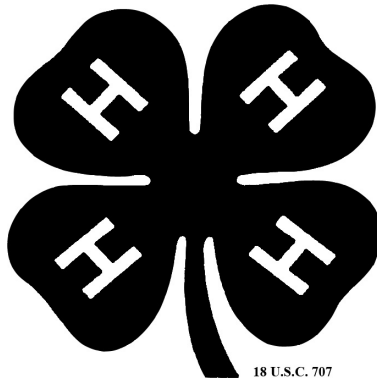


Cochise County 4-H Record Book Guide



Everything you need to know to complete your record book



Purpose of Record Keeping

Record keeping is a skill for a lifetime. Many different areas of your life will require you to keep track of dates, costs, time, and much more. 4-H teaches lifelong skills and record keeping is one of them. The record book is the process used to teach this skill as you complete work in your chosen project areas.

The record book is also a permanent record of your 4-H experience and can be used in the future as you complete applications for jobs, scholarships, college, 4-H interviews, and much more. All the information you need will be in one place.

It doesn't end there. The record book is an opportunity for you to reflect on the learning you did in your projects. You will be able to look back on your accomplishments or make plans for doing something differently in the future. You also get a chance to improve your communications skills. Using correct grammar, sentence structure, punctuation, and written language as a form of expression are all skills you need in order to be successful in life. Through 4-H, you are given an opportunity to learn these valuable life skills.



Award Possibilities

Completing a record book allows you to be considered for various awards. Awards are given for the Cochise County Record Book Competition, completed record books are required for senior members to be considered for award trips and scholarships.

The Cochise County Record Book Competition presents awards in three divisions:

Junior (9-10 years of age)

Intermediate (11-13 years of age)

Senior (14 & up)

Three awards are given per division:

Gold - \$100

Silver - \$75

Bronze - \$50



Cloverbuds are encouraged to complete and submit the Cochise County 4-H Cloverbud Record Book and each will receive a participation award.



Record Book Basics

A record book is required for 4-H members who want to enter the Cochise County Fair, earn credit for completing their 4-H year, record books enable you to be eligible to participate in other activities or earn scholarships, help you to set challenging goals, and compete for a record book award.

The record book is written and completed by the member. This includes filling out forms, writing the 4-H story, and other processes. Adults may assist by guiding, explaining, helping to compile information, and proofreading, but remember - this is the member's work. It should reflect the member's abilities, interests and personality. If there are circumstances that may require your parent to have a greater part in order for you to complete your record book, please contact the Extension Office or your club leader for the Member Received Help Form. This form is also on the Cochise County 4-H website at

<http://extension.arizona.edu/4h/cochise>.

The new record book forms, made available in August of 2009 can be completed on hard copies (available through each Extension office) or on your computer. Complete fillable PDF copies as well as individual pages are available on the county 4-H website.

The easiest way to access the forms is to download them from the Cochise County 4-H website at <http://extension.arizona.edu/4h/cochise>, go to forms, and under the member tab you will find the following forms:

For The Record - A guide to completing 4-H records

AZ 4-H Member's Record - An ongoing record of what you have accomplished in your 4-H years

AZ 4-H Project Record - One record completed for each project, for each year

Save the forms on your own computer first, then type into them as you work through your 4-H year, remembering to save after each addition. When you are finished or need a copy for a leader review, print them out and place in your record book cover.

If you don't have a computer to save them on, you can print them out and write on the printed forms. In order to open a PDF document, you will need Adobe Reader, which is a free program, available online.



What's Included In A Record Book?

4-H Member's Record Book Cover (Purchased from 4-H Supply Service or either 4-H office)

4-H Resume (Senior level [14 & up] only)

Arizona 4-H Member's Record

4-H Story (Current year)

4-H Photographs

Arizona 4-H Project Records (Current year) One record per project per year

4-H and FFA Project Year Self-Evaluation (If you don't have a copy, one will be added to your record book upon turning it in to the Extension Office)



How Do I Complete a 4-H Record Book?

☘ Resume (Senior Members only, 14 & up)

As a senior member, you may be in the process of looking for a summer job or a part-time job or even preparing to go to college. By developing your resume, you will develop work force skills that will make you a better employee. Also, while developing your resume, you will realize how helpful a 4-H record book can be in this process. Your resume highlights the special events, activities, and programs you attended, the officer and leadership roles you held, as well as your accomplishments and experiences in and out of 4-H.

