



## GUIDELINES FOR KEEPING 4-H RECORD BOOKS

Prepared by:  
WASHOE COUNTY 4-H AWARDS RECORDS COMMITTEE,  
A subcommittee of the Washoe County 4-H Leaders Council

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## IMPORTANT DATES

All books are due in the 4-H Office no later than  
4:00 p.m. on dates specified below.

**3rd Friday  
in October**

All Record Books for COUNTY AWARDS  
are due in the 4-H Office.

**3rd Friday  
in October**

Nomination forms for all ADULT AWARDS  
are due in the 4-H Office.

4-H Office:     (location)     4955 Energy Way  
  Reno, NV 89502  
  775-336-0259

Updated 11-1-21

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# 4-H RECORDS -- WHAT IT'S ALL ABOUT



**What is a 4-H Record Book/Portfolio?** Creating a Record Book/ Portfolio is the process of setting down, in book form, all of the information about a 4-H'er and the work done on projects. It tells when and why the 4-H'er got started in the program and describes what they have done in 4-H. This includes a record of resources, money and time spent, progress toward completion of the project, and activities performed while working on the project. It allows the 4-H'er to learn valuable record keeping skills while demonstrating to others their abilities in becoming responsible and useful citizens. All forms needed to complete the Record Book are available from the 4-H Office.

**What are 4-H Records?** There are three components:

1. **Project records** - All 4-H projects have a project record separate from the project manual. 4-H members fill out a project record for each project they complete. The definition of a completed project is a project that has been signed off by the registered adult in the project or an extension staff member if the registered leader is unavailable to sign off the project record.
2. **4-H Annual Achievement Record**- This is a cumulative summary of work done in all projects throughout the 4-H member's 4-H career, and updated annually. Some members choose to submit a new form each year, but a cumulative record that is added to each year is acceptable as well.
3. **4-H Star Rank Award Application** - For Star Rank, 4-H'ers accumulate "points" for work completed each year. Points lead to earning "Stars" in the Star Rank Program. Members complete Star Rank Application when they have accumulated enough points to earn a star.

**What Goes in A 4-H Record Book?**

1. Acco-type binder
2. Individual photo of 4-H'er



3. Your 4-H Story
4. Project or activity photos
5. Annual Achievement Record
6. Current year's project or activity record sheets, including advancement levels
7. Dividers with tabs
8. The 4-H Star Rank Award Application, to be submitted at the same time as the book (if 4-H'er wishes to participate in the Star Rank Program) placed in a business envelope and taped to the inside front cover of the Record Book.

### **Why Keep 4-H Records?**

Record keeping is a skill that is needed throughout life. It is one of the many life skills taught in the 4-H program. No matter what career 4-H members enter, record keeping "know how" is clearly needed and used throughout their life.

Record keeping provides a tool for members to see how they have participated and grown in 4-H activities, how they have improved their project work and how they have helped improve their communities for others.

Keeping records can help members establish goals, assume responsibility and evaluate their progress. In addition, records can lead to awards, trips and scholarships within the 4-H program; as well as future employment.

### **How are records judged?**

1. All 4-H members' Record Books/portfolios are reviewed by a trained committee and given a ribbon.
2. All 4-H members' Star Rank forms are reviewed by 4-H staff and stars are awarded when requirements are met.
3. All 4-H members' Record Books/portfolios are judged by qualified judges who select the most outstanding books for awards.



### **What is the County Awards Program?**

It is the way outstanding 4-H members are recognized for their personal achievements.

Up to four Seniors, Intermediates and Juniors are selected as County winners in each project area. In addition, a champion and reserve champion Record Book will be selected in the four major project areas per each age division.

Some additional awards are given outside the individual project areas, such as Leadership, Citizenship, and Achievement. These awards are based on the information in the 4-H Record Book. Some of these awards require that special records be included in the book.

Star Rank Awards are pins given to all members who meet the various Star Rank requirements listed on the 4-H Star Rank Award Application.



### **Notes on Records:**



The Washoe County 4-H Office has examples of records including: Project Records, 4-H Annual Achievement Record, 4-H Star Rank Award Application.

