

WASHBURN COUNTY 4-H

# Record Book Guide

Everything you need to know to complete your record book



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## Purpose of Record Books

Record keeping is a skill for a lifetime. Many different areas of your life will require you to keep track of dates, costs, time, and much more. 4-H teaches lifelong skills and record keeping is one of them. The record book is the process used to teach this skill as you complete work in your chosen project areas.

The record book is also a permanent record of your 4-H experience and can be used in the future as you complete applications for jobs, scholarships, college, 4-H interviews, and much more. All the information you need will be in one place!

And it doesn't end there. The record book is an opportunity for you to reflect on the learning you did in your projects. You will be able to look back on your accomplishments or make plans for doing something differently in the future. You also get a chance to improve your communication skills. Using correct grammar, sentence structure, punctuation, and written language as a form of expression are all skills you need in order to be successful in life.

## Award Possibilities

Completing a record book allows you to be considered for various awards. Awards are given at Achievement Night in October. A committee of adult volunteers reviews the record books and determines awards.

Each member who completes and submits a record book will receive a small **monetary award**.

The member will receive a small **monetary award** for each project in the record book that is sufficiently recorded.

A **project award** is given to a member who excels in a project area and *exceptionally* documents that learning in the record book. A project award may not be given each year if no one has excelled. The criteria for project awards are given at the end of this guide. A sharing activity (reported in the sharing section of the project page) is required in order to be considered for a project award.

Members in grade 8 and older who participate in the 4-H Interview Process are eligible for **older member awards** if they also complete a record book. The criteria for these awards are given at the end of this guide.

A completed record book and participation in the 4-H Interview Process are required for older members to be considered for **award trips**.

## How Record Books are Judged

Record books are reviewed by your club leader and the awards committee. A form called **4-H Record Book Score Sheet** will be given to you to put in your record book as the first page. Please write your name, grade, and club on this form. You may use this form as a guide as you put your book together. This page is not to be tabbed.

The awards committee will write comments as they review your book. Refer to the previous section for awards given by this committee.

Your club leader will then review your book to determine if criteria was met. Based on the total criteria met and final rating, a ribbon sticker will be awarded to you by your club leader.

## Cloverbuds

Cloverbuds are not expected to complete a record book. If they choose, they may use the forms provided in their Cloverbud project folders or submit their own version of a record book. Cloverbuds who submit a book will receive special recognition and a gift from the awards committee on Achievement Night.

## Record Book Forms to Use

There are several forms that you need to use when completing your record book. These are provided to you by your club leader and are also available by calling the Extension Office or <http://washburn.uwex.edu/4h/forms.html>. They are:

- Title Page
- 4-H Activities Page
- My 4-H Year
- Parent/Guardian Comment
- Project Pages for your grade level
- Supplemental project pages as needed for specific projects

Other pages you will need to include are:

- Pages with pictures or drawings

## Title Page

The title page must include your photo, name, club name, number of years in 4-H, grade, and school. There is also room for you to add additional information about yourself if you choose.

## 4-H Activities Page

This page is to be used from year to year and is a progression of your involvement in projects and other activities. It should be completely filled out for all of your years in 4-H. If you are using the green record book cover, disregard the information on the inside front and back covers. That information is part of this page.

## My 4-H Year

This is a cover page provided to you. You need to provide the additional pages which tell the story of your 4-H year **beyond** what you did in your project work.

Use pictures, records, and stories to tell of **your** involvement in your club and at county, state, and national levels (State Fair, CWF, District Winter Camp, etc.)

Do not include pictures of your project work. Those pictures are to be included in the project section.

## Parent/Guardian Comment

There are two sections on this page.

1. The top of the page requires signatures of the member and the parent/guardian. This is a certification that the record book was completed by the member and not the parent/guardian. This section must be completed. The activity of completing the record book and recording learning is a process that benefits the member. The parent's role should be that of providing guidance during the process. Even though the parent may feel they themselves can do a nicer job on the book, please refrain from doing so. If there are circumstances in your family that may require the parent to have a greater part in order for the member to complete the record book, please contact the Extension Office.
2. The lower section is optional, however, parents/guardians should feel free to comment on their observations of their child's participation in 4-H during the past year.

