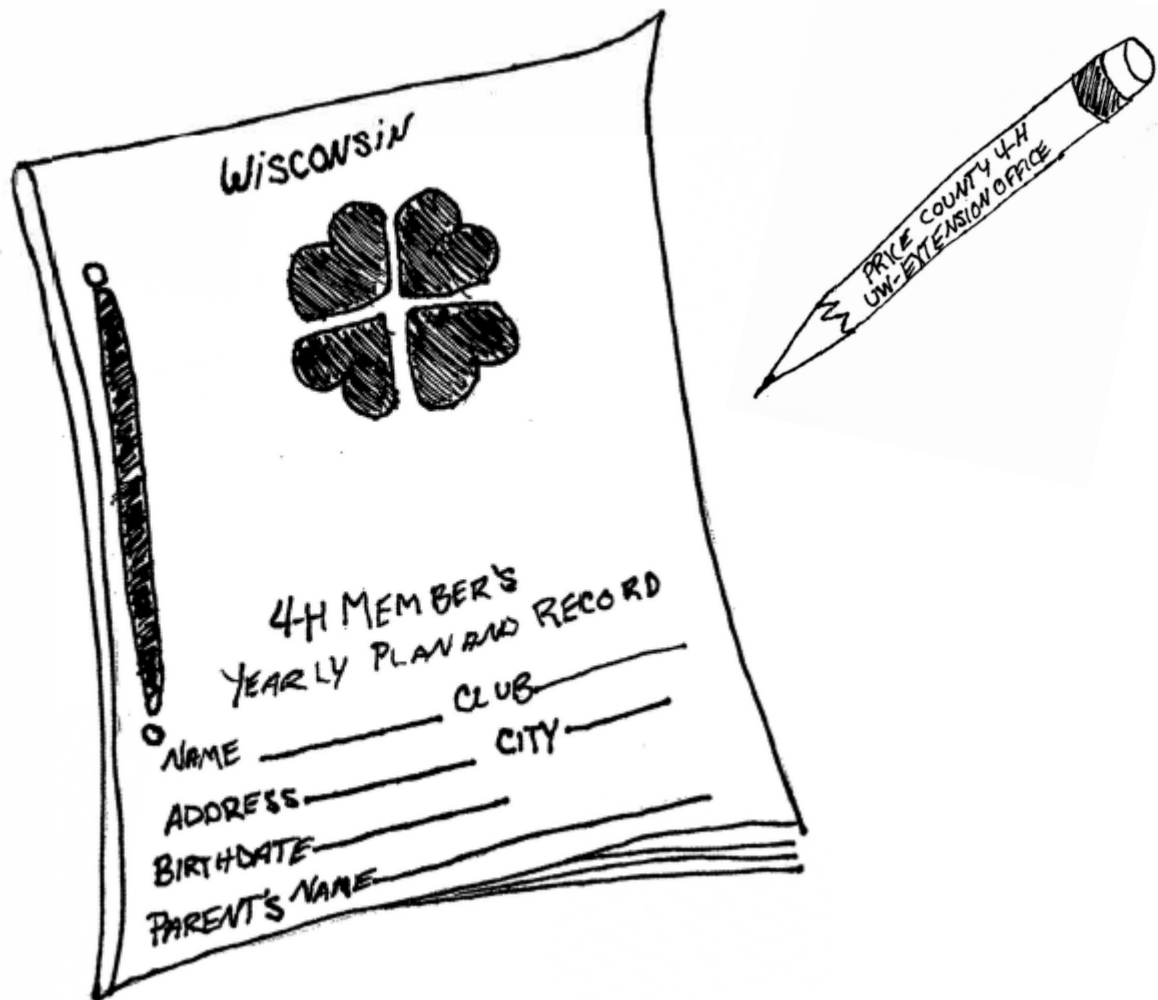


HELP HAS ARRIVED...



A GUIDE TO COMPLETING 4-H RECORD BOOKS

HELP HAS ARRIVED....COMPLETING 4-H RECORD BOOKS

WHY DO WE DO 4-H RECORD BOOKS?

- To develop life skills in communication. Members are asked to write goals, report progress and achievement.
- To practice reflecting on experiences and applying what was learned to future project work and everyday life. Recognize with pride one's accomplishments.
- To practice responsibility in completing all aspects of member expectations by the year-end deadline.
- To serve as a means of determining project recognition and awards for individual members at the county level.

Cloverbuds- Complete the Cloverbud book. Do not have them do any part of the green record book. They do not receive county project awards for anything other than Cloverbuds.

Wisconsin 4-H Green Record book... is expected to be filled out by all members grades 3 and up and is necessary to qualify for county project awards. Members are expected to complete a project report and financial record for each project they have enrolled in. An example of a record book and how to fill it out follows.

HOW IS PROJECT AWARD RECOGNITION DETERMINED?

Each club will establish a volunteer record book review team. Plan to identify these volunteers by the end of August. These people will review books turned in by club members and score the contents using the score sheet on the next page. Results will be reported to the UW-Extension Office in September. A score of 75 points or more (book and project) will earn achievement in that project.