Records must be accurate, complete and well organized. The Record Book/portfolio is one method of telling others about the 4-H'er. The pride and interest taken in putting the Record Book/portfolio together is reflected in the book and gives an immediate impression of the 4-H'er.

Awards are recognition for achievement. Record Books may be the only information the judges have to rate achievement. Therefore, make your 4-H Record Books as complete as possible.

The accepted standard for submitting records is that they are accurate, neat, and legible. No special consideration will be given to computer generated forms.

### **What do you do with 4-H memorabilia?**

A 4-H Memory Book/ Scrapbook is where 4-H'ers keep souvenir material such as past records, club stories, pictures, news clippings, mementos, ribbons, certificates, medals, letters, programs, etc. It does not need to be turned in as part of the records, and is more of a personal collection related to your time in 4-H.



(The following information, pages 3-8, is partially adapted from the 4-H publication – 4-H Recordkeeping for 4-H'ers, to assist 4-H members and their families.)

## PUTTING YOUR 4-H RECORD BOOK/PORTFOLIO TOGETHER

Include the materials listed below in your book:

1. COVER - Use a standard Acco-type fastener in a stiff 8-1/2 x 11" binder. Do not use a loose-leaf binder. 4-H binders (folders) may be purchased at the 4-H office or from the National 4-H Mall at [www.4-hmall.org](http://www.4-hmall.org).

Remember to label your tabs!

Use dividers with tabs to separate the sections of your Record Book. Tabs must be labeled. A table of contents is not required. Its inclusion will not have any bearing on judging.

2. INDIVIDUAL PHOTO OF YOU - Include a photo of yourself on a single sheet of paper with adhesive or double-sided tape (do not use art corners). **You may also place a digital photo (a photo taken with your phone for example) on the page and print it that way.** The photo can be black and white or color, minimum size, 2 x 3". School photos are acceptable. Print or type your name, age, and address below the photo. Do not write on the front or back of the photo. Title the page "My Photo".



3. MY 4-H STORY - Your 4-H story is a separate story from those you are asked to write in your project record. The story must be double spaced. Details explaining what to include in your story are on page 5.

4. PROJECT OR ACTIVITY PHOTOS - Photos should tell a story. Start taking photos as soon as you begin your project and continue to take photos throughout the project. You must include captions (short descriptions of what is in the photos). Action shots and photo sequences are good ways to show your progress. Layering is not allowed. Photos may be cropped to highlight the member and the project. [Mount photos with adhesive or double-sided tape.] Photos can only be mounted on one side of the page. You also have the option to print the photos directly onto the paper. Use white unlined paper. No more than three pages, of photos, single sided, are allowed.

Illustrate your personal growth with Captions!

**Exception: Ten (10) additional pages of program photos or a total of thirteen (13) pages of photos, single sided, may be submitted for Photography projects.**

5. 4-H ANNUAL ACHIEVEMENT RECORD - This is a summary of all the work you have done in all your projects over all your years of 4-H. Start filling out this form from the first day of your 4-H project. It will help you see how much you have accomplished. Members should enter all of their years of 4-H work onto the permanent record. The information is entered in chronological order with the oldest activities being entered first.



6. CURRENT YEAR'S PROJECT OR ACTIVITY RECORD SHEETS - Fill out completely and include project records for each project. Start as soon as you have your first meeting. Your 4-H leader's signature is required on project records.



If you need assistance with completing your project records, talk with your 4-H leader or call the 4-H office, 775-336-0259.

7. OPTIONAL SECTION – Three pages, single-sided, of letters, certificates, clippings, or awards (not ribbons) demonstrating your personal accomplishments or recognition throughout the year may be included in your Record Book.



8. STAR RANK APPLICATION – The completed form is folded into an envelope and attached to the inside front cover of your Record Book. It is an optional form and only turned in if you are applying for a star rank. You may apply for star rank only, and no Record Book, but the form must be accompanied by the Annual Achievement Record.



# YOUR 4-H STORY



Your 4-H Story is a very important part of your 4-H record. It is limited to six (6) pages typewritten or printed, **double spaced**. Include all your years since joining 4-H. Try to give a complete picture of yourself and your 4-H projects in this story. It is a way of introducing you to the judging committee or to a reader who has not met you. Do not illustrate your 4-H Story.