Write your resume using a bulleted format, not in an essay/story format. Be concise, your resume is limited to one side of one page. Customize your resume by listing your strengths first. For example, if you have more education and skills rather than work experience, list education and skills as the first items and work experience last. Seniors are encouraged to be creative, while remembering that a resume is a professional document. It is not necessary to print the resume on bond paper, plain computer paper is fine.

The resume should include the following:

- Name, Address, City, State, Zip Code, Phone Number, Email Address
- Objective/Goal - This is what you hope to accomplish by submitting the resume, usually one sentence,

such as applying for a job, volunteer position, college admission, or competition.

- Education - What school(s) you have attended and dates of attendance, when will you receive a diploma. You may also list your strongest area of focus, such as science, literature, etc., and school related honors and activities (This information is sometimes listed in the activities section).
- Employment History OR Experience - If you have been employed or held a volunteer position, use this section to document those positions, beginning with the most recent. Including employers name, dates of employment, city and state, along with a brief description of what your duties within the job/position were.
- Interests and Activities - Here you can list your activities inside and out of 4-H, and the things that interest you (such as hobbies) that support your resume.
- Skills and Accomplishments - List skills you have identified from your personal and work experiences, such as leadership, communication, citizenship, decision making, community awareness, etc. Next to each skill listed, briefly describe how you developed and/or used that skill.
- Awards and Honors - List a few of your top awards and/or honors from your 4-H or other activities.
- References - It is enough to state that references will be “available upon request” on your resume, just be sure to have three ready when asked. References would include three people not related to you. A resume reference is someone who can verify the information that has been provided in your resume.

Sample resumes are listed on pages 12 and 13

Arizona 4-H Member’s Record

Begin with your preliminary information. Fill in your name, home address (if desired), home telephone number (if desired), date of birth, check male or female box, list your parents/guardians names, 4-H club and county.

Summary of 4-H Projects

List all the projects you have taken in 4-H, since October 2009. Then across the top, add in all the years (since October 2009), you have been in 4-H. Under each year listed, indicate, by placing a check mark in the box, which projects you took that year.

4-H Leadership

Your 4-H leadership experiences are the most important things that tell others how you have been involved in directing, planning, organizing and teaching.

Try to show leadership in three different areas: Promotion, Volunteer, and Elected/Appointed.

- Promotion Leadership - How have you told someone about 4-H? This includes activities such as wearing a 4-H T-shirt at a public event, having a 4-H picture, article, or promotional spot about 4-H in the newspaper or on the radio, riding on a 4-H float in a parade, etc.
- Volunteer Leadership - How and what did you do to lead or teach others in 4-H? This includes leading the Pledge of Allegiance at a 4-H meeting or event, demonstration, organized a workshop, served as a junior leader or teen leader, etc.
- Elected/Appointed Leadership - What did you do to help? This includes volunteering to serve on a committee, serving in any elected office, etc.

This section should also include any leadership opportunities that occurred while performing community service. But do not include these leadership opportunities in the community service section. Examples of leadership in community service: providing leadership to organize and recruit volunteers for a food drive, serving on a committee to plan a county wide community service event.

Remember that everything you do in 4-H is at some level, whether it is local or club, county, state, regional, or national. You need to let others who read your record book know your level of participation in 4-H activities.

List your 4-H leadership experiences throughout your time in 4-H, again only going back to October 2009. Be sure to break them up by year. List the year, the level code: L = Local (Club), C = County, S = State, R = Region, and N = National, list your club or the project the leadership was completed in, then briefly explain what your role was (IE: Junior Leader, Committee Member) and what you actually did (IE: Helped project leader prepare for meeting, Planned meal for club dinner).

4-H Community Service

Community Service provides an opportunity for 4-H members to go out into the community and help others, to improve a community, or to improve the quality of the lives of others. How do you know if what you have been doing is community service? Ask yourself: “What did I do to help other people?” Report all participation where you have taken an active part in a planned, publicized service-learning or community service activity.

List your 4-H community service experiences throughout your time in 4-H, again only going back to October 2009. Break up each listing by year. List the year, the club/group conducting the project, give a description of the project (IE: Toys for Tots), briefly explain what you did (Collected toys, dropped off at local fire station), and list the hours spent on each project.

4-H Communication Skills

Communication skills might include a presentation/demonstration given at a 4-H event or about 4-H at a non-4-H event, putting together an article for the 4-H newsletter or a newspaper, doing a spot on the radio, putting together a video or slide show for a website, moderated an email list for a group, etc.

