



With any recordbook program it is necessary to take time and evaluate questions and feedback from leaders, County Extension Agents and especially 4-H members. The purpose of this supplement is to provide some clarification to the competitive portion of the Texas 4-H Recordkeeping System, the 4-H Recordbook. These clarifications will try to provide clearer directions for the preparation of recordbooks.

#### **CLARIFICATION NUMBER 1:**

Page 3, Section: "How do I complete a 4-H Recordbook?", Paragraph 3

The category list allows a 4-H member, involved in a project that does not fall into a specific category, to enter one of the open categories. There are seven broad "Open Categories" that allow for the entry of many neat projects. However, your project must be listed correctly. For example, if you have an iguana project, list it under the "Plants and Animals Open Category," because an iguana is a companion animal. You cannot enter a recordbook in an "open" category if it is listed as a recordbook category. For example, a beef recordbook must be entered as a beef recordbook and not in the "Plants and Animals Open Category." Furthermore, former categories such as Agriculture, Agricultural Achievement, and Family and Consumer Science Achievement were an accumulation of several 4-H projects and were not stand alone projects. Therefore, they cannot be considered a project or entered into an "open category".

#### **CLARIFICATION NUMBER 2:**

Page 5, Section: II

**Length:** Caption explaining a picture in the 4-H story and photo portfolio are not required, however, captions on pictures that may be out of sequence with the story may require an explanation.

**Text Margins:** Margins relate only to text. Borders, die cuts, stickers and pictures are not limited to the margin references.

**Creativity:** This could include the use of themes, the way in which the story is written, and the creative experiences during 4-H career.

#### **CLARIFICATION NUMBER 3:**

Page 7, Section: "4-H Project Experiences", Paragraph 2

Learning experiences are those activities in which you, as a 4-H member, have been a participant and not a teacher or instructor. Project related leadership experiences should be reported under Volunteer Leadership in Section II. Your knowledge gained should meet the project-specific objectives outlined in the Texas 4-H Clover. The objectives should not be listed in their entirety, however, they must be noted. A 4-H members does not have to accomplish all objectives in one year or even in several years. The objectives are designed to be a guide for 4-H members in helping set goals and working towards those goals. To help 4-H members better understand the development of objective statements and the variety of educational experiences that can be included please refer to the objective guide on the following page.

#### **CLARIFICATION NUMBER 4:**

Page 7, Section: "4-H Leadership Experiences", Paragraph 1

Your 4-H leadership experiences are the most important things that tell others how you have been involved in teaching. The Texas 4-H Report Form provides one page for you to tell about these leadership experiences in your four projects from the past 4 years. You should be able to demonstrate leadership in three different areas: Promotion, Volunteer and Elected/Appointed. Leadership is not limited to the record book projects.

Page 7, Section II

Section II should also include any leadership opportunities that occurred while performing community service — should be replaced by the following:

**Leadership involved while conducting community service activities should only appear in one place (either section II Leadership, or Section III Community Service) depending on personal preference demonstrating the main focus of experiences**

#### **FREQUENTLY ASKED QUESTIONS:**

"What is the difference between Community Service and Citizenship?"

Community service is more of a tangible service where 4-H members are providing some form of "service" for the community, such as picking up litter, landscaping a park, conducting a food drive, etc. Citizenship is an actual project where 4-H members are learning and participating in civic focused experiences. This could be such things as attending the County Commissioner Courts to observe a meeting, promoting voter registration, learning facts about the government process, etc.

Page 7 - Another Lucky Lesson

Contests, such as livestock judging and horse and nutrition quiz bowls are considered learning experiences. They are not projects and should only appear in section I as supporting learning experiences under the main 4 projects listed.

Objectives:

The ten recordbook objectives listed in the Texas 4-H Clover are to be referenced in Section I, learning experiences and knowledge gained but there is not an expectation that all 10 be met in each project each year.

Page 9 4-H Résumés:

The résumé may be one page, front only.

**2002-2003 Texas 4-H and Youth Development  
RECORDBOOK OBJECTIVES HINT SHEET**

<b>OBJECTIVE</b>	<b>OBJECTIVES DESCRIPTION</b>	<b>EXAMPLES</b>
1	Attain a broad knowledge of 4-H projects and activities and the way they improve family and community life.	National, State, District or County wide marketing or interpretation activities.
2	Acquire life skills essential for becoming an active, skilled, productive and responsible citizen.	Preparation of reports, essays, entry forms, interviews, exhibition of projects.
3	Adopt and apply the latest practices and research findings to everyday living.	Surfing the Web, review journals/magazines.
4	Use all 4-H training and experiences in choosing and preparing for a job.	Tours                      Workshops                      Clinics
5	Identify and understand roles, attitudes and tasks necessary for effective leadership.	Workshops (i.e. parliamentary procedure), conducting project club meetings or workshops on teamwork.
6	Develop self confidence through leadership.	Organize project workshops, lead activities.
7	Strengthen local 4-H units by becoming involved in leadership responsibilities and encouraging other youths to do so.	Officer workshops, leadership retreats.
8	Actively participate in program planning, development and implementation, and help recruit new members and leaders.	Community Service                      4-H Promotion Activities Committee Activity, Boards.
9	Practice leadership skills and roles, take part in community affairs, and demonstrate citizenship responsibility.	Community Service                      4-H Promotion Activities
10	Develop positive character traits, sportsmanship, decision making capability, and public speaking skills through participation in 4-H activities.	Multitude of workshops focused on Texans Building Character, conducting meetings effectively, judging clinics, presentation workshops, showmanship workshop.