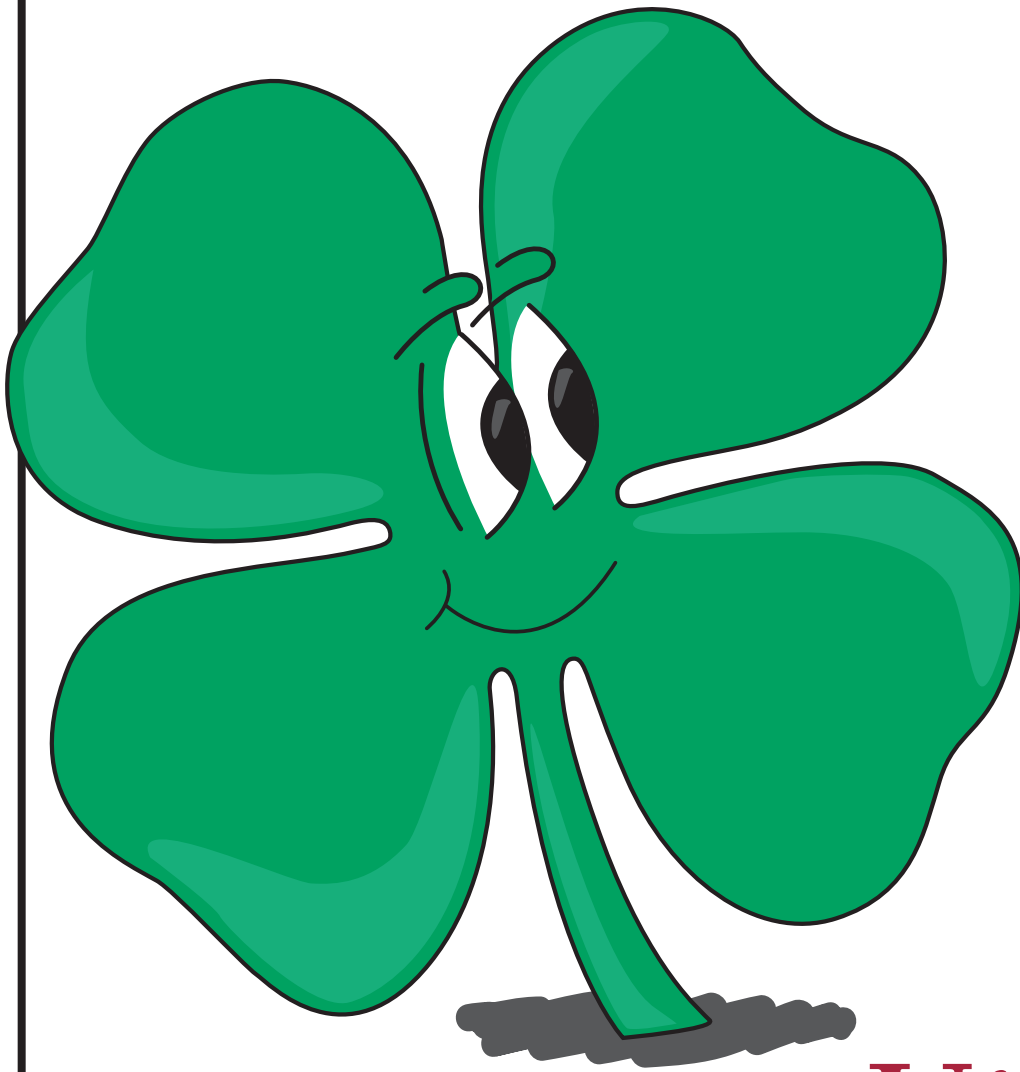


Advanced 4-H  
**JOURNAL**

*4-H Report Form*

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“Without a struggle, there can be no progress.”  
– Frederick Dougless



**UofA**  
UNIVERSITY OF ARKANSAS  
DIVISION OF AGRICULTURE



# Guide for Completing Your 4-H Advanced Journal

## (Revised September 2007)

Keeping a 4-H journal is part of the overall 4-H experience. A 4-H Advanced Journal is kept by 4-H'ers ages 16 to 19. A 4-H journal is an important part of completing each project. It is a written history of your project work and a narrative of your success and learning in 4-H. Keeping a 4-H journal helps you make a plan (goals), be organized, document your project work, evaluate your work, keep track of expenses, make positive decisions when solving problems and just have fun.

Completing your 4-H Advanced Journal can give you a sense of personal accomplishment. You did it! Your journal:

- Helps you earn credit for completing the 4-H year.
- Makes you eligible to participate in other activities.
- Helps you learn valuable life skills.
- Gives you the opportunity to be recognized on the county and district levels.
- Helps you set challenging goals – and more!

The 4-H Advanced Journal should include:

- A standard 4-H cover – green Member's Record Cover (purchase through the county office).
- 4-H Resumé (Your resumé should follow the example included. Under employment, you can choose to list top volunteer efforts if you have not held a paying job.)
- 4-H Record Report Form, pages 1-10
- 4-H Story, six pages max
- 4-H Project Photos

**4-H Record Report Form, pages 1-10** – Report the last five years of your project work unless otherwise stated in the form. When preparing this report form, it should either be handwritten, typed or completed on a computer in this format. Do not repeat information. List things only one time. No additional pages can be added to this form.