List your 4-H communication skills throughout your time in 4-H, again only going back to October 2009. Break up each listing by year. List the year, the title of what was communicated, give a brief description of the communication, list the number of times it was communicated, and where it was communicated by using the codes provided: L = Local (Club), C = County, S = State, R = Region, and N = National.

4-H Contests, Activities, and Events

This section asks, “What have you done in 4-H?” List all of the cool and exciting things that you have done that are related to your 4-H projects. This is your opportunity to tell the world, “Look at the cool stuff I have been doing in 4-H!” Include things like workshops, contests, tours, camps, research, exhibits, clinics, shows, special events attended, computer learning programs, study of written materials, interviews, etc.

Across the top write in each year, starting with the 2009-2010 4-H year. Briefly list all the 4-H contests, activities or 4-H events you have been involved in down the left side of the page. Under each year listed, indicate, by placing a check mark in the box, which activities you participated in for that year.

4-H Recognition

Awards and recognition are an important part of the 4-H program. They provide an opportunity for 4-H members to be recognized for all of their hard work and dedication to a 4-H project, in leadership provided to others, community service or service learning projects, and of course for being a best all around 4-H'er. This section allows 4-H members to show what they have been recognized for in their 4-H years. List significant honors, awards, and recognition, as only one box per year is provided.

List year, only back to the 2009-2010 4-H year (one box per year), then give a brief list of those honors most significant to you.

Participation Other Than 4-H

This section is for all of the other activities you participate in outside of 4-H such as scouts, church activities, employment, sports, band, theater, clubs, etc.

Across the top write in each year, starting with the 2009-2010 4-H year. List all activities, outside of 4-H, you have been involved in down the left side of the page. Under each year listed, indicate, by placing a check mark in the box, which activities you participated in for that year.

4-H Story

Have you ever wanted to be a book author? Have you ever wanted to tell and show off to everyone what you do in 4-H? Well, guess what? Here's your chance! A 4-H story provides an opportunity for you, as a 4-H member, to say: "Here is my 4-H life. Look what I have done!"

Your 4-H story lets the people who are reading and/or judging your record book get to know you personally. This is your opportunity to talk about some of your most special leadership experiences, learning opportunities, and community service projects at length. Your story should be a record of all your years in 4-H, but should focus mainly on the current year. Write your story so that it ends at the end of the 4-H year (September 30), tell about your whole year in 4-H. Writing your 4-H story gives you a chance to tell funny stories or tell about sad situations that have happened to you in 4-H. This is your 4-H story, so take advantage of it!

Story page maximums for each division:

- Seniors (14 & up) maximum of 3 pages
- Intermediates (11-13) maximum of 2 pages
- Juniors (9-10) maximum of 1 page

The following outline may be of help when you write your 4-H story.

Title of Story

All About You

- Who are you, what is your age, who are your family members
- When and why did you join 4-H
- What are your interests and hobbies
- What are your future and career plans

4-H Projects and Activities

- What projects have you taken and what successes or failures did you have in them
- What goals did you set, did you achieve each goal
- What skills have you learned through your 4-H experiences
- Have your projects grown in size and scope
- How did you decide to finance your projects
- Were there any adults who were instrumental in helping you get through your 4-H year

Leadership and Citizenship

- What do leadership and citizenship mean to you
- Has 4-H helped you to become a better leader or citizen, in what ways, what type of projects have you worked on
- How have you contributed to your community through 4-H
- Describe the most important office you held in 4-H, why it was important to you or to your club
- What have you learned from working with other 4-H'ers as a junior or teen leader

4-H's Impact On You

- What kind of relationship have you had with other 4-H'ers or leaders
- How has your participation in 4-H changed how you see yourself
- How has your participation in 4-H influenced you in your school or career goals
- What does being a 4-H member mean to you

4-H Photographs

The photos that you use are a very important part of your record book. They should reflect growth, development, and involvement in your 4-H career. Use photos that show you doing things, learning and teaching others, and especially of you having FUN in 4-H! Use photos that show your projects, leadership, community service and other 4-H related pictures. Non-4-H photos are discouraged, instead try to include photos showcasing your 4-H activities as well as photos that show what 4-H has done for you.

Your photo pages should include:

- Up to three pages of photos
- Attached to only one side of the paper, not both back and front
- Captions for each picture (who, what, when, where)
- Color or black and white pictures
- Photos should not overlap
- Newspaper photo clippings (No newspaper stories)

Arizona 4-H Project Record

A separate project record is completed for each project. Members are encouraged to include all project records in which they have been enrolled in, whether the project has been completed or not, if the project is not completed, list why.

