



## What is a 4-H Member Record?

A 4-H Record Form is simply a tool to help you progress on an annual basis through 4-H Club and Project work. 4-H Record Forms should be completed as you go through the 4-H year. As you advance through the years as an active 4-H participant, your record will reflect your personal growth in knowledge, skills, and attitudes.

Your 4-H Record emphasizes development of important life skills. Proper completion of a Member Record and Project Record each year will help build your skills in goal setting, decision making and record keeping. These are skills you will need throughout your lifetime if you plan to succeed! The design of the 4-H Member Record places emphasis on the types of 4-H involvement most important to help you achieve desired experiences, and it helps you develop and practice some of the skills listed here.

Ultimately, your 4-H Member and Project Records will form an excellent summary of your 4-H career. You will use information in the 4-H records to complete 4-H Achievement Record Books, All Star forms, and in making applications for jobs, scholarships, and honors. Your 4-H records may become a personal scrapbook which will be cherished for many years.

## Types of Virginia 4-H Records

The *Virginia 4-H Member Record* is designed for you to record all 4-H involvement not directly related to your 4-H project(s). You will complete *only one Member Record annually*. A *Virginia 4-H Project Record* should be completed each year for each project you participate in. Your Project Record(s) should be put inside your Member Record each year. These forms are very valuable and should be kept permanently by the 4-H member. You are encouraged to keep them together in a notebook, folder, or three-ring binder.

## Completion Instructions

### Virginia 4-H Member Record Form

Complete all sections to the fullest extent possible. These records serve to document your participation as a 4-H member. Work with your parents or guardians and your 4-H volunteer leader to help you complete this record. Be sure to read the instructions before each section. Beginning members should not be disappointed if they are unable to completely fill all spaces. Advanced members may have to add pages.

**1. Club Attendance** - Ideally, you are a member of a 4-H Club and have been taking an active part in club meetings. If this year's record indicates less than desirable participation, set a goal to improve this situation next year.

a. Club Meetings

Number of club meetings held \_\_\_\_\_

Number of club meetings I attended \_\_\_\_\_

2. The next three sections record your participation in 4-H leadership positions. Use the following letters to show your level of participation: (L) Local club; (C) County or City (unit); (D) District; (S) State; (R) Regional; (N) National; and (I) International.

a. **Offices Held This Year**

President \_\_\_\_\_ ; Vice President; \_\_\_\_\_ ;  
 Treasurer \_\_\_\_\_ ; Secretary; \_\_\_\_\_ ;  
 Other (list) \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

b. **Committees Served** (Indicate with an asterisk (\*) those committees for which you served as the chairperson.)

Committee	Level

c. **Teen or Junior Leadership**

Activity You Led	Level

3. List *all* 4-H non-project learning activities you participated in during the 4-H year. Indicate the level of your participation. Use the following letters to show your involvement: (Y) where you informed Yourself; (G) where you Gave primary Leadership to a group activity; or (M) where you were a Member of the group. Do not repeat information from Item No. 2.

Activity	Level	Your Involvement
<i>Example: Roadside clean-up as club</i>	<i>L</i>	<i>G</i>
<i>Example: 4-H Camp</i>	<i>C</i>	<i>M</i>

4. List all non-4-H activities that you participated in during this 4-H year. Use a (Y), (G), or (M) as in number 3.

a. **School**

School	Your Involvement

b. **Community Organizations**                      **Your Involvement**

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c. **Religious Organizations**                      **Your Involvement**

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**5. 4-H PROMOTION/REPRESENTATION**

List all situations where you promoted or represented the 4-H program. These situations could be presentations to groups or appearances on behalf of 4-H. News articles should be listed here. Actual news articles or copies should be attached at the end of this record with other news clippings.

<b>Promotion/Representation Situation</b>	<b>Group</b>	<b>Attendance</b>
<i>Example: Presentation on County 4-H Prog.</i>	<i>Board of Supervisors</i>	<i>7</i>

**6. RECOGNITION - OTHER THAN PROJECT AREA(S)**

Please list all 4-H recognitions received this 4-H year other than in your project area(s). List only individual awards you have received. Do not list honors from items exhibited. Use a (L); (C); (D); (S); (R); (N); or (I) as explained in item 2 to indicate your level of recognition.

<b>Recognition</b>	<b>Level</b>
<i>Example: Outstanding Junior 4-H Member</i>	<i>L</i>
<i>Example: 4-H Honor Award</i>	<i>C</i>

**7. RECOGNITION - OTHER THAN 4-H**

Please list other recognitions received this 4-H year. List the level of recognition. Use a (L); (C); (D); (S); (R); (N); or (I) as indicated in item 2 to show the level of recognition.

**Recognition**

**Level**

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*Example: Elected President of church youth group*

*L*

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*Example: Outstanding Junior High Spanish Student*

*L*

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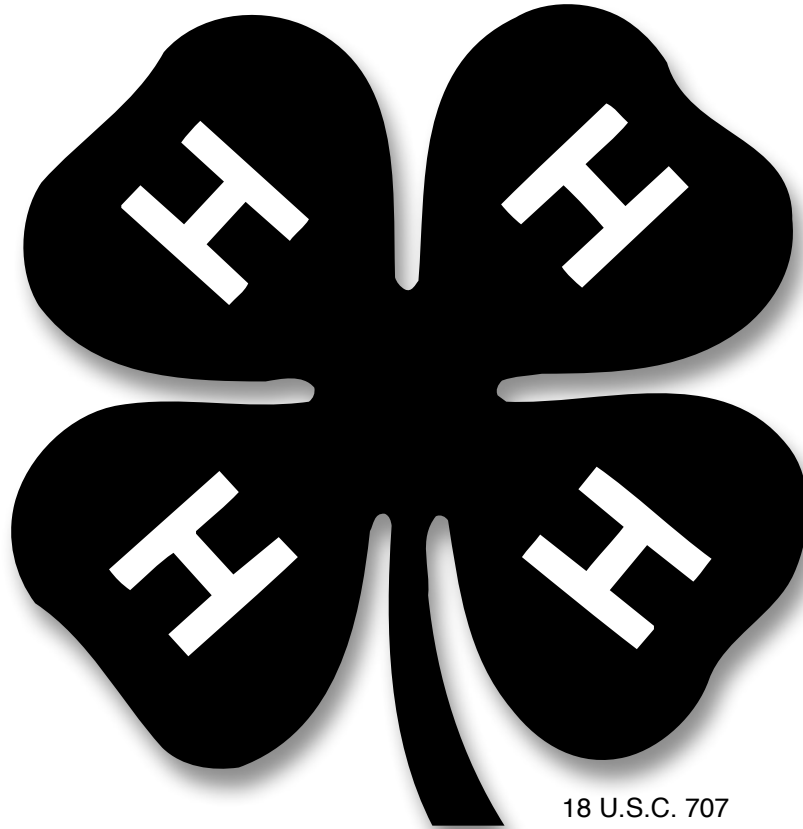
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**8. NEWS CLIPPINGS AND PHOTOS (Optional)**

Please attach all news clippings you submitted or clippings where information on your 4-H participation was reported. Photographs of 4-H club work could also be included. Attach additional sheets as necessary.

(Note: If you are using Adobe Acrobat, Choose Tools > Content > Attach A File. Adobe Reader does not allow for this option.)

# TODAY'S YOUTH - TOMORROW'S LEADERS



18 U.S.C. 707

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