Follow the outline below to be sure that you have included everything you need in your story. Try writing one part at a time - it might take longer to write but will not overwhelm you at one sitting. Hints: make sure to have a friend, leader, or other adult proofread your story and offer ideas. Please remember that **4-H** always has a hyphen and the H is capitalized.

**ABOUT YOURSELF** - Your age, interests, parents, brothers, sisters, where you live, where you go to school.

**ABOUT YOU AND 4-H** - When and why you joined, all your projects this year and how long you have worked in each project area, what you learned in 4-H this year.

**ABOUT YOUR MOST IMPORTANT 4-H PROJECT** - What it is, why you are in this project, what you have learned, how your project has grown in size or scope since you started it, some things you have tried successfully or unsuccessfully with this project, your goals for this project.

**HIGHLIGHT YOUR OTHER 4-H PROJECTS AND ACTIVITIES** - What the projects are and what you have learned from them, what problems you have had, fun experiences you have had, what your future plans are for these projects.

**HOW 4-H HAS HELPED YOU** - What you have learned about being a citizen and leader, how 4-H has helped you do more for your community or other people around you, what you have learned from team efforts, and other ways 4-H helped you grow.

**YOUR FUTURE AND 4-H** - Tell about your future plans in 4-H and in the career you want to pursue when you grow up, tell how 4-H has helped you learn about yourself and about others.



# YOUR 4-H ANNUAL ACHIEVEMENT RECORD



## (Replaces the Washoe County Permanent Record)

This record is a summary of all your 4-H work in all projects for every year you are in 4-H. Begin keeping this record your first year and add to it each year you complete a 4-H project. You may mix handwritten and typewritten entries.

As you fill a page, use an additional page with the appropriate heading. Additional pages go directly behind the page you have just filled out.

List each activity under only one category, even though it may fit more than one place.

On page 1 list all information requested, insert photo and both you and your guardian must sign.

On Page 2 under **Projects Completed**, list all completed projects in chronological order starting with your first year in 4-H and continuing to most current.



**Please note:** You enter each project once for each year, regardless of the size and scope of that project. For instance, if you have three horses as a project in 2020-2021 and five horses as a project in 2021-2022. You would enter the following:

### Projects

Horse- 2 mares, 1 gelding, 2020-2021

Horse- 2 mares, 1 gelding, 2 foals, 2021-2022

On page 2 under **4-H Committee Member**, list all committees you have served on and include length of service. Do not list a committee you chaired. That is done in the next section.



**Please note:** Here is an example of a committee listing: let's say your club has a Christmas Party and forms a committee to plan it, calling it the Christmas Party Committee. It is counted once on the form. If that committee meets many times and plans refreshments, invitations, decorations, presents, etc., it is still counted only as the Christmas Party Committee.

On page 3 under **4-H Committee Chairperson**, list all committees of which you were chair, along with your title and length of time served. As in the previous example, each Chair position is counted only once, no matter how many times the committee met.

On page 3 under **Offices Held**, list your position with each club in which served as an officer, as well as how long you held the office. Include 4-H offices held in local, county, area and state groups.

On page 4 under **4-H Camp Participation**, list each camp you attended. If your position at any of those camps had a title, list that as well (Teen Counselor, Lifeguard, etc.)

On page 4 under **Leadership** list your leadership project, and whether or not you were a state or county ambassador. Also give a detailed description of your responsibilities.

**ALL MEMBERS READ! IMPORTANT!**

Leadership can begin when you are nine and grow with you as you grow. Try to think of ways you have helped your club and leader in planning and carrying out 4-H activities. DO NOT INCLUDE CLUB OFFICES HELD. Do include such things as "called and arranged a speaker for a meeting," "made signs and put them out to publicize vet clinic." If you took the leadership responsibility, you can list it here. Please note that just being on the committee is not leadership responsibility. You must list your actions taken and responsibilities.

On page 5 under **Community Service** list your community service activities. Give a detailed description of the service. Include planned club projects that are emphasized throughout the year. Include activities such as food drives, cleanup campaigns, etc.

