

DIRECTIONS FOR ACTIVITY SUMMARY RECORD BOOK FORM

- Check the activities that you participated in on the Activity Program.
- From the Activity Program, you must choose 3 activities to report on using one Activity Summary form for each activity.
- In addition, you can earn up to 5 total bonus points toward the total book score; 1 point will be awarded for each additional Activity Summary form completed. No points will be given for poor quality.

“Why did you chose to participate in this activity?”

- Either in paragraph or list form, describe your decision to participate.
- If you’re using the word document, you will only be allowed to fill the space available.
 - Do not change the size of the text box.
 - You may change the size of the font to no smaller than 10 pt.

“ACTIVITY DETAILS”

- Please fill in the details for the activity you are reporting on.
- If you’re using the word document, you will only be allowed to fill the space available.

“SKILLS & KNOWLEDGE USED OR GAINED”

- Put the appropriate number of years in the “Years Participating in Activity” blank.
- List the skills or knowledge you used while participating in the activity.
- Describe the ways you used each skill or knowledge to successfully participate.
- If you’re using the word document, the cells will expand to accommodate, however, you will lose the number of lines you have to type on.

“4-H offers many activities throughout the year. All are meant to offer those who participate an opportunity to learn and grow. How has this activity made you better? How might you use these skills as you grow and try new things?”

- Are there things that you can do now that you could not do before participating in this activity?
- Did you gain confidence as a result of participating in this activity?
- How do you see yourself using any of the knowledge or skills as you explore your career path?
- How do you see yourself applying these skills or knowledge to real-life situations?
- If you’re using the word document, you will only be allowed the fill the space available.
 - Do not change the size of the text box.
 - You may change the size of the font to no smaller than 10 pt.

“Activity Report”

- See directions on form.
- There is blank lined paper on the Record Book Form section of the website.
- If you would rather, you may use blank or specialty paper for photos.
- A total of 3 **SIDES** of paper is acceptable for the scrapbook section of the activity report.

PROJECT REPORT FORMS

- You do not have to report on all of your projects, but you must report on a minimum of 3 completed during this 4-H year. You may choose which 3 projects (or more) to report on.
 - If you took less than 3 projects, please report on the projects you took.
 - You will only receive recognition for the projects you report.
- There are specific two sided forms for many projects. There are directions for each individual project form available on the website. This list is:
 - General Project Form
 - Arts and Crafts
 - Cat
 - Dairy
 - Dog
 - Food and Nutrition
 - Horse
 - Livestock
 - Photography
 - Plant & Soil Science
 - Poultry
 - Rabbit
 - Woodworking
- If your project is not listed specifically, use the first form “General Project Form” and its directions document.

“Picture Pages”

- You are allowed up to **two sides** with photos and Captions for each project record form. There is no page to print for photos you want to include with your project records.
- You can attach photos to a blank sheet of paper and write or attach captions, or you can create a document with photos and captions and print them. Photos do not need to be color but should be clear.
- Make sure to caption all the photos you include.
- If you would like to include the description card created for Monroe County Fair entries, you may attach them on these pages.
- You may put your sheet of pictures into a clear, protective page sleeve.

SCRAPBOOK OF PHOTOS, NEWS CLIPPINGS, CERTIFICATES, ETC.

Members are encouraged to archive photos of their activities, news clippings of their accomplishments, and certificates of their participation and achievement. This section is intended to be free form, meaning that the member may display these items in any order or fashion that assists them in documenting their experiences. The minimum number of pages is 1 two-sided page, and there is no maximum number of pages. There will only be 5 points given to the entire section:

- 2 points for neatness of display (no messy glue or tape, everything fits on the page, no unnecessary marks or smudges)
- 2 points for captions (does not include quality of penmanship)
- 1 point for having at least one page