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## **RECORD BOOK GUIDELINES FOR 7<sup>th</sup> – 12<sup>th</sup> GRADE 4-H PORTFOLIO**

### **SPECIAL NOTE:**

In order to fulfill project requirements, each year every 4-H member should turn in a completed 4-H Portfolio. This handout has been prepared to help make this task easier. Be reminded that when the 4-H Portfolio is turned in, it must be “bound” in a folder. 4-H folders are available through your 4-H leader at school for \$2.00 each, or you may use a folder of your choice. Remember, your book must be bound in a folder.

### **INSTRUCTIONS:**

1. Complete the cover sheet of the booklet with Name & School/Club.
2. Read the “Message to 4-H’ers”. Only **THIS YEAR’S** record book information will be judged; but you may want to keep your book organized as this page suggests.
3. Complete **Section 1**
  - Make sure to include a picture of yourself.
  - Under “4-H Projects Books” list each project you are in this year.
  - Make sure you sign and get signatures from one of your parents and one of your leaders at school.
  - On the back under complete the “4-H and YOU!” Page.
4. **Section 2:** is 4-H Leadership.
  - Provide the information requested including the level.
  - If you have nothing to put under this item, write “None” and remember, you need improvement in leadership for next year.
5. **Section 3:** is 4-H Citizenship/Community Service.
  - Provide the information requested including the level.
  - If you have nothing to put under this item, write “None” and remember, you need improvement in citizenship for next year.
6. **Section 4:** is 4-H Awards & Recognition.
  - For each item, provide the information that is requested.
  - If you have nothing to put under an item, write “None” and remember, you need improvement in this area for next year.
7. **Section 5:** is Leadership & Recognition in other non 4-H clubs or organizations
  - For each item, provide the information that is requested.
  - If you have nothing to put under an item, write “None” and remember, you need improvement in this area for next year.

8. **Section 6:** Follow the instructions at the top of the page.
  - Your 4-H story is what identifies you as an individual and is one of the most important parts of the book.
  - A good story should be **at least 2** pages long or more.
  
9. **Section 7:** is for 4-H Photos & Supporting Materials.
  - Read the instructions at the top of the page.
  - If you have not yet taken any project pictures, take some **now** so you can have them developed in time.
  - Include at least 1-2 pictures of you doing work in each of your projects.
  - Don't forget to write a caption next to each picture.
  - Don't put ribbons in your book.
  - Don't put anything on the back of a page, simply add more pages, but not more than 10.
  - You can include any material containing your name in print for 4-H work or accomplishments (regular, newspaper, school newspaper, 4-H newsletter, thank you notes, etc.).
  - Include the whole article, not just your name cut out.
  
10. **Section 8:** is the 4-H Project Focus, and you should include your entire project book(s).
  
11. Punch holes, if necessary and bind your book in a folder.
  
12. **CONGRATULATIONS!** You've completed the 4-H Member's Record Book. Be sure to turn the book in to your 4-H leader by the deadline to be sent to the 4-H office.