

INSTRUCTIONS FOR THE DOÑA ANA COUNTY RECORD BOOK

- The Doña Ana County 4-H Record Book can be turned in stapled together, in a presentation folder, in a binder or spiral bound. For ease of instructions, we will refer to a binder, but you are not required to use one. You may also put the pages in page protectors. Points will not be given or deducted for the type of casings you use.
- The Doña Ana County 4-H Record Book must be handwritten or typed by the youth 4-H member, unless you are granted a waiver by our 4-H agent. Neat writing will be judged just as highly as typing. Waivers can be obtained at the Extension Office. Signed waiver will be placed behind the green cover sheet.
- Fill out all information requested in the space provided. To add space, tables can be expanded, and pages can be duplicated. Font size can be reduced to a minimum of 12 points on the forms and sheets.
- When printing, please be mindful of pages shifting, and be sure the correct heading is at the top of each page.
- Print pages one sided only, assemble the book with pages that are one sided only, and do not write on the back of any page. If you are using page protectors, put only one page in each protector, so the book has one sided pages only.
- Recording what you do in your projects regularly, and updating your records at project meetings, club meetings, or once a week on your own will help your records be more complete, accurate and easier to compile at the end of the year.
- Your County Record Books will be your best resource when you compile your records for your State Portfolio as an older senior. More information about the State Portfolio can be found at <http://aces.nmsu.edu/4h/forms.html>.

FORMAT FOR THE DOÑA ANA COUNTY RECORD BOOK

- Following is the format in which a Doña Ana County 4-H Record Book should be organized, and some instruction about how to do it. More instruction can be found on each of the State Project Record Forms and the County Record Sheets:
 1. **Record book Cover-** available on the county website <http://donaanaextension.nmsu.edu/4-h.html> (be sure to print on green paper) or at the County Extension Office.
 2. **Doña Ana County 4-H Report Form-** The statement at the bottom of the report form must be signed by the youth member, the parent or guardian and the 4-H leader. If there is a question about what is in the record book, it should be resolved before the record book is signed. Signatures are confirming that the member has personally handwritten and/or typed this record book, and he/she certifies that it accurately reflects their work in 4-H this year. The parent and leader signatures confirm that they have reviewed this document & believe it to have been completed by the member & to be accurate. All signatures must be on this form when the book is turned in! Failure to do so will cause your book to be eliminated from top honor awards.
 3. **Informational Checklist-** Follow directions on the top of the page.

4. **Projects-** Have separate sections in your binder for each project. It is advisable but not mandatory to have dividers between each project. Have the following items for each project, in the order listed:
 - a. State Project Record Form, completed in full.
 - A lot of projects have a special State Project Record Form written for each project; however some projects use a general project record sheet. If you don't know which to use, ask your leader or call the County Extension Office, because using the wrong one can cost you a medal you would have otherwise earned. You can find them in a few different places.
 - i. You may find them in the folder your project book came in,
 - ii. They may be found on this web page:
 - <http://aces.nmsu.edu/4h/project-record-forms.html>,
 - iii. For the Welcome to NM 4-H project, the project record sheets are actually the entire project book, (and that is the only project like that).
 - iv. Self-Determined projects should use a project appropriate record form. For example, a youth enrolled in Horse SD, needs to use the Horse Record Sheet. If there is not a project specific form, then you may use the Self-Determined Project Record Form 100.SD-1 (R-03).
 - v. You may ask your leader or call the County Extension Office for help obtaining them, and to be sure you are using the correct ones.
 - b. County Project Record Sheets (found on the county website <http://donaanaextension.nmsu.edu/4-h.html>). Specific details and explanations can be found on each page.
 - Page 1 must be filled out for all projects.
 - Pages 2-4 must be in your record book. State Record sheets need to be filled out completely! Be sure to include county record sheets (pages 2-4), if information is duplicated please indicate by writing "See State Project Record Sheet."
 - Page 5- Project Story- if not on State Project Record Form.
 - Pages 6 & 7- Project Pictures
5. **Overall Annual Accomplishments.** Specific directions and explanations are on each of the pages (found on the county website <http://donaanaextension.nmsu.edu/4-h.html>). It is advisable but not mandatory to have dividers between each section. You may expand tables and duplicate pages as necessary.
 - a. 4-H Awards Sheet
 - b. 4-H Leadership
 - c. Other 4-H Activities Sheet
 - d. Citizenship Activities Sheet
 - e. Non 4-H Experiences Sheet
 - f. 4-H Overall Story Sheet
 - g. 4-H Pictures Sheet