## Project Pages

Members are encouraged to include in their record books all projects in which they were enrolled whether they completed the project or not.

A **project page** is a grouping of pages that include areas for the member to report on as they progress through and reflect on their project work. There is one project page for members in grades 3-7 and another for members in grades 8-13.

The project page includes sections for planning, summary of expenses and income, sharing, exhibit record, ways you received help, and reflecting. Depending on the particular project, an additional page is to be completed for other areas of important record keeping. Animal projects tend to have more record keeping for feeding, housing, breeding, medical records, etc.

**Planning.** This is where you identify your goals and what you want to learn or accomplish in the project this year. If you have been in the project for many years and feel that you have already learned it all, then it's time to take your project to a new level. What is a new twist you could do in your project? Perhaps you will plan to be a project leader and share your knowledge with younger members. Perhaps you will study a career related to your project. Perhaps there are state opportunities you can participate in. There is always something new to learn.

**Summary of expenses and income.** This is where you record the money spent and money received on your project work. Did you (or your parent) buy fabric? Feed? Glue? Yarn? What was the cost? Did you receive money by selling a product of your project? Did you receive a fair premium? These amounts are to be recorded.

**Sharing.** How did you share what you learned with others? Record demonstrations you did at your club, community service related to your project, talking to local clubs, helping other youth, Talent Explosion, district shows, State Fair, Clothing Revue, Foods Revue, etc. Sharing is required in order to be considered for a project award.

**Exhibit record.** This is where you record what you entered for this project in the Washburn County Junior Fair.

**Ways you received help.** Complete this section to identify the various ways you received support or obtained resources for learning about your project.

**Reflecting.** This is a very important section! The awards committee looks closely at this section as it makes project award selections. This is the area they look at for an outstanding project experience. But it is up to **you** to exceptionally document your project experience.

When reflecting, consider the things you wanted to “do and learn.” Use these questions provided on the form to guide your thinking as you reflect on the past year in your project.

Older members should be recording how they took on leadership roles in their project by helping younger members learn new skills. If you’ve been in the project for many years, what are you doing to continue learning new things?

This section should be more than a couple of sentences long. It should also be more than stating that you got a ribbon at the fair. Also, take time to be sure your spelling is correct.

### **Pictures or Drawings**

Project pages must be accompanied by a page or pages of **photographs or drawings** (if a photo is unavailable) of you working on your project during the year. Digital photos are acceptable. Any combination of digital or print photos may be used. All photos or drawings must be captioned.

Pictures/drawings should show you in action, your project work in various stages, and in final form. For example: you in the kitchen learning how to measure ingredients; you in the fabric store selecting fabric and notions; you in the field examining your crop for pests; you with your steer learning how to groom it for show.

Do not include ribbons, project literature, programs, news clippings, or other additional materials.

Project photos should not be part of “My 4-H Year.” Photos in that section relate to club, county, state, and national activities.

### **Tabs**

Your record book pages **must** be tabbed for each section. Tabs may be purchased or homemade using tape, paper, page dividers, etc.

Tabs should extend beyond the page edge. Use tabs for:

- Title Page
- 4-H Activities Page
- Each Project Page (ie, Dog, Beef, Vegetables)
- My 4-H Year

You don’t have to tab the 4-H Record Book Score Sheet, picture pages, or the Parent/Guardian Comment Page.

To identify your project pages, use the 4-H project name. (Dog, Beef, Corn, Arts & Crafts, Aerospace, etc.) **Do not** use the fair department or class where you may have entered a product of your project in the fair.

### **Sequence of Materials**

Here is an **example** of how items should be ordered in the record book:

- 4-H Record Book Score Sheet (*this page is not tabbed*)
- Title Page (*tabbed*)
- 4-H Activities Page (*tabbed*)
- “A” Project Page (*tabbed*) and “A” project pictures
- “B” Project Page (*tabbed*) and “B” project pictures
- “C” Project Page (*tabbed*) and “C” project pictures  
—repeat for each project
- My 4-H Year (*tabbed*)
- Parent/Guardian Comment (*this page is not tabbed*)

### **Record Book Covers**

You may use the green record book cover provided by the Extension Office or you may use your own cover (for example, a three-ring binder). If you use a cover other than the green record book cover, you must be sure your name is on the front of your cover.