Page One

### **4-H Report Form Cover**

This page includes information that is unique to you – where you live, club name, grade in school, etc. It also includes the signatures showing completion of this 4-H journal.

Page Two

### **Main Project**

**Main Project Plan** – What are your plans for this year?

**Summary of Main Project Work** – Report the last five years of project work. Describe in a chart form all the things you have done in your main 4-H project. Use numbers if you can (example: number of animals, size of garden, etc.). Use activities (examples: health project – list personal activities, family activities, etc.). Show financial information if you can. Do not give totals.

Page Three

### **Educational Experiences in Your Main 4-H Project**

This section is where you record activities participated in and things learned about your main project. List tours made; talks or demonstrations seen or heard; exhibits, workshops, camps and judging events attended; interviews made; and books and fact sheets read. List years and activities only. List the past five years of your project work.

Page Four

### **Summary of Other 4-H Project and Activity Experiences**

Report the past five years of project work. Describe in a chart form all the things you have done in your other 4-H projects. Use numbers if you can (example: number of animals, size of garden, etc.). Use activities (examples: safety project – household safety checks, first aid kits built, etc.). Show financial information if you can. Do not give totals.

Page Five

### **Educational Experiences in Other 4-H Projects**

This section is where you record activities participated in and things learned about your other projects. List tours made; talks or demonstrations seen or heard; exhibits, workshops, camps and judging events attended; interviews made; and books and fact sheets read. List years and activities only. List the past five years of your project work.

Pages Six-Seven

### **A. 4-H Leadership Experiences/B. Elected or Appointed Leadership**

Your leadership experiences are the most important things that tell others how you have been involved in teaching and service. You have these pages to tell about leadership experiences. You should explain “How and what did I do to lead or teach others in 4-H?” Examples of leadership include: led the Pledge of Allegiance at the 4-H meeting, demonstrated how to measure a tablespoon at a 4-H club meeting or organized a 4-H workshop. You should also include any leadership opportunities that occurred while performing community service. Do not report this as community service on pages 9-10. For example, providing leadership to organize and recruit volunteers for a food drive at the food bank is leadership and should be listed as leadership, not community service. Use these words or similar ones when listing leadership activities: led, prepared, taught, advised, spoke, chaired, guided, served, organized, narrated, directed, hosted, designed, etc. List the past five years. Under activity, it is important to give the full name of the activity.

**Elected or Appointed Leadership** explains “What did you do to help?” This includes your leadership in volunteering to serve on a committee, like the telephone, recreation and/or refreshment committee, and in serving in any elected office such as president or reporter of your local club, county 4-H officer and/or district/state positions. List the past five years.

Page Eight

### **A. 4-H Awards/B. 4-H Marketing**

**4-H Awards** – List the ten most significant awards you have received in your 4-H career.

**4-H Marketing** should explain “How have you told someone about 4-H?” This includes such activities as wearing a 4-H T-shirt to school, getting a picture related to 4-H in the paper, speaking on the radio about 4-H or riding on a 4-H float during a parade.

**A. Community Service/B. List the Four Non-4-H Activities You Enjoy the Most**

Community service is the opportunity for 4-H members to go out into the community and help others or to improve the quality of the town and the lives of those around them. How do you know if what you have been doing is community service? Ask yourself: “What did I do to help other people representing 4-H?” This section is for community service activities only and not for citizenship experiences (citizenship is a project). Please note that under **What Did You Do?**, you should give the number of items contributed or the number of hours served.

**4-H Story** (six pages max)

A story must have an introduction, a body and a closing. A suggested format for your story would include an introduction, information on your main project, other 4-H projects and activities, along with your leadership and community service activities. It is important that at the advanced journal level your story should reflect what you have learned over your 4-H career and how you have applied what was learned to your life experiences. The closing paragraph could include, but is not limited to, your school and/or career goals. The story may be printed, typed or done on a computer. However, do **not** use a type size smaller than 12 characters per inch (10 points in printer’s measure – preferred font is 12 pt Times New Roman). All paper must be white and the standard 8 1/2” x 11” size. Margins should be a minimum of 1” on all four sides, and the text should be double-spaced.

**4-H Project Photos** (five pages, one side only)

**EXCEPTION** – If photography is a main project, the 4-H member may have a total of 15 pages: 5 pages in front of the camera and 10 pages of photos the 4-H member has taken. Photo pages should include new pictures each year and reflect the past five years of project work. In the Advanced Journal, one page of photos is reserved for photos of project work prior to the five-year limit. You will have to make decisions about which photos to add and which ones to delete. Photo pages must reflect the following outline – main project, 1 page; other project work, 1 page; leadership, 1 page; community service, 1 page; and project work prior to the five-year limit, 1 page. Photos should be **action** shots. Use high-quality photos. Computer-generated photos are okay. Each photo should have a caption (tells what is going on in the photo). Avoid excessive cropping. It is important to remember that the photo pages are a visual narrative and should not be in a scrapbook format.