4-H members document their specific project work including goals set, meetings attended, income and expense records, and knowledge and skills gained. It is important to complete the whole project record to show what you have done in your 4-H year. You may add extra pages as needed to complete your record. An incomplete record is hard if not impossible to judge in competition.

Begin with your preliminary information. Fill in the current 4-H year, the project name, years in the project including the current year. Your name, the county in which your 4-H club is located, date of birth, age as of January 1st, and the name of your 4-H club. Be sure to sign the bottom and get the signatures of your leader and a parent/guardian at the end of the 4-H year. It is also a nice addition to see leader comments at the bottom of the page.

Project Goals

When you write down your goals, you have already made a step toward reaching those goals. Your written goals will help you keep track of where you are going and how you are going to get there. Write out your goals for each project at the beginning of the 4-H year.

Your project goals might include some of the following areas:

- Knowledge goals - things you want to learn
- Skill goals - things you want to raise, make and/or do
- Safety goals - safety practices you need to learn and develop in your project
- Leadership goals - things you want to do and teach others
- Citizenship goals - things you want to do for others
- Economic goals - what you will do to save and/or make money
- Experiment and research goals - studies and experiments you can conduct in your project
- Career goals - studies and interviews
- Other goals - workshops or contests you plan to attend, etc.

List your goals on the left side of the page. Then list what steps might be needed to achieve each goal.

Project Activities

Record your project meetings; what you did and learned at those meetings. Learning experiences gained through the project, workshops and contests attended. Describe what skills you have gained and what skills you have improved on. You will want to clearly show how many project meetings you attended as well as which meetings you were excused from. You can also include what you did and learned on your own outside of an organized meeting. The basic minimum listing for your project activities is a record of the date and what was learned at each project meeting.

On the project activities page provide a date for each meeting and/or activity as well as a description of what was learned, made, etc.

Project Accomplishments

Only you, the 4-H member, can accurately assess if your experiences within the program helped you to reach your personal goals. This section gives you a chance to look back on those goals you set at the beginning of the 4-H year and evaluate how well you did in reaching those goals.

Remember that learning is a series of activities or events where knowledge is gained by trial and error - failure only occurs when we refuse to learn from the errors we make.

Answer the questions honestly, thinking back on your experiences and learning activities in your project.

Did you accomplish your goals? What skills did you learn while working on achieving that goal? If you did not achieve that goal, is it maybe something you could work on in the next year in the project?

What recognition did you receive in the project? A completed project record, a job well done, an animal raised, breeding success, competition prizes, etc.

Will you take this project in the next year, why or why not? What did you learn that made you want to learn more, or what turned you off to the project that made you decide it wasn't for you?

If you would like to take the project again, what would you like to learn in the next year, what goals will you carry over that still need to be reached?

Project Inventory

At the start of the year this is where you will record all items owned as of October 1st. For example, if you were in the food preservation project you might list items such as canning jars, lids, bands, pectin, and other canning supplies already owned. This inventory list will help you to identify which supplies you have on hand and what you will need to purchase through the year to complete your project. This is also an excellent area to see what you have invested in the project by coming up with an estimated worth of items and a total value.

At the end of the 4-H year you will add in the items purchased and on hand, to your completion of project inventory and total at the bottom. For example, in the food preservation project you purchased a pressure canner and utensils, these are expenses, but also part of your project inventory. They would be listed with the other items and the number of items and price would be tallied under completion of project. Total up both columns and write in the amount at the bottom of the page.

Project Income and Expense Record

Income and expense records should be completed for each project. Expenses are your costs for the project and income means how much money you received in the project. This is where you will report the money spent and money received within your project. Did you buy fabric, feed, glue, etc? What was the cost and when did you buy it? Did you receive money by selling a product of your project, or performing a service within your project? Did you receive fair premium moneys or auction moneys? Be sure to list donations and all items provided to you at no cost, list the items and write in donation or something similar to show that you did not incur any expense on these items. These amounts will be recorded on this page.

Simply list:

- The date project related tools, animals, equipment or supplies were purchased or sold
- A brief description of the items
- The amount of money received, donation, or the amount paid out for items
- Tally the income and expense lines and bring that total down to the bottom of the page

Financial Summary

This section enables members to actually see what it cost them to complete their project. Members record their total income (Closing Inventory B) from the Project Inventory page and the income from the Project Income and Expense Record, add these amount together to get the total income amount. Then record the total expenses (Opening Inventory A) from the Project Inventory page and the expenses from the Project Income and Expense Record, add these amount together to get the total expense amount. Subtract the total expense amount from the total income amount. This amount is then the result of your financial investment, or your profit or loss.

You may run into a zero income amount if you haven't sold anything or provided any paid services, but rarely will you have a total income of zero. Most people have inventory items which will show as an income amount on your summary.

Now looking back at your project answer the questions that follow as honestly as possible.

How did you pay for the project? Did your parents help out? Did you have home grown animals or feed? Everything should be listed to show the results of your projects.

What did you learn? Was this an expensive project? Did you make more money than you thought you would?

How do your financial results influence what you will do next year? Are there changes you could make to include more income into your project next year?

What would you do differently? Use a different feed? Buy quality products that will last longer?

Project Record Self-Evaluation (Not the same as the 4-H and FFA Project Year Self-Evaluation)

Look back at your project year and evaluate how you did. Circle the number that represents your answer for each question, at the beginning of the year and at the end of the year.

4-H and FFA Project Year Self-Evaluation Form

This form is to be completed electronically by all 4-H and FFA members by the county fair entry deadline. You may make a copy of the self-evaluation to include in your record book, or a copy will be added once you turn in your record book to the extension office for the Cochise County Record Book Competition.



Congratulations, you've done it! Your record book is now complete.



How Record Books are Judged

Record books are judged by county 4-H leaders using the score sheet included at the end of this guide. Please review the score sheet for more guidance in completing your record book, especially if you have a goal of achieving an overall award.

Record Book Do's & Don'ts

Record Book Do's

Begin work on your record book at the beginning of the 4-H year.

Follow the guidelines.

It is okay to hand write your record book.

Place your completed record book in a Green 4-H Record Book Cover.

Complete your own record book, we all learn by doing, not by someone doing it for us.

Be neat.

Be creative in writing your story, adding your photos and captions, and in putting your record book together.

Tabs and dividers may be used to separate the different parts of the record book as well as your previous years.

It is okay to use color.

Be accurate and clear.

Include photos of projects and activities.

Add captions to all photos.

Sign your record book.

Have a parent or guardian sign your record book.

Have a leader sign your record book.

Record Book Don'ts

Don't minimize the margins to a point where the left of the page is cut off and won't fit nicely into a record book cover.

Do not staple pages together.

Think of others reading your record book, don't use a font smaller than a 10 point.

Do not attach pages to construction paper.

Do not overlap pictures.

Don't scrapbook a record book.

Do not include ribbons, awards, letters, articles or certificates in your record book. Rather list these things under recognition.

Plastic sheet protectors are not allowed.

Do not add photographs anywhere but in the 4-H Photograph section.

Do not include project materials, program booklets, newsletters, etc.

Do not exceed page limitations.

This record book guide was adapted from the Texas "Record Improvement Guide", California's "4-H Record Book Manual", and Wisconsin's "Record Book Guide".

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Economic Development & Extension, College of Agriculture and Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University prohibits discrimination in its programs and activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity and is committed to maintaining an environment free from sexual harassment and retaliation.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the University of Arizona Cooperative Extension at (520) 384-3594. Requests should be made as early as possible to allow time to arrange the accommodation.

Sample Resume #1

SHARON K. CLOVER
12 West Delaware Avenue
Anywhere, Arizona 85300
(520) 123-4567
sharonk.clover@email

OBJECTIVE: Full time pursuit of a bachelor's degree in business for entrance into the field of advertising.

EDUCATION: Cochise High School
3100 Ave. A
Anywhere, AZ 85300
Intended Graduation: 5/13

EMPLOYMENT: Salesperson - Clever Crafter Shop April 2010-Present
Assist customers in obtaining the craft items needed, operate cash register.

INTERESTS AND ACTIVITIES: Center around fine arts, also involved in athletics and community service.

Supporting Activities:

Art Club Member for 4 years
Committee Member of campus murals project for 3 years
Tennis & softball for 2 years
Wrestling cheerleader for 1 year
Tutor for Boys and Girls Club for 5 years
Driver for TROTH meals for the elderly for 1 year

SKILLS: Include artistic/creative, sales, human relations, organization/planning, leadership and academic.