## **Handwriting or Computer**

It is quite acceptable for your record book to be hand written. If you hand write, be sure to use the same writing tool throughout for consistency. Younger members are free to use a pencil.

Members in **grade 5 or older** have the option to use a computer to generate their record books. The Extension Office will provide record book pages on disk or by email to members requesting this option. Record book pages can also be accessed on the Washburn County 4-H website at <http://www.uwex.edu/ces/cty/washburn/4h/forms.html>. The Extension Office cannot provide technical support for computer compatibility.

Neither of these formats will be considered better than the other at time of judging. The content of the record book showing what the member learned is what is being judged.

However, regardless of which method you use, remember that neatness is important.

## **Timeline**

Members should begin working on their record books as soon as they begin working on their projects. In particular, the planning and goals should be done at the beginning. As you progress through your project work, keep notes on your experiences and don't forget to take pictures.

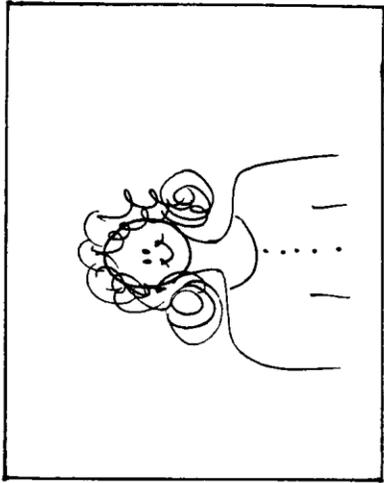
Your club leader will tell you when your record book needs to be turned in to her/him. Your club leader has to turn in all record books to the Extension Office by September 1.

## **Additional Resources**

Put this guide in a safe place. It will be very valuable to you as you work through the record book process.

For additional help, contact your club leader or a junior leader in your club or project. Your club leader also has a completed sample record book for you to look at.





**HELLO!**

My name is CHRISTINE CLOVER  
I am a member of the LUCKY CLOVERS 4-H Club.  
I have been in 4-H for 7 years. I completed grade 7 at  
4-LEAF MIDDLE School during this 4-H year.

Additional information about yourself may be added below.





## REFLECTING

What did you do in this project?

I attended project meetings, learned new things, and helped other members. I did a demonstration at my club meeting.

What did you learn in this project? What did you learn about yourself?

I learned how to make buttonholes and a cardigan sweater. It wasn't as easy as I thought it would be. I made mistakes and got frustrated. But I realized if I read the pattern better and paid attention to my stitches it would work out. I learned to be patient.

What did you like about this project? Why?

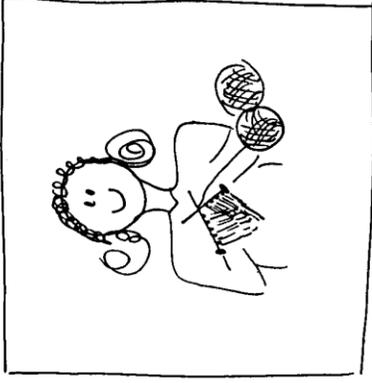
I liked going to the project meetings because it was fun to help the younger kids. I liked learning more about knitting because I can do more projects now.

What would you do differently in this project?

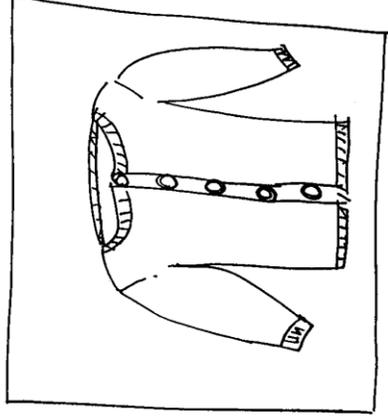
I would pay more attention to my pattern. I would pick different yarn for my afghan because it is itchy.

How can you use what you learned in other areas of your life?

I can teach other kids like my friends and sisters. I'll pay more attention to directions.



THIS IS ME  
KNITTING MY  
SWEATER.



HERE IS A PICTURE OF  
MY CARDIGAN SWEATER!



Project #207  
WJSC 207

# MY 4-H YEAR

This is the overall story of your 4-H year beyond what you did in your project work.