On page 5 under **Youth/Adult Partnership OR Mentoring**, list your partnership or mentoring experiences. Be sure to list all your responsibilities and your position.

On page 6 under **Recruited new 4-H Member or Leader**, list any new leader or member who has completed the club year and became part of 4-H because of you.

On page 6 under **4-H Showmanship, Fashion Revue, Judging or Skill-a-thon Contests and achievement in Levels (Ex. Horse) programs**, list any contest or competition requiring multiple skills. Be complete in your descriptions of event and level achieved. Enter the name of the project, the level number you passed and the date you completed it. List each event only once, regardless of number of items shown, classes entered or classes judged.



On page 7 under **4-H Exhibits** list both the contest and the item exhibited; and your award or honor received.

On page 7 under **4-H Awards and Honors** list awards or honors that are equal to or greater than receiving a Champion or Reserve Champion award at a county event. Also list all 4-H State, Regional or National awards you have won. Do not count blue, red and white placing of project exhibits at fairs/shows listed under **4-H Exhibits**.

On page 8 under **4-H Public Relations**, list things like speeches and demonstrations you gave at club or county levels. Also include your work in social medias to promote the work of 4-H such posting a web site.

On page 8 under **4-H Activities, Events and Experiences**, list tours and workshops you participated in. Count 4-H activities in which you participated that cannot be counted in some other category.

On page 9 under **Participation/Achievement outside of 4-H**, list school, youth group (Scouts, YMCA, soccer, swim team, etc.) or faith participation. This is where you list your activities outside of your 4-H club work.





## YOUR STAR RANK AWARD APPLICATION

You can earn the first four stars at your own pace. The All Star may be awarded after earning the first four. Each year look at the areas where you need to increase activity and set goals for yourself!

If you keep your 4-H Annual Achievement Record complete and up to date, the 4-H Star Rank application is easy. Each section of the 4-H Annual Achievement Record has a corresponding section in the Nevada 4-H Star Rank Program Application. The titles will be the same on each form.

### **How to count and record your activity on the Star Rank form**

1. At the end of the year complete your 4-H Annual Achievement Record first.
2. Now go back and count your activities for each section for the current year and enter them in the corresponding section on the Application form under Total This Year.
3. Do the same for previous years and enter the combined number in Total Past Years.
4. Now go back and count your activities for ALL your 4-H years. Enter the total for each activity into the column titled Total All Years. It should equal the Total This Year and Total Past Years added together.
5. Complete the rest of the form, sign it and have Parent/Guardian sign it.

### **How to submit your Star Rank application**

You may submit your 4-H Star Rank Award Application in either of the ways listed here.

1. If you complete a 4-H Record Book, place the 4-H Star Rank Award Application in an envelope and tape to inside front cover of the Acco-type folder (the standard green Record Book cover.)
2. If you do not complete a 4-H Record Book, put your Annual Achievement Record in an Acco-type folder and submit. Place the 4-H Star Rank Award Application in an envelope and tape to inside front cover of the Acco-type folder.



### **STAR RANK HELPFUL HINTS:**

More information can be found in the section on how to complete your 4-H Annual Record.

List each experience under only one section, even though it may fit in more than one place. It is your responsibility to decide where to enter each activity.