Supporting Activities:

All activities listed under "Interests"
Art classes for 4 years
Marketing classes for 2 years
Gifted class for 2 years

AWARDS AND HONORS: A-Team (honor roll) every semester
Employee of the month during the third month of employment
High seller for DECA candy sales

REFERENCES: Available upon request

Resume Sample #2

COLBY CLOVER
567 West First Street
Anytown, Arizona 85600
520.123.4567
colby.clover@emailaddress

OBJECTIVE: Opportunity to use education to demonstrate skills and abilities in support of a successful youth organization.

EDUCATION: Arizona High School
1234 West High Avenue
Anytown, Arizona 85600
Intended Graduation: 05/2013 GPA: 3.82

EXPERIENCE: Cochise Day Camp Assistant - Summers, 2009-2010
Cochise County 4-H Program, Anytown, Arizona
Assisted with design and delivery of programming for 30 day campers. Activities included games, crafts, music, sports, contests, field trips.

Cochise Day Camp Junior Assistant - Summer 2008
Cochise County 4-H Program, Anytown, Arizona
Participated in activities with 29 day campers. Learned procedures and practiced assisting with younger campers.

Junior Superintendent - Fall, 2009-2010
Cochise County Fair, Arizona
Performed as directed in assisting management of all aspects of Cochise County Fair.
Followed instructions and initiated action when necessary to assure smooth running of judging, shows, and awards.

SKILLS:

- Communication: Co-Presenter at Cochise County Achievement Night, Master of Ceremonies for Art In the Park
- Citizenship: National 4-H Conference, National 4-H Congress
- Decision Making: Cochise County 4-H County Council Executive Committee
- Leadership: One of four Cochise County youth selected to attend National 4-H Conference, Cochise County Day Camp Co-Chairman of activities, Clover 4-H Club Teen Leader for beef project
- Community Awareness: Cochise Community Center junior board member, Cochise Community Food Pantry member

AWARDS: Arizona High School Honor Roll - 2009-Present
Outstanding Teen Leader Award - 2010

REFERENCES: Available upon request

Cochise County 4-H Recordbook Scoresheet

Name _____ Year _____ **Junior** _____ **Intermediate** _____ **Senior** _____
(9-10) (11-13) (14-19)

JUDGING CATEGORIES	JUDGE'S COMMENTS	POINTS
ORDER (Jr 35 pts, Int 45 pts, Sr 55 pts)		
ARIZONA 4-H MEMBER'S RECORD (Jr 35 pts, Int 45 pts, Sr 55 pts)		
Followed assembly instructions <ul style="list-style-type: none"> Complete, Neat, Organized, & Securely Bound Only included items requested Did not include ribbons, project literature, news clippings etc. 		
4-H Leadership (Jr 5 pts, Int 15 pts, Sr 25 pts) <ul style="list-style-type: none"> Significant effort made Teaching others Developing skills toward leadership Entries coded 		
4-H Citizenship & Community Service (15 pts) <ul style="list-style-type: none"> Significance of service experiences How helped others Reached beyond 4-H Showing increasing responsibility 		
4-H Communication Skills (10 pts) <ul style="list-style-type: none"> Communications about 4-H Use of several forms of communication Entries coded 		
4-H Activities, 4-H Recognition, & Events Outside of 4-H (5 pts) <ul style="list-style-type: none"> Reflective of member's project involvement Age and experience appropriate Broad & diverse variety of experiences 		
4-H STORY & PHOTO PORTFOLIO (15 pts)		
4-H Story (10 pts) <ul style="list-style-type: none"> Title Family When & Why joined 4-H Involvement, Things learned Highlights of projects/activities Influences Future Goals & Career Jrs 1 pg max., Int 2 pg max., Srs 3 pg max. 		
4-H Photo Portfolio (5 pts) <ul style="list-style-type: none"> Photo placement-may not overlap Captions-who, what, when & where Maximum of 3 pages 		
ARIZONA 4-H PROJECT RECORD(S) (25 pts)		
4-H Project Record(s) (25 pts) <ul style="list-style-type: none"> Show attendance at project meetings Project goals, minimum of 3 per project Project accomplishments & experiences Income/expenses with net profit or loss Signatures: Member, Leader, & Parent 		
PROJECT YEAR SELF EVALUATION (5 pts)		
4-H Self Evaluation (5 pts) <ul style="list-style-type: none"> Reflective of year's activities 		
RESUME (Seniors Only) (10 pts)		
Resume for Seniors only (10 pts) <ul style="list-style-type: none"> Value of Information Organization of Information Includes objective, education, employment history, skills, interests & activities, leadership, awards 		