



Douglas County 4-H Record Assembly Guidelines-revised 2019

Proper order for assembling your record—these are new guidelines please read carefully-if you have any questions please contact the office.

Title Page

Should include

- a. Your name, grade completed and club
- b. Picture of yourself optional

Table of Contents

This page should list the order of your entire record book. Page numbers are not necessary. However, tab dividers should be used to divide the different sections so the information is easy to find.

Personal Resume

Will be required for all 4-Hers. The resume should include:

- a. Name & address
- b. Goal statement
- c. Education (both formal and informal)
- d. Special skills
- e. Work Experience
- f. Volunteer experience
- g. Memberships
- h. Special recognition

Limit your resume to no more than two pages. The resume is a personal document and should be organized to include positive information about the 4-H member. The above categories are suggestions and will not fit the individual descriptions of each youth. Younger children will not use as many categories as older 4-H members.

Participation Summary or 4-H Story

You need to either complete the Participation Summary **OR share your story on your year in 4-H in one of the following suggested ways: video interview, scrapbook, written story, or a photo book, be creative, or the google form at z.umn.edu/douglas4hrecords, remember to answer the question what did you learn? What skills have you developed? What would you improve upon? How can you use what you have learned in other parts of your life?**

Project Category Reflection & supporting materials

Project categories are broader they include Animal Science (all animals & displays), Expressive Arts, Family Consumer Science (food, clothing, Child Dev., Home Env. etc.) Mechanical Science, Natural Resources, Personal Growth & Dev., and Plant Science.

The 4-H member needs to share their story that uses these topics as a guide: Be creative a written story is one way of sharing the information again, scrapbook, video, photo book etc.

- ✓ Goals of the project
- ✓ Process of the project (what did you do)
- ✓ Sharing-did you share with others-demonstration, community service, public awareness etc.
- ✓ Reflecting-favorite and least favorite, what went wrong, how can you improve, what worked great
- ✓ Financial-was their expense involved, did you make any income if so what
- ✓ Life Skill-how might what you learned help you in the future
- ✓ Supporting materials-pictures, newspaper clippings, judging evaluations, etc.

Record content should be age appropriate; as you get older, include more specific information.

The goal of records is to reflect on what you have learned and how you have grown in 4-H this past year. Give records a try!

For more information on records contact the office at (320)762-3890 or visit www.extension.umn.edu/douglas

APPLICATION FOR COUNTY AWARDS

Due October 1 (current year)



NAME _____

CLUB _____ GRADE COMPLETED _____

Check the area(s) in which you wish to apply. You must be enrolled in that project area. More information can be obtained from your Club Leader or the County Extension Office. If you need more forms, contact the Office. Awards will be given in the following grade divisions: **BEGINNER (Grades 3-5); INTERMEDIATE (Grades 6-8); and ADVANCED (Grade 9 and Above).** (Note: 4-H Cloverbuds in Kindergarten, First or Second Grade are **NOT** eligible for County 4-H record evaluation awards; however, they can turn their records in to their club leaders for recognition at the club level.) All other 4-H members are eligible for county awards in these project areas.

*This **COMPLETED** application form **MUST** accompany your record(s).*

**FAMILY CONSUMER
SCIENCE**

Includes following project areas ____

Breads
Dairy Foods
Food Preservation
Microwave Foods
Food & Nutrition
Clothing & Textiles
Child Development
Home Environment
Needle Arts

MECHANICAL SCIENCE

Includes following project areas ____

Aerospace
Bicycle
Electric
Small Engines & Tractor
Shop
Computer
Robotics
Rube Goldberg

NATURAL SCIENCE

Includes following project areas ____

Forest Resources
Entomology
Geology
Shooting Sports
Wildlife/Biology
Fishing Sports
Water / Wetlands
Exploring the Environment

ANIMAL SCIENCE

Includes following project areas ____

Beef
Sheep
Swine
Dairy
Pets
Cats
Horse
Horse Related
Horseless Horse
Lama
Poultry
Rabbit
Dog
Goat
Veterinary Science/Science of Ag
Exploring Animals

PLANT SCIENCE

Includes following project areas ____

Plant & Soil Science
Crop Science
Fruit
Potatoes
Indoor Gardening
Flower Gardening
Vegetable Gardening
Lawn & Landscape Design

EXPRESSIVE ARTS

Includes following project areas ____

___ Photography & Video
___ Crafts & Fine Arts
___ Performing Arts

PERSONAL GROWTH

Includes following project areas ____

Youth Leadership
Citizenship
Consumer Education
Health
Safety
Global Connections
Self Determined

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 **4-H Participation Record** 
(current year)

Name _____ Club _____

Year _____ Grade completed _____ Number of Years in 4-H _____

*All information included on this form should cover your year of 4-H. Additional pages may be added as need.

Monthly Club Meetings:

Number held by club _____ Number I attended _____

Offices Held:

Club _____

County _____

State _____

Committees Served On:

(club, county, regional, state, national)

(What did you do?)

_____	_____
_____	_____
_____	_____
_____	_____

4-H Events You Attended this Year:

(club, county, regional, state, national)

How I promoted or publicized 4-H:

I took part in the following activities: judging teams, project bowls, demonstrations, public speaking, youth-in-action, Share the Fun, etc.

Activity	Club	County	Placing	Regional	Placing	State	Placing

4-H Recognition Received During Current Year:
(medals, trips, plaques, scholarships, etc)

Exhibit Record at Fairs and Shows:

Project	Item	County	Regional	State	Placing

Other Community, School, Church, etc. involvement:
