# BEGINNER'S GUIDE, PART 7 TO TEXAS 4-H RECORD BOOKS



### **GENERAL GUIDELINES**

#### Handwriting

Handwriting any part of the Record Book is acceptable. When doing so, make sure to write legibly.

#### **Grammar and Punctuation**

For all age divisions, members are encouraged to write using proper grammar and punctuation within the 4-H Story & Photo Portfolio.

The Report Forms may be presented in a table or chart form.

#### **Text Margins**

- Top, bottom and right margins must be between 1/2 and 1 inch.
- The left margin must be 1 1/2 inches to allow for hole punching and binding.

#### **Font**

Color or black fonts are acceptable. Use a minimum of a 10-point font (equivalent in size to 10-point Arial).





#### **Paper Type**

Typing paper and bond weight paper are acceptable. Do not paste typing paper onto construction paper. Do not use sheet protectors or dividers.

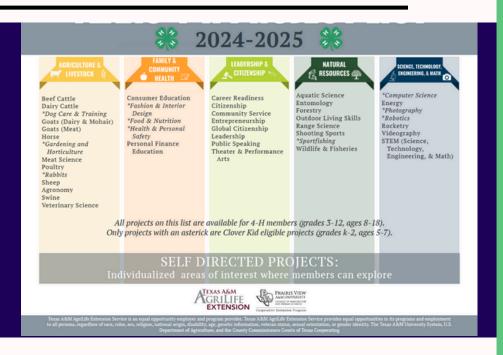
#### Creativity

This is encouraged, and can include the use of backgrounds, decorative elements, construction paper cutouts, etc. throughout the 4-H Story & Photo Portfolio. Creativity varies from person to person and can also come in the form or style of writing.

Check with local contest officials to determine if the recordbook will be submitted ONLINE or must be PRINTED.



## **CHECK THE PROJECT LIST**



As you compile the components of your Recordbook, take time to review official score sheet. It is important to include all the required sections for optimal scoring.

- 4-H Story and Photo Portfolio 30 pts
- Section 1: 4-H Project Experiences 20 pts
- Section 2: 4-H Leadership 15 pts
- Section 3: 4-H Community Service 15 pts
- Section 4: Other 4-H Projects 5 pts
- Section 5: 4-H Recognition/Awards 5 pts
- Section 6: Non 4-H Activities 5 pts
- Section 7: College/Career Exploration 5 pts

Prior to compeition deadlines attend recordbook workshops and have other family, friends, and the County Extension Agent review your book.

## Competitive Recordbook Categories

- 1. Animal Agriculture
- 2. Beef
- 3. Citizenship, Civic Education & Community Service
- 4. Dog Care & Training
- 5. Consumer Education
- 6. Entomology
- 7. Fashion & Interior Design
- 8. Food & Nutrition
- 9. Gardening & Horticulture
- 10. Goat
- 11. Health and Personal Safety
- 12. Horse
- 13. Leadership
- 14. Natural Resources
- 15. Photography
- 16. Poultry
- 17. Public Speaking
- 18. Rabbit
- Range Science and Agronomy
- 20. Science, Technology,

#### Engineering & Math (STEM)

- 21. Sheep
- 22. Shooting Sports
- 23. Swine
- 24. Visual & Performance Arts
- 25. Veterinary Science