**Scoring**

Project Work/Resumé	40 points
Leadership	15 points
Community Service	15 points
4-H Awards/4-H Marketing	5 points
4-H Story/Pictures	25 points

# John H. Clover

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**Objective** To highlight the skills gained through my photography project and other related 4-H experiences.

## Skills

### *Leadership*

- Started a photography project group for fifth and sixth graders, including planning and organizing four sessions
- Planned and conducted citizenship tour of county offices and agencies
- Served for three years as counselor for junior 4-H camp
- Provided leadership for community service project – 4-H talent show at the Senior Citizens Center

### *Communication*

- Developed visual communications skills through photography and poster art activities
- Developed exemplary public speaking skills through 4-H presentations at the county and district levels
- Responsible for digital photography of county 4-H events with six photos published in the county newspaper

## Education

South High School, Cloverville, Arkansas  
Graduation Date: May 2007  
Area of Interest: Photography

## Leadership Roles

- County 4-H Honor Club President (2006)
- District 4-H All Star Area Representative (2005)
- Church Youth Retreat Leader (2005)
- Boy Scout Troop Assistant Leader (2003-2004)
- Student Council Representative (2003)

## Honors and Awards

- All District Basketball Team (2004)
- State 4-H Finalist – Level I Photography (2004)
- County Winner – 4-H Public Speaking Contest (2004)
- Sophomore Class – Leadership Award (2004)
- Boy Scouts – Eagle Scout Award (2004)
- State Photography Winner – “Sunset” (2003)
- All Star Member (2003)
- 4-H Ambassador (2002)

## Employment

Jan/04 - May/04 **Cloverville Medical Center**, Cloverville, Arkansas  
Volunteered as a student assistant 15 hours per week and received two academic credits for service learning.

May/04 - Aug/04 **Cloverville Times**, Cloverville, Arkansas  
Covered baseball and softball league games for county paper.

**Arkansas 4-H Report Form**

Before completing this form, please read ALL instructions.  
Please type or print.

Project \_\_\_\_\_ Year \_\_\_\_\_

State Initiative (check one)

Strengthening Families  
Protecting the Environment  
Utilizing Science & Technology

Encourage Individual Development  
Enhancing Health & Well Being  
Extending Resources

Valuing Agriculture  
Animal Science  
Plant & Soil Science

Number of years enrolled in this project \_\_\_\_\_ Number of years enrolled in 4-H \_\_\_\_\_

Name \_\_\_\_\_

Name you want used in publicity \_\_\_\_\_ Sex: Male Female

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ County \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Grade in school on January 1, this year \_\_\_\_\_ Year of high school graduation \_\_\_\_\_

The purpose of the following is only to gather statistics and determine compliance with Civil Rights Laws.

Ehtinic Origin: White Black Hispanic Asian  
American Indian/Alaskan Native Mixed

Name of your 4-H club or group \_\_\_\_\_

Name of parents or guardians \_\_\_\_\_

**Statement by Member**

I personally certify that this report accurately reflects my work:

Date \_\_\_\_\_ Signature of 4-H Member \_\_\_\_\_

**Approval of Report**

We have reviewed this report and believe it accurately reflects the work of the 4-H member:

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Local Volunteer 4-H Leader

Date \_\_\_\_\_  
County Extension Agent

## MAIN PROJECT

Main Project Plan. What are your plans for this year?

Summary of Main Project Work.

EDUCATIONAL EXPERIENCES IN YOUR MAIN 4-H PROJECT

SUMMARY OF OTHER 4-H PROJECT AND ACTIVITY EXPERIENCES

EDUCATIONAL EXPERIENCES IN OTHER 4-H PROJECTS

A. 4-H LEADERSHIP EXPERIENCES

Year            Activity

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A. 4-H LEADERSHIP EXPERIENCES (continued)

Year	Activity
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B. ELECTED/APPOINTED LEADERSHIP

Year	Office or Committee	Responsibility
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A. 4-H AWARDS

List the ten most significant awards you received in your 4-H career.

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

B. 4-H MARKETING

Year	What You Did
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A. COMMUNITY SERVICE

What did you do to help other people representing 4-H?

Year	Recipient	Service (include number)	Number of Hours or Items Contributed
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A. COMMUNITY SERVICE (continued)

What did you do to help other people representing 4-H?

Year	Recipient	Service (include number)	Number of Hours or Items Contributed
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B. LIST THE FOUR NON-4-H ACTIVITIES YOU ENJOY THE MOST.

- 1.
- 2.
- 3.
- 4.

Materials adapted using record book guidelines from Arizona Cooperative Extension Service, Oklahoma Cooperative Extension Service, Tennessee Cooperative Extension Service and Texas Cooperative Extension Service.

### **Prepared By**

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### **Committee Members**

Jesse Clark, Hot Spring County  
Donna Francis, Drew County  
Angie Freel, Saline County  
Lynelle Hallmark, White County  
Jamie Martin, White County  
Georgia Oldenstadt, Conway County  
Bill Reed, Faulkner County  
Janice Shofner, Benton County  
Ruth Steely, Pike County  
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