



Texas 4-H Recordkeeping

Information provided by:
Derrick Bruton & Jodi McManus
Extension Program Specialists – 4-H





NEW ONLINE SYSTEM!

4H Reports

www.4hreports.com



AVAILABLE NOW!



Overview of Changes

- Three levels of recordbooks: Junior, Intermediate, Senior
- Age appropriate forms will be progressive in nature (build on one another)
- Simplified reports for Juniors & Intermediates
- Senior reports similar to current reports with some minor edits
- All members will begin using new, updated forms this year (2011-2012 4-H year)



Overview of Changes

- Forms may be completed through online entry system (www.4hreports.com) or may be downloaded from the Texas 4-H website
- Recordbooks will still be printed and turned in (hardcopy) to be judged
- Reference to recordbook objectives in report no longer required
- Photo captions no longer required
- Resume for seniors no longer required
- College/Career Exploration page added for seniors
- New scoresheet to provide better feedback coming soon!



JUNIOR Recordbook

(4-H Age: 8-10 yrs old)

- Focus on 1 main project for current 4-H year
- Other project areas, if any, can be included in Diary, Story, and Photos
- Required documents:
 - Personal Information Page
 - Junior Report Form (story is part of Report Form)
 - Photos pages (up to 3 pages)
- Judging:
 - Turn in required documents with current year information only using NEW forms followed by report forms (old forms) from last years recordbook (if available)
 - Judging will be focused on 1 main project in current year only



Junior Report Form

- Junior Report Form includes:
 - **4-H Goals**
 - ▶ Complete at start of 4-H Year or start of project
 - **Diary of 4-H Events** - includes project work/activities, leadership, community service
 - ▶ Complete as activities happen throughout the year
 - **My 4-H Story** – small text blocks to address 6 questions/statements. Use complete sentences...you are telling a story!
 - ▶ Complete at end of 4-H year or completion of project

Age Appropriate Practices for Juniors:

Setting Goals

Establishing positive habits through routines (Diary of 4-H Events)

Self-expression through story telling



INTERMEDIATE Recordbook

(4-H Age: 11-13 yrs old)

- Focus on 1 main project for current 4-H year
- Other project areas, if any, can be included in Personal Journal, Summary of Activities and Story/Photos
- Required documents:
 - Personal Information Page
 - Intermediate Report Form
 - 4-H Story & Photo Portfolio
- Judging:
 - Turn in required documents with current year information only using NEW forms followed by report forms (old forms) from last years recordbook
 - Judging will be focused on 1 main project and other project work/activities for up to 2 years



Intermediate Report Form

- Intermediate Report Form includes:
 - **4-H Project Plans and Goals**
 - ▶ Complete at start of 4-H Year or start of project
 - **Personal Journal** - includes project work/activities, leadership, community service, and non-4-H activities
 - ▶ Complete as activities happen throughout the year
 - **Summary of Activities & Accomplishments, Recognition & Awards, Community Service, Leadership, Project Summary**
 - ▶ Complete at end of 4-H year or completion of project

Age Appropriate Practices for Intermediates:

Planning & decision making (project plans and goals)

Recording & reflecting on personal experiences (Journaling)

Achievement motivation (Summary of significant accomplishments)



SENIOR Recordbook

(4-H Age: 14-19 yrs old)

- Similar to previous years reports with minor edits
- Focus on up to 4 projects
- Seniors are encouraged to set project goals at start of 4-H and adopt a record keeping system that meets their needs
- Required documents:
 - Personal Information Page
 - Senior Report Form (Sections I – VII)
 - 4-H Story & Photo Portfolio
- Judging:
 - Turn in required documents with current year information only using NEW forms followed by report forms (old forms) from last years recordbook
 - Judging will be based on up to 4 projects for up to 4 years



Senior Report Form

- Senior Report Form includes (current year info only):
 - **Sec I: 4-H Project Experiences** – What is your project? How did it change or grow? What have you done? What have you learned? (Combined first two sections of old report form) ; 3 pages
 - **Sec II: 4-H Leadership Experiences** – chart format; 1 page
 - **Sec III: 4-H Community Service** – chart format; 1 page
 - **Sec IV: Other 4-H Projects** - ½ page
 - **Section V: 4-H Recognition & Awards** - chart format; ½ page
 - **Section VI: Non 4-H Activities** – 1 page
 - **Section VII: College/Career Exploration** – chart format; 1 page

Age Appropriate Practices for Seniors:

Personal power (creating a recordkeeping system to meet their needs)

Critical thinking (reflecting and summarizing experiences)

Constructive use of time (can see 'bigger picture' and purpose for recordkeeping)



Story & Photos

- **Juniors:**

- Story is part of report form
- Include up to 3 pages of photos behind report form

- **Intermediates & Seniors:**

- Story & Photo Portfolio separate document from report forms
- Up to 10 pages of text and photos (captions no longer required on photos)



Transitioning Between Age Divisions & Judging

- Each year a member will add their new report forms and other required documents on top of old report forms.
- For Judging:
 - **All Ages** – Updated Personal Information page will be completed every year
 - **Juniors** – Only current year report forms will be judged
 - **Intermediates** - 2 most current years report forms will be judged
 - **Seniors** – 4 most current years report forms will be judged
 - **Intermediates & Seniors** – New Story & Photo Portfolio will be completed every year



Judging of Recordbooks

- A NEW scoresheet will be available soon!
- Rubric/chart format to allow judges to 'check a box' that best describes their assessment of each section of the book
- Still allows space for written comments (next to each section and on back of scoresheet)
- Member should be able to tell what areas need improvement based on check marks and comments
- Sample (still in draft) on next page



Recordbook Scoresheet

| | | |
|---|------------------------|------------------------|
| Name: _____ | County: _____ | District: _____ |
| Age Division: Junior Intermediate Senior | Category: _____ | |

Instructions: Check one box for the statement on each row that best describes each recordbook section/criteria. Provide specific details in the comment box if necessary.

| | Not at all | Somewhat | Almost | Completely | Comments |
|--|------------|----------|--------|------------|----------|
| Personal Information - Complete; no additions or corrections necessary | | | | | |
| STORY & PHOTO PORTFOLIO | | | | | |
| Organization - The story is very well organized. One idea follows another in a logical sequence with clear transitions. | | | | | |
| 4-H Focus - The story focuses on 4-H project work and experiences | | | | | |
| Spelling/Punctuation -There are no spelling or punctuation errors in the story. | | | | | |
| Creativity - The story contains many creative details and/or descriptions that contribute to the reader's enjoyment. | | | | | |
| Photographs - Photos are detailed, attractive, creative, and relate to the text on the page. | | | | | |
| PROJECT RECORD FORMS | | | | | |
| Section IA – 4-H PROJECT EXPERIENCES - Outstanding growth in all projects listed | | | | | |



Training for Families/Members

- Basic Instructions and Instruction Guide can be found at 4hreports.com
- Short instructional videos also available at 4hreports.com (more will continually be added, check back often)
- Frequently Asked Questions page also available and will continue to grow with Q&A
- JUMP IN...most of the forms are self explanatory!
- Check with your county office for local trainings



Questions?

General recordbook or content questions:

Contact

Your local County Extension Agent

Clarification on guidelines or technical issues:

Contact

Jodi McManus j-mcmanus@tamu.edu

Derrick Bruton d-bruton@tamu.edu

