received. Novice must get 50%, Juniors 65%, and Seniors 75% of the points available.

### Successful Record Book Tips

- ✓ Keep in mind that the judges do not know you or the activities that we did in Quay County so give them enough information that they can give you a score on the score sheet.
- ✓ Write in complete sentences and make sure your words are spelled correctly especially if you are typing it on the computer.
- ✓ Do not add bulky things to the miscellaneous section such as pins and ribbons, they make the books hard to handle. You can add them when you get your book back.
- ✓ Pictures say a lot, be sure to include some for each project.

COVER - Use a standard 4-H Record Book Cover obtained from the Extension Office for \$2.00. Paper Clip the Award Form (the last page of these instructions) to the cover.

SIGNATURE PAGE - This page must be signed by 4-Her, Parents, and Club Head Leader.

PICTURE - Mount one 2x3 or 4x5 photo of yourself on the first page. Use rubber cement to mount. Below the photo, put the following information: **NAME, ADDRESS, TOWN, STATE, ZIP CODE & CLUB NAME**. (It does not have to be a school picture, anyone you like is OK.)

DIVIDERS - Use dividers with tabs that will recess inside the record cover to prevent tabs from tearing during packing and transporting handling. The tabs go in front of the materials referring to the tab.

TABLE OF CONTENTS - On a single sheet of paper, list the principal sections of your record book. Use the following order: 4-H REPORT FORM, 4-H STORY, NON-PROJECT PHOTOS, PROJECTS & PHOTOS, & MISCELLENOUS. Page numbers are not necessary.

REPORT FORM - QUAY COUNTY REPORT FORM must be completed by all 4-Hers except Cloverbuds.

STATE 4-H REPORT FORM is for 4-Hers who plan to apply for a State Record Book Trip in the near future and can be substituted for the Quay County Report Form.

4-H STORY - Your 4-H story is an essay of your 4-H experiences for this year. Your story is limited to six pages written on one side only. You do not have to double space if you are typing, but add enough space to make it easy to read.

**PRESENTATION OF STORY:** In your story, introduce yourself and emphasize the human interest side of your 4-H projects and activities. Summarize your leadership, citizenship, community services, and future plans. **DO NOT REPEAT THE INFORMATION FROM YOUR PROJECT STORIES IN YOUR 4-H STORY!** Check it for spelling, grammar and punctuation, and use uniform margins. (1 ½" is recommended for left margin.) Having trouble getting started? Tell us your best experience and the worst thing that happened to you.

NON-PROJECT PHOTOS - Photos should be used to illustrate the highlights of the 4-H activities you took part in, **OTHER THAN PROJECT WORK**. 1 to 3 pages may be used. Example: Parliamentary Procedure Contest, community cleanup, parties, etc. *There are pictures uploaded to the "Shutterfly" group "Quay County 4-H". If you would like to become a member of the group, send Brenda an e-mail at [brbishop@nmsu.edu](mailto:brbishop@nmsu.edu) and you will be added.*

PROJECT RECORDS AND PROJECT PHOTOS - Each project taken should have a record form. (Use the Quay County Project Record Forms. Do **not** use the record sheets that came with your project.) In project stories, emphasize what you learned and accomplished, as well as what you did in the specific project. Be sure to list project related leadership.

**PROJECT PHOTOS:** Each project requires one page of photos, but no more than 3 pages of photos per project. (one side only) Caption each photo. Photos should show growth of project or learning situations. The judges usually prefer "doing" photos rather than "posed" photos of you and your project work.) *Exception: 4-Hers enrolled in photography need to include some examples of their work.*

**If you have more than one project, use dividers between the projects, with the dividers labeled as what the project is. Make sure the project record sheet and project photos are together behind one divider.**

MISCELLANEOUS - This is a place for newspaper clippings and other important mementoes. This section has a maximum value of 5 points, do not spend a lot of time hunting for items to put here.

***CLOVERBUDS have their own record forms and instructions available in the office.***

**ALL MEMBERS TURNING IN RECORD BOOKS WILL BE CONSIDERED FOR OUTSTANDING. THE GOLD STAR AWARD REQUIRES THE COMPLETION OF A STATE RECORD BOOK FORM.**

4-Hers turning in books by October 25 for judging will have a bowling party on October 30th. Record forms turned in for completion only, need to be turned in by November 1, 2016. Fill out the special completion form for each project taken.