Include your involvement and activities in these areas as applicable:

Club

(not what your club did, but what you did in your club - how you contributed to the work of your club, how you were involved in your club's activities, etc.)

County

State

National

Use pictures and stories to tell what YOU did. (Do not include project pictures; they belong in the project section.)

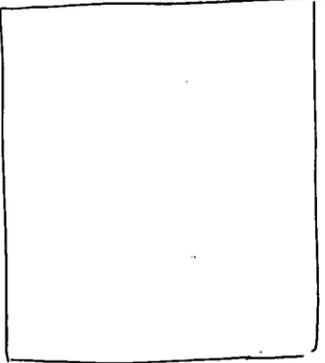
Pictures must be captioned.

Include this sheet in your record book as the cover page to your story.

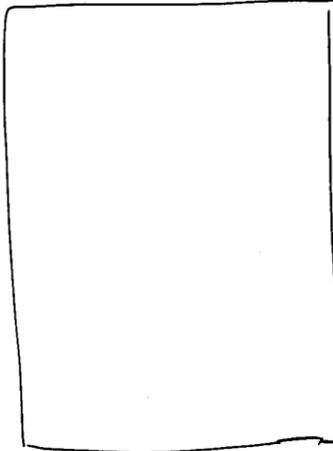
This section needs to be tabbed.

11/2001

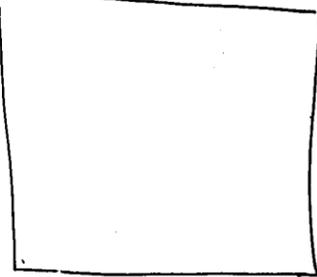
THIS IS A PICTURE OF ME DURING OUR VISIT TO THE NURSING HOME. I TALKED MOSTLY WITH MILDRED WHO TOLD ME ABOUT HER CHILDHOOD AND GROWING UP WITHOUT ALL THE THINGS THAT WE HAVE TODAY.



HERE I AM AT FAIR SET UP. THIS IS A GREAT WAY TO GET TO KNOW THE FAIRGROUNDS BEFORE THE FAIR.



HERE I AM DURING ROAD SIDE CLEAN-UP. BOY! THE DITCHES ARE SURE LITTERED AFTER THE SNOW MELTS! IT'S A GOOD THING THAT OUR CLUBS HELPS KEEP THE ROADS CLEAN.





PARENT/GUARDIAN COMMENT



Completion of this section is required.

I certify that this record book was completed in its entirety by this 4-H member. No part of this record book was completed by their parent/guardian.

Member Signature: <i>Christine Clover</i>	Date: <i>8-19-01</i>
Parent/Guardian Signature: <i>Mrs. Clover</i>	Date: <i>8-19-01</i>

Completion of this section is optional.

Parent/Guardian: Please comment on how you feel about your child's participation in 4-H this year.

*Christine had a great year in 4-H. She continued to grow and learn in her knitting project which she loves. She also enjoyed participating in the state arts camp and learned much more. She has been using her new skills in her club and in her school work.*

# AWARDS CRITERIA

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A **PROJECT AWARD** is given to a member who excels in a project area and exceptionally documents that learning in the record book. More than one award in a project may be given. A project award may not be given each year if no one has excelled. The award recipient is selected by the Awards Committee. The criteria for project awards is given below:

The 4-H member must:

1. be in 3<sup>rd</sup> grade or higher
2. be enrolled in the project for which the award is given
3. exhibit at the fair in the project area
4. attend project meetings if mandatory
5. show evidence of a learning experience
6. show leadership development in the project (if an older member)
7. complete and turn in a record book (must show "sharing" with others)

If Clothing project, must participate in Clothing Revue

If Foods and Nutrition Project, must participate in Foods Revue

The following is a list of the projects offered and for which an award may be given.

