

# Record Book Basics

*The amount, variety, and quality of work is important in a 4-H record that shows excellence. Equally important is how you shared what you learned in projects with others through demonstrations, exhibits, talks, promotions, etc. What you attend or participate in as you learn more about your projects also contributes to your record of excellence. Your 4-H Record Books allows you to showcase the work you have done over your 4-H career.*



## Record Book Ages:

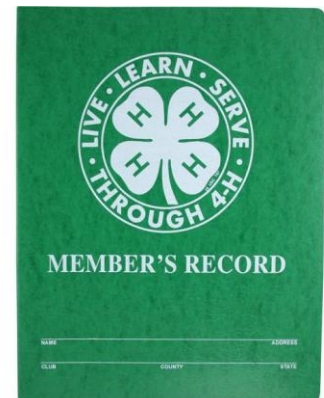
- Beginner Record Books: Ages 9-12
- Intermediate Record Books: Ages 13-15
- Advanced Record Books: Ages 16-19, must include a resume.

## Basic Requirements for the Arkansas Report Form

- A standard 4-H cover – GREEN Member’s Record Cover (purchase through the county office or from the National 4-H Mall – <https://shop4-h.org/>)
- 4-H Record Report Form, pages 1-10. Do not exceed page number restrictions.
- 4-H Story, five pages max, double spaced.
- 4-H Project Photos, four pages max (exception Photography).
- Advanced Record Books (Ages 16-19) must have a 1-2 page resume prepared as if you were applying for a job.
- Do not use a type size smaller than 12 characters per inch (12 pt. Times New Roman is preferred)
- All paper must be white and on standard 8 ½” x 11” sheets.
- Print should be in black ink.

## How the Record Books are scored:

- |                                   |           |
|-----------------------------------|-----------|
| • General:                        | 16 Points |
| • Project:                        | 56 Points |
| • Leadership:                     | 32 Points |
| • Community Service:              | 20 Points |
| • 4-H Awards, Marketing & Impact: | 16 Points |
| • 4-H Story and Pictures:         | 44 Points |
| • Resume (Advanced Only):         | 12 Points |



## Record Books will:

- Give you a sense of personal accomplishment.
- Make you eligible to participate in other activities.
- Help you learn valuable life skills.
- Give you the opportunity to be recognized on the county, district, and state levels.
- Allow you the opportunity to attend National 4-H Congress.
- Qualify you to apply for certain scholarships.
- Prepare you for college applications and congressional awards.
- Help you to set challenging goals – and more!