**Nevada 4-H Star Rank Program**  
**Application**  
**(Must accompany Annual Achievement Record)**



Member: \_\_\_\_\_ 4-H Year: \_\_\_\_\_ Current Star Rank: \_\_\_\_\_

Item, Activity or Event Items	( ) Required	EOY Document Page #	This Year's Goal	Total This Year	Total Past Years	Total All Years	White Star (5)	Red Star (6)	Blue Star (7)	Gold Star (8)
<b>Project/s Completed</b> Record each Project area completed in a 4-H Year. (ex. Market Lamb is a Project area; two market lambs may be raised in the 4-H Year.) <b>Total Project area/s completed.</b>		<b>2</b>					(2)	(4)	(8)	(12)
<b>4-H Committee Member</b> Project/Club Committees. <b>Total Committee/s.</b>		<b>2</b>					2	5	8	15
<b>4-H Committee Chairperson</b> Project/Club Committees. <b>Total Committee Chairmanship/s.</b>		<b>3</b>					2	5	8	12
<b>Offices Held</b> President, V. President, etc. <b>Total Officer term/s.</b>		<b>3</b>					1	1	2	(3)
<b>4-H Camp Participation</b> (* Must include at least one counseling experience.) Includes Area, Day and/or Military Camp or approved experience. <b>Total Camp and/or Camp Counseling experience/s.</b>		<b>4</b>					1	2	3	3 *
<b>Leadership</b> Jr. or Teen Leadership Projects completed OR County or State Ambassador years completed. <b>Total Project/s and/or Year/s.</b> (Junior Leader – 12-15; Teen Leader – 16-19 (4-H Ages))		<b>4</b>					0	1	(1)	(2)
<b>Community Service</b> Individual, Project or Club community service activities part of 4-H participation. <b>Total instance/s.</b>		<b>5</b>					1	3	5	8
<b>Youth/Adult Partnership OR Mentoring</b> Youth/adult partnership or mentoring experience/s. (ex. Member is part of Development Council w/adults.) <b>Total instance/s.</b>		<b>5</b>					1	2	3	5
<b>Recruited new 4-H Members or Leaders.</b> <b>Total individual/s.</b>		<b>6</b>					1	3	5	(8)
<b>4-H Showmanship, Fashion Revue, Judging or Skill-a-thon Contests AND achievement in Levels (ex. Horse) programs</b> Any contest or competition requiring multiple skills (ex. decision making and public speaking) to participate. <b>Total Contest/s / event/s (ex. State 4-H Livestock Judging Contest.)</b>		<b>6</b>					1	2	3	(5)
<b>4-H Exhibits</b> Awards/Recognition received for static exhibition of Member's skills or work (ex., award received @ County Fair for Member made apron.) <b>Total award/s or honor/s.</b>		<b>7</b>					2	4	8	12
<b>4-H Awards and Honors</b> Includes awards/honors applied for and won as a 4-H Member (ex. Prudential Spirit of Community Distinguished Finalist.) Award should be equal to or greater than equivalent of Grand or Reserve Champion. <b>Total award/s or honor/s.</b>		<b>7</b>					0	1	2	3
<b>4-H Public Relations</b> Target audience beyond, but may include, 4-H. Formats include, but aren't limited to: radio/television/newspaper interviews, "Share The Fun", speech, demonstration, "blogging" and/or posting to websites or social media (Facebook™, etc.) utilities. <b>Total instance/s.</b> <i>Includes 4-H exhibits outside of 4-H.</i>		<b>8</b>					1	2	(2)	(3)
<b>4-H Activities, Events and Experiences</b> County, Area, State, Region and/or National events OR tours, workshops, etc. participated in <b>not</b> part of Project/Club experience. <b>Total activity/s, event/s or experience/s.</b>		<b>8</b>					1	2	3	5
<b>Participation/Achievement Outside of 4-H</b> School, youth group, church, peer educator, etc. participation and achievement. (ex. Eagle Scout, church delegate to conference.) <b>Total group/s or achievement/s.</b>		<b>9</b>					4	8	16	(20)

I have personally prepared this document and believe it to be correct.

4-H Member (Signature) \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian (Signature) \_\_\_\_\_ Date \_\_\_\_\_

<b>UNCE/4-H Staff (Signature)</b>	<b>Date</b>
<b>APPROVED FOR STAR RANK (Circle):</b>	<b>White</b> <b>Red</b> <b>Blue</b> <b>Gold</b> <b>All Star</b>

**Updated 5/11**



## 4-H AWARDS PROGRAM

### COUNTY AWARDS

4-H'ers who submit a Blue-Ribbon quality 4-H Record Book and meet the criteria on pages 3-4, are eligible to compete for County Awards.