## **Special Projects**

Citizenship  
Service Learning  
Exploring  
International  
Self-Determined  
Youth Leadership

## **Animal Sciences**

Bantams  
Beef  
Cats  
Clothes Horse  
Dairy  
Dairy Goats  
Dogs  
Horseless Horse  
Horses  
Llama  
Meat Goats  
Model Horse  
Pets  
Pigeons  
Poultry  
Rabbits  
Sheep  
Swine  
Turkeys  
Veterinary Science  
Waterfowl

## **Plant & Soil Sciences**

Corn  
Flowers  
Forage  
Fruits  
Home Grounds  
House Plants  
Plant Crafts  
Small Grains  
Vegetables

## **Natural Resources & Environmental Education**

Adventures  
Air Pistol  
Archery  
Backpacking  
Canoeing  
Entomology  
Fishing  
Forestry  
Hunting  
Muzzleloading  
Exploring Your Environment  
Recycling  
Rifle  
Shotgun  
Water

Wildflowers  
Winter Travel

## **Mechanical Sciences**

Aerospace  
Bicycling  
Electricity  
Lego®  
Geospatial  
Robotics  
Scale Models  
Small Engines  
Tractors  
Woodworking

## **Family, Home & Health**

Cake Decorating  
Child Development  
Clothing  
Consumer Savvy  
Crocheting  
Entrepreneurship  
Foods & Nutrition  
Foods Preservation  
Health  
Home Environment  
Intergenerations  
Knitting  
Personal Finance  
Workforce Readiness

## **Arts &**

## **Communication**

Arts & Crafts  
Block Printing  
Clowning  
Communications  
Computers  
Creative Writing  
Drawing & Painting  
Folk Arts  
Latino Cultural Arts  
Leathercraft  
Metal Enameling  
Music  
Photography – Bret Labumbard  
Memorial  
Photography Award  
Posters  
Speaking  
Theatre Arts  
Videography  
Mary Sienko Memorial  
Communication Arts Award

### **AMBASSADOR SELECTION**

1. show evidence of leadership skills
2. show improved self-confidence
3. show willingness to interact with the general public
4. show willingness to make a commitment of time and energy
5. show knowledge of 4-H
6. must have been an active 4-H member for at least the past two years
7. must have been in Junior Leaders or Youth Leadership Project for one year
8. must turn in a record book
9. must participate in the 4-H interview process
10. re-enrollment form must be turned in on time
11. selected by 4-H Youth Development Educator and Awards Committee

An **AMBASSADOR AWARD** may be given provided an ambassador has met the criteria listed below:

1. attended 8 meetings
2. made 1 civic appearance
3. participated in 1 parade or dairy breakfast
4. did 2 radio PSAs or articles to the newspaper
5. made 1 club or school visit or contact
6. participated in 1 county-wide 4-H event
7. participated in 1 or more activity of choice
8. has shown growth in leadership, self-confidence, and communication skills

## **THE FOLLOWING AWARDS ARE GIVEN EACH YEAR**

### **OUTSTANDING OLDER MEMBER AWARD**

1. member must be 9<sup>th</sup> grade or higher
2. show growth and development in project area.
3. personal growth and development
4. develop and utilize their leadership skills
5. must participate in the 4-H interview process
6. must exhibit at the fair
7. completed record book to show the above
8. 4-H Awards Committee selects award recipient

### **ACHIEVEMENT AWARD**

1. member must have achieved in all projects taken
2. member must show steady growth in project work throughout 4-H career. Quality of work must not outweighed by number of projects.
3. member must excel in at least one project. Consistency in carrying one to three projects through most of one's career is important.
4. member should have a well-rounded program showing a variety of projects, activities, and interests.
5. leadership ability must be demonstrated in at least one project, preferably for more than one year
6. overall career performance of this member should excel that of other members.
7. **MUST BE A GRADUATING MEMBER**
8. 4-H Awards Committee selects award recipient

### **GRADUATING MEMBERS**

1. in 12<sup>th</sup> grade during 4-H year prior to achievement night
2. must have been an active 4-H member for at least 3 years
3. are recognized with a plaque at Achievement Night

### **WISCONSIN 4-H KEY AWARD**

This state-sponsored award recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the functions of their 4-H club and community.

1. member must be 9<sup>th</sup> grade or higher
2. must have completed THREE years of 4-H
3. must have completed ONE year of Youth Leadership
4. this award evaluates the candidate's TOTAL 4-H record including membership, activities, leadership, personal development and county 4-H and community involvement.
5. must participate in the 4-H interview process
6. must exhibit at the fair
7. completed record book to show the above
8. 4-H Awards Committee selects award recipient
9. Two awards may be given each year