Lancaster County Award Books
Rules and Information

The following are required in the 4-H Award Book and should be assembled in the order listed. A separate book should be submitted for each entry. (One person with two nominations must submit two books. Photocopies of most pages, and color photocopies of the pictures may be used. Please use a different entry sheet for each book being submitted.)

1. COVER
   Use the standard Green 4-H Notebook Cover available at the Lancaster County Cooperative Extension office.

2. 4-H AWARD BOOK ENTRY SHEET
   Indicate area included in that book for county application. Complete the signature section.

3. GLOSSARY (Optional)
   Using a list format, explain various terms, events, abbreviations, etc. May also include the key indicating symbols which mark items for the program area.

4. TABLE OF CONTENTS AND SECTION TABS (Optional)
   Use to denote major sections.

5. BUILDING YOUR 4-H RECORD
   “Building Your 4-H Record” is a composite of all projects/activities throughout the individual’s 4-H career. Some system to point out materials related to curriculum area to be reviewed is encouraged. This may include related items clearly marked with:

   A. Pencil in right-hand margin with a symbol (asterisk, plus sign, circle, square, check mark, etc.)
   B. Different colored high lighters or light colored pencil. (While good for selection committee, not suggested unless the 4-H member is using a computer and can easily reprint information contained on the application.)
   C. Different font, colored print.

   “Building Your 4-H Record” does not need to be typed. Additional pages may be added to the form as indicated. Individuals may use computer word processing equipment to facilitate record keeping. Information should be printed in the same format as the various sections in “Building Your 4-H Record.” However, the information does not have to be printed onto the actual form. Type size should be no smaller than 12 characters per inch, with six lines of print per inch.
6. THE 4-H STORY

- The 4-H Story is an essay of 4-H experiences in a specific curriculum area under consideration. It should emphasize personal growth and development in the selected curriculum area, as well as leadership and community service experiences throughout the nominee’s 4-H career. The annual 4-H stories written as a part of “Building Your 4-H Record” should be used to help compose the story.

- Separate 4-H stories must be developed for each curriculum area under consideration.

- Six pages maximum per story. Stories DO NOT have to be six pages in length, but can be no more than six.

- The 4-H Story may be hand written or typed (double-spaced) on one side of 8 ½ x 11 inch paper. There should be a 1 ½ inch margin on the left side, with a 1-inch margin on the right, top and bottom. If stories are typed, do not use type smaller than twelve (12) spaces per inch. Condensed print (such as 18 or 22 spaces per inch) or photocopy reductions are too hard for the selection committee to read and provide the equivalent of two additional pages for the story.

- Stories should be written in “first person.” Gimmicks, such as a pet calf telling the story, or other “cutesy” themes should be avoided. While it may attract attention, it is often difficult to follow - detracting from the content instead of helping. Consider this your first job resume. BE SURE to check for spelling, grammar, punctuation and typographical errors.

The following outline may help in developing the story; however, do not identify these parts in your story.

**Part 1** Introduction of 4-H’er  
Include: age; interests; parents and family members; place of residence; school; when and why active in 4-H.

**Part 2** Curriculum area information  
Why it was chosen; what was learned that was not known before; how the project has increased in scope; what things have been tried and found to be successful or not so successful; how was financing arranged, indicate profits, losses or savings.

**Part 3** Highlight other 4-H projects (outside of curriculum area of focus) and activities  
Participation in other projects and activities; what have been major learning experiences; indicate special interests and unusual situations encountered.

**Part 4** Describe 4-H influence on leadership/citizenship  
Most important offices held; committee assignments accepted; what has been learned from working with and/or sharing knowledge with others; how 4-H increased interest and participation in community affairs; what was learned from team efforts.
**Part 5** Describe 4-H influence  
Self-confidence, school/career goals and use of leisure time, future career/ project plans.

**Other Hints:**  
Include facts to make a story newsworthy or different from the “average.” Show how knowledge gained has been shared through demonstrations, exhibits, etc. or by helping other such as the elderly, disabled or as a junior leader.

Key words help describe experiences, such as:

<table>
<thead>
<tr>
<th>responsible</th>
<th>thoughtful</th>
<th>friendly</th>
<th>honest</th>
</tr>
</thead>
<tbody>
<tr>
<td>creative</td>
<td>secure</td>
<td>encourage</td>
<td>considerate</td>
</tr>
<tr>
<td>patient</td>
<td>loyal</td>
<td>optimistic</td>
<td>poise</td>
</tr>
<tr>
<td>efficient</td>
<td>flexible</td>
<td>helpful</td>
<td>imaginative</td>
</tr>
<tr>
<td>affectionate</td>
<td>persistence</td>
<td>empathetic</td>
<td>self-worth</td>
</tr>
<tr>
<td>humble</td>
<td>kindness</td>
<td>mature</td>
<td>polite</td>
</tr>
<tr>
<td>determined</td>
<td>kind</td>
<td>daring</td>
<td>courageous</td>
</tr>
<tr>
<td>proud</td>
<td>realistic</td>
<td>lovable</td>
<td>grateful</td>
</tr>
<tr>
<td>patriotic</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PROJECT OR CURRICULUM AREA PHOTOGRAPHS

Photographs may be used to illustrate highlights of the project/curriculum area. Photographs depicting special practices followed, year-to-year progress, or leadership activities provide excellent documentation of growth.

**NOTE:**
1. Four pages of photos will be allowed at District/State level.
2. “Action” photos provide more impressive documentation of 4-H activities. May also include honors and recognition received, if necessary to complete four pages.
3. For district and state level review color photocopies of personal photos may be submitted in place of actual photos. (Photocopies of newspaper pictures are not acceptable.)

Pictures should be securely mounted on 8 ½ x 11 inch paper on one side only with a brief caption explaining the picture. Four page maximum per book.

Exception: Communications/Expressive Arts applicants wishing to highlight their photography skills may include up to ten additional 8 ½ x 11 inch pages of selected pictures taken in 4-H Photography (for a total of 14 pages of pictures). Slides are not recommended, due to the fact that there will be no equipment for viewing. One or two exceptional photography will be more effective than several pages of slides. (If slides are submitted, plastic pages designed for slide storage may be used.) Clarifying photo captions are helpful.

*It is recommended in the presentation of photos (or in other sections) that nominees:*

**DO NOT** write on front of a photo.

**DO NOT** shingle pictures (where one photo must be lifted to see another). Photos may be trimmed.

**DO NOT** include new clippings or photographs taken from newspapers, magazines, ribbons earned, etc.