County Awards may be given in the following areas:

Achievement	Healthy Living
Beef	Herpetology
Bicycle Safety	Home Environment
Cavy	Horses
Citizenship / Service Learning / Civic Engagement	Leadership
Clothing & Textiles	Photography & Videos
Consumer & Family Sciences	Plant Science
Dairy (Goats and Cattle)	Portfolio Project
Dairy Foods	Poultry
Dog Care and Training	Public Speaking
Electricity/Electronics	Rabbits
Engines, Tractors & Field Equipment	Rocketry/Aerospace
Entomology & Beekeeping	Safety
Environmental Stewardship	Science & Technology (STEM, STEAM)
Fashion Revue	Sheep
Food and Nutrition	Shooting Sports
Forestry	Swine
Gardening—flowers, vegetables, houseplants	Veterinary Science
Goats	Wildlife/Fisheries
	Wood Science and Industrial Arts

Ribbons are awarded to every 4-H'er who turns in a Record Book.





## REQUIREMENTS FOR COUNTY AWARD SELECTION

Members in every project or activity are required to complete requirements #1 and #2 listed below.

1. Complete a 4-H Record Book, including 4-H Annual Achievement Record, 4-H Story, Photo Sheets, Project Record Sheets. (See pages 3 & 4 of this booklet).
2. Participation in at least one countywide event in the project area in which consideration is being given (e.g. showmanship, demonstration, speech, fashion revue, etc.)
3. Additional consideration will be given to members who complete the following types of activities:
  - Workshops related to subject
  - Exhibit project - local, county, area, state, interstate, regional or national
  - Hold office or do committee work
  - Represent 4-H in other ways
  - Community service projects
  - Field trip or tour
  - Demonstration or presentation outside 4-H
  - Talk at club, county, state or community
  - Recruit a new 4-H member
  - Attend 4-H camp
  - National 4-H Week
  - Conservation, safety, health, recreation or leadership projects
  - Other activities that demonstrate project and personal growth.



**Please note:** The additional considerations are not listed in any order of priority. Consideration of all these "types of activities" will be given in light of the 4-H member's personal and project growth.

4. All 4-H members submitting a Record Book may be required to participate in a project interview (at the discretion of the awards selection committee.)

## STAR RANK AWARDS

The Star Rank Awards are pins that are awarded for completing activities in the 4-H program.

The awards are as follows:

- White Star
- Red Star
- Blue Star
- Gold Star
- All Star



ALL members who complete the requirements for a particular star will be awarded that star.

The Star Rank requirements are on the 4-H Star Rank Award Application. If 4-H'ers wish to participate in this program the Annual Achievement Record and Star Rank Application must be completed and turned in by the same due date as the Record Books.

Note: The Star Rank Award Application is NOT part of the 4-H Record Book but is submitted at the same time. Attach it to the inside front cover in an envelope. If the 4-H'er does not complete a 4-H Record Book, submit the 4-H Annual Achievement Record and Star Rank Award Application together as indicated on page 9 under how to submit your application.

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## ADULT AWARDS

Washoe County recognized the efforts of adult volunteers in, and relating to, the 4-H program. Each year the following awards are given:

- New Leader Award of Merit
- Outstanding 4-H Leader Award
- Project Leader Service Award
- 4-H Alumni Award
- Friend of 4-H Award
- Partner With 4-H Award



Leaders also receive year pins for years of volunteer service. Ten years of volunteer service is acknowledged by induction into the 4-H Leaders Hall of Fame.

For more information on nomination and application forms, contact the 4-H office, 775-336-0259.



# IMPORTANT RULES FOR SUBMITTING RECORD BOOKS

The County Awards Committee and the Washoe County 4-H Leader's Council agree:

1. No late Record Books will be accepted. No exceptions.

**Books must be in the 4-H Office no later than 4:00 p.m. on the due date.**



2. Records must be signed on ALL appropriate sheets by the 4-H club leader. A completed project is defined as a project that has been signed off by a registered adult in that project area, or an extension staff member if the registered leader is unavailable to sign off the project record.
3. All 4-H Record Books, 4-H Annual Achievement Record form, and 4-H Star Rank Award Applications (if submitted) will be screened. Volunteer leaders who screen these must attend a training workshop and will work with a checklist designed to help members improve their records.
4. 4-H members will be responsible for:
  - a. Obtaining necessary record sheets - ask your leader or call the 4-H office, 775-336-0259.
  - b. Completing and submitting the 4-H Record Book on time.
  - c. Making sure that all signatures are entered on:
    - Project Record Sheets
    - 4-H Star Rank Award Application form (if submitted)