SPECIAL NOTES: Many youth confuse fair entries with what they actually took as projects. If they did not enroll in a project in the fall and decided to exhibit in that area at the County Fair, they are not eligible for a county project award in that area.

If a child enrolls in a project but later decides to drop it or decides later to add a project, they can do so by calling the UW-Extension Office and speak to the secretary in charge of 4-H.

RECORD BOOK SCORE SHEET

This scoresheet lists points to be earned in the record book evaluation process. Volunteers will use this sheet when evaluating books in your club. All record book pages and "Help Has Arrived: Guide to Completing the 4-H Record Book" are available at the 4-H Office or go online to download them. You may computer generate your 4-H records as long as you use the same format as the original pages. This scoresheet is only used for evaluating members in grades 3 and over who do the green book.

MEMBERS NAME _____

	Possible Points	Points Awarded
Green Record Book Covers (Fill out front cover)	0	
Picture Page (Completely filled out)	0-1	
Table of Contents (Number all pages, in order listed in the handbook, group material from each project together)	0-3	
4-H Member Summary Page (List project, etc. here)	0-5	
Club/Project Participation Record and Youth Leader Participation Record	0-15	
County, District, State and National Activity Record	0-5	
My 4-H Story	0-10	
Non 4-H Activities	0-2	
Knowledge & Skills I Gained (Deduct 1 point if parent comment is missing.)	0-4	
TOTAL (Minimum 35 points have to be eligible for project awards)	45	

List project name – 1 per column										
Project Plan and Evaluation										
Project goals for year, 0-10 points										
Accomplishments/Progress in Project, 0-20 points										
Project Exhibit Record, 0-5 points										
Pictures, etc. added, 0-15 points										
Project Financial Record										
Possible Points 0-10										
A minimum of 40 project record points + 35 points on the top are required for a project award = 75>										
TOTAL										

Revised 1/2018

A STEP BY STEP GUIDE FOR PREPARING THE PRICE COUNTY 4-H RECORD BOOK

****All of these materials come with your literature order and are available at the 4-H Office or you may download them from the website****

RECORD BOOK TIME LINE	
September-October	Complete 4-H enrollment, select projects. Note: Enroll only in projects that you will study in depth and complete a record book on. You still can enter anywhere in the Jr. Division for fair.
December – January	Receive new record book materials. Fill in my activity plan and goals.
Ongoing	Complete your club participation summary month by month. Make notes of special project activities. Take pictures of yourself in action!
August	Complete your book as soon as fair is over. Turn them in to your general leader.
September	Record book scoresheets are due in the 4-H Office in October. Your club evaluates your work for County Project Awards.

CLOVERBUDS

Our younger members, grades K-2, enrolled as Cloverbuds, fill out a shorter version of 4-H records geared to their age and ability. Each Cloverbud should receive a Cloverbud Activity Book at the beginning of the 4-H year. Completed fbooks should be turned in to the club leaders by the date specified in September.

ALL OTHER MEMBERS ORDER OF CONTENTS FOR YOUR RECORD BOOK

1. **Green covers**. Be sure to fill in information on the front. A black permanent Sharpie marker will work best. Save the covers and use them every year. Keep old records in a safe place at home for future Portfolio reference.
2. **Picture Page**. A school picture or snapshot will do. We don't always recognize you by name so a picture helps. It's also a nice keepsake for you. You'll enjoy seeing how you looked years back!
3. **Table of Contents**. Complete your entire book; then number all the pages. Now complete your table of contents. This helps others find information in your book quickly, i.e. "4-H Rabbit Project Plan and Evaluation...pg.6-8."

4. **4-H Member Summary Page.** A listing of projects enrolled in, offices held and committee served on.
5. **Club & Project Participation Record.** This is a month by month record of what you and your club have done. Note any talks, demonstrations, activities, or committees you served on or committee meetings you may have attended during the month. If you are a 4-H Youth leader you will want to record those activities here as well.
6. **My 4-H Activity Program.** Go through the list and check all activities you have to take part in this year. As you complete activities, fill in the date completed.
7. **My 4-H Story.** Tell what activities you completed as a club member this year. Include community service projects, promotions, recreational activities, and special county events you may have participated in. If you have photos that help tell the story, add a page here. No project reports here please!
8. **Non 4-H Activities.** List those things done outside of 4-H. This could be church (Sunday School, confirmation, acolyte, usher, choir); school (sports, class projects, extracurricular activities); other community groups (Scouts, youth groups, charities).
9. **4-H Project Plan and Evaluation.** Complete a form for each project you are enrolled in. ***Goal*** – what do you expect to learn or accomplish this year. ***Progress made*** – tell about your activities in the project, daily responsibilities, skills learned and overall worth of the project to you. Attach pictures or sketches of work or activities in the project and list what was exhibited at a fair. If you run out of room, additional pages can be added here. No ribbons, programs or certificates please! Clippings are fine as long as you appear in them.
10. **Financial Record.** Complete a form for each project you enrolled in. Complete directions are in this handout by the Financial Report example. Effective Fall 2010 – 4-H Market Animal Management Records may be used in place of the 4-H Financial Report.
11. **Knowledge & Skills I Gained.** Go through the list of questions and check how you did. Your parents and leaders should comment of your efforts in 4-H this past year.