**AWARDS FORM**  
**PLEASE PAPER CLIP THIS FORM TO THE FRONT OF YOUR RECORD BOOK**

NOTE: This form is what we use to make the judging lists. Please make sure you have checked the correct line. If this form is not in your book, we will assume that your book is for completion only and it will not be judged.

I would like to be considered for an award in the areas I checked.

Signed \_\_\_\_\_

This **Is** or **Isn't** My First Year in 4-H

4-H Age Group \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Arts and Crafts  | <input type="checkbox"/> determined)  |
| <input type="checkbox"/> Baking (All Units)   | <input type="checkbox"/> Housing & Interior Design (and self-determined)  |
| <input type="checkbox"/> Beef Breeding (Heifer)   | <input type="checkbox"/> Leadership (Only if taking project, All Units)   |
| <input type="checkbox"/> Beef Market (Steer and Self-determined)  | <input type="checkbox"/> Leathercraft (All Units)   |
| <input type="checkbox"/> Braiding (All Units)   | <input type="checkbox"/> Pets (Small Pets, Pocket Pets, Tropical Fish, Hamster, Guinea Pig, Birds, and Self-determined) |
| <input type="checkbox"/> Cats (All Units)   | <input type="checkbox"/> Photography (All Units)  |
| <input type="checkbox"/> Ceramics (All Units)   | <input type="checkbox"/> Plant & Soil Science (The world of Plants and soils and self-determined)                       |
| <input type="checkbox"/> Citizenship (all citizenship projects)   | <input type="checkbox"/> Poultry (All Units)  |
| <input type="checkbox"/> Clothing – All levels  | <input type="checkbox"/> Public Speaking (Up Front With Groups and Self-determined)                                     |
| <input type="checkbox"/> Creative Touches   | <input type="checkbox"/> Quilting   |
| <input type="checkbox"/> Clowning   | <input type="checkbox"/> Rabbit (All Units)   |
| <input type="checkbox"/> Consumer Savvy (All Units)   | <input type="checkbox"/> Range Plant Management (Self-determined)   |
| <input type="checkbox"/> Cultural Education (The New Mexico Flavor Projects)  | <input type="checkbox"/> Rocketry (All Units)   |
| <input type="checkbox"/> Dairy Cattle (All Projects)  | <input type="checkbox"/> Rodeo (All Units)  |
| <input type="checkbox"/> Dog Care and Training (Units I and II and Self-determined)                                 | <input type="checkbox"/> Scrapbooking   |
| <input type="checkbox"/> Electric Energy (Electricity and Self-determined)  | <input type="checkbox"/> Sheep - Market (And self-determined)   |
| <input type="checkbox"/> Engines (Small Engines and Self-determined)  | <input type="checkbox"/> Sheep - Breeding   |
| <input type="checkbox"/> Entomology (All Units)   | <input type="checkbox"/> Shooting Sports - Shotgun  |
| <input type="checkbox"/> Family Life (Understanding Preschool Children, Generation Celebration and Self-determined) | <input type="checkbox"/> Shooting Sports - Muzzleloading  |
| <input type="checkbox"/> Fashion Magic (Wardrobe Planning, In the Marketplace, Clothing Coordination)               | <input type="checkbox"/> Shooting Sports - Rifle  |
| <input type="checkbox"/> Fibercraft (Embroidery, Cross Stitch, Crochet, Needlepoint, Macramé, and Self-determined)  | <input type="checkbox"/> Shooting Sports – Archery  |
| <input type="checkbox"/> Food Preservation (Foods for the Future - all units)                                       | <input type="checkbox"/> Shooting Sports – Pistol   |
| <input type="checkbox"/> Foods & Nutrition (All projects other than baking and foods for the future)                | <input type="checkbox"/> Shooting Sports - Hunting  |
| <input type="checkbox"/> Forestry (Trees and Self-determined)   | <input type="checkbox"/> Sport Fishing  |
| <input type="checkbox"/> Gardening (Flower gardening, Landscape gardening, Vegetable gardening and Self-determined) | <input type="checkbox"/> Swine - Market (And self determined)   |
| <input type="checkbox"/> Goats (All Projects)   | <input type="checkbox"/> This is 4-H (This Is 4-H and Fun Ideas for 4-Hers)   |
| <input type="checkbox"/> Health and Physical Fitness (Sports Fitness and Health Self-determined)                    | <input type="checkbox"/> Veterinary Science (Normal Animal, Animal Disease, Animal Health, and Self-determined)         |
| <input type="checkbox"/> Horse (Horse Program and Horse Science and Self  | <input type="checkbox"/> Welding (All Units)  |