HELLO!

I am _____ of the _____
4-H club.

I am _____ years old and in the _____ grade.

TABLE OF CONTENTS

[illegible]



4-H MEMBER SUMMARY PAGE



Below are the 4-H projects I enrolled in for the year _____.

Project name	Year in Project	(✓) Provided Leadership in Project

Offices I have held in my 4-H club or 4-H Youth Leaders this year were:


___ (✓) I did not hold a 4-H Office this year.

Committees I served on or things I helped with were:

___ (✓) I was not able to serve on a committee or provide help.

MY 4-H CLUB AND PROJECT PARTICIPATION RECORD

Club or Project Meeting Involvement (note which activities you did at the meeting or in your projects). The new 4-H year begins after the fair.

MONTH	ACTIVITY (i.e. led pledge, demonstration, activity)	YOUTH LEADER ACTIVITY (Only for members age 12 & over)
September 		
October		
November		
December		
January		
February		

MONTH	ACTIVITY (i.e. led pledge, demonstration, activity)	YOUTH LEADER ACTIVITY (Only for members age 12 & over)
March		
April		
May		
June		
July		
August		

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MONTH	ACTIVITY (i.e. led pledge, demonstration, activity)
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April	
May	
June	
July	
August	

MY 4-H ACTIVITY PROGRAM FOR _____

	X PLANNED	DATE COMPLETED
CLUB ACTIVITIES		
Demonstrations/Talks		
Judging		
Recreation		
Music		
Drama		
Conservation		
Health		
Safety		
Community Service		
Club Tours		
Picnic		
Other		
COUNTY ACTIVITIES		
Demonstrations		
Speaking		
Music		
Drama		
Clothing Revue		
Foods Revue		
County Camp or Day Camp		
Fair		
Dairy Bar/Dining Hall Worker		
Members Evaluation and Interview		
Achievement Day		
Other		
DISTRICT, STATE, NATIONAL		
District Winter Camp		
State Fair Demonstrations		
State Fair Clothing Revue		
State Fair Exhibitor		
State Fair Promo Center/Action Booth		
State 4-H Youth Conference		
State Showcase Singers		
State Drama Company		
State Art Team		
Citizenship Washington Focus		
Other		
Other		

*Describe activities noted as "Other" in the space provided.

MY 4-H STORY

Tell what activities you completed as a member this year. Include community service projects, or special committees you served on in your story.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NON 4-H ACTIVITIES

List what school, church, or any other non 4-H activities you were involved in this year.

*Add pages for pictures, clippings, and sketches.

FOR MY _____ PROJECT

Goal for this year:

Progress I have made toward accomplishing my goal: (Tell about your responsibilities in this project, skills you learned and activities you were involved in. Worth of a project cannot always be measured in dollars. Tell what made this project worthwhile for you.)

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Exhibit Record

What was Shown

Placing

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Add pages for pictures, clippings and sketches.

FINANCIAL REPORT FOR _____ PROJECT

INCOME and EXPENSES			
DATE	DESCRIPTION	Income	Expense
TOTALS			

[illegible]

Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

☐ I learned or improved

Personal Skills

- ☐ To set goals for myself
- ☐ How to organize myself
- ☐ How to finish something I started
- ☐ How to pay attention to instructions
- ☐ To feel good about myself
- ☐ Knowledge of my project
- ☐ To be proud of my accomplishments
- ☐ To make something with my hands
- ☐ To follow directions
- ☐ To try something new
- ☐ To accept change
- ☐ How to keep records of important information in my project
- ☐ To take responsibility for my own words and actions
- ☐ What is important to me
- ☐ What I am interested in
- ☐ How to get more information about something I am interested in
- ☐ How to satisfy my curiosity about a new subject
- ☐ To deal with winning and losing gracefully
- ☐ How to be careful and practice safety
- ☐ To explore a career interest
- ☐ How to make wise choices and decisions
- ☐ New words and how to use them
- ☐ How different things relate to each other
- ☐ To appreciate my cultural heritage
- ☐ To keep track of finances

Working with other people

- ☐ How to listen to other people
- ☐ Parliamentary procedure
- ☐ How to lead others
- ☐ How to solve problems
- ☐ How to run a business meeting
- ☐ How to participate in a business meeting
- ☐ How to work with adults
- ☐ How to give a public presentation
- ☐ To feel comfortable speaking in front of a group
- ☐ How to help others succeed
- ☐ To understand my strengths and weaknesses
- ☐ To make new friends
- ☐ How to get along with other kids
- ☐ To accept people who are different from me
- ☐ How to work on a committee
- ☐ How to work with the club to complete a community service project
- ☐ How to give the 4-H Pledge
- ☐ How to work with other kids
- ☐ To respect someone else's feelings

Feel free to add any other items not listed above in the space below.

- ☐ _____
- ☐ _____

Some goals to work on next year are:

Leader Comments:

Leader Signature

Parent Comments:

In overall effort, I feel my child:

Parent Signature