

4-H RECORD BOOK INSTRUCTIONS

A 4-H Record Book is a summary of the member's activities and projects. Your 4-H Record Book should be accurate, complete, and well organized, using the county formatted 4-H Record Book pages. This sheet is meant to help you correctly complete and organize your 4-H Record Book based on county 4-H recommendations. Parents may help their child but 4-H'ers should do their own record book. Using a 3-ring binder or a hard cover memory book to present your record book for evaluation is suggested.

Use this link <http://chippewa.uwex.edu/4-H-youth-development/record-books/> to access the county formatted record book pages you can save on your computer, type over with your information, and save again.

A SAMPLE CORRECTLY COMPLETED RECORD BOOK IS ALSO ACCESSIBLE THROUGH THIS LINK.

PURPOSE OF RECORD BOOKS

Record keeping is an important part of everyday life. It helps develop organizational and analytical skills regarding cost, time, commitment, getting along with others, and feelings. Completing a record book helps you prepare for filling out job applications, where any blank line can cost you the job. Your completed record book says: I am somebody; I am important; I have something to say; I have accomplished something. The Chippewa County Leaders Council requires that ALL 4-Hers complete a record book for membership achievement, with the exception of Cloverbuds.

DO NOT INCLUDE THE FOLLOWING ITEMS IN YOUR 4-H RECORD BOOK - PUT THEM IN YOUR 4-H MEMORY BOOK:

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| 1) Ribbons (include photographs of ribbons instead) | 2) Camp name tags, fair entry tags, etc. |
| 3) Pamphlets, buttons, and arm bands from trips, etc. | 4) Letter (more than one) on the same topic, etc. |
| 5) Letters that do not include your name | 6) <u>Bulky</u> or odd-sized materials, etc. |
| 7) The entire music or drama festival booklet, scripts, or camp booklets | 8) Other less important materials |
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ORDER OF RECORD BOOK

Record book pages should be arranged in the exact order listed in these instructions.

Make every effort to use correct COLOR paper, specified under each section.

NEATNESS, AND OVERALL APPEARANCE

On county formatted pages and Record Book covers the same colored ink OR pencil (not both) must be used. It is acceptable if some pages are hand written and others are typed. Do your best to write neatly and spell correctly. Your book has a "complete" look when you fill in all blanks, have captions for each photograph, and have neat divider sheets for activity section, each project, and before your 4-H story. No material should be placed on the back side of county formatted pages, however project support material, i.e. photographs and newspaper clippings may be placed back to back.

INSIDE FRONT COVER:

List year across top, projects on left (one per line). Check projects taken for the year. Each project should be listed only once with X's in the column for the year(s) taken. If you fill up your covers, include both the old and new covers rather than transferring all information. Include ALL projects taken in 4-H including CLOVERBUD years, regardless of the county or club you have belonged to. The number of years on the front cover should match the number of years on your Title Page.

TITLE PAGE:

Place a photograph of yourself on the Title Page. Include the following information:

- Name
- Full address (including town, state, and zip code)
- Age & Grade (as of January 1 of the current 4-H year)
- Name of 4-H Club
- Years of 4-H (ending Aug. 31 of current year)

RECORD REVIEW: (BLUE PAGE)

Make sure all blanks are filled. Members often miss filling in the year or project they would like to have considered for a medallion. Have parents write comments and sign their names. Place record review sheet directly behind the title page.

DIVIDER SHEET FOR ACTIVITIES:

Include an activity divider sheet which should be the first divider sheet in your record book; place it right behind the Record Review Sheet.

4-H ACTIVITY RECORD:
(GREEN PAGE)

Make sure all blanks are filled, including the year. Circle activity choices. Include directly behind activity record sheet at least one supportive material:

- 1) Photographs of activities - mount photographs neatly and securely. Near photograph(s) include a caption; and/or
- 2) News clippings about activities - with your name, club and/or activity highlighted; and/or
- 3) Only important letters - with member 's name and activity highlighted.
- 4) Club invitations - with a personal caption like, "I attended the ..." or "Our invitation to ..."
- 5) Photographs of ribbons and/or activities; examples: 4-H festivals and other events.
- 6) Certificates earned in 4-H activities.
- 7) One page from a program or booklet with your name highlighted.

DIVIDER SHEET: Begin with a divider sheet before each project. A separate divider sheet labeled Projects is not necessary. **ALL PROJECTS MUST BE IN ALPHABETICAL ORDER.**

PROJECT WORKSHEET:
(YELLOW PAGE)
ONE PER PROJECT - PLEASE PUT YOUR PROJECTS IN ALPHABETICAL ORDER

- 1) Project Worksheet - should be informative and complete. Complete each blank/box. Circle all sources of help. It is the member 's responsibility to obtain signatures before turning in record book.
- 2) Demonstrations show how to do something. It is not showing on tour or showing what you made for each project. Demonstrations must be done in every project except youth leadership.
- 3) For Dairy - Place Dairy Lifetime Record Sheet (white sheet) directly behind Dairy Project Worksheet. **BE SURE TO SHOW ANIMAL MARKINGS, TOTAL VIEWS (3)** and complete animal health and breeding records as appropriate and have parent and member sign on the back.
- 4) For Livestock - Place your copy of the 4-H/FFA Quality Animal Program Entry Form directly behind the Livestock Project Worksheet. (Pink for Swine, Blue for Beef and Yellow for Sheep). Be sure signatures are included.
- 5) For Shooting Sports – List "Weekly Scores", competitions you participated in or NRA Qualification level achieved in the items exhibited area.

FINANCIAL RECORD:
(PINK PAGE)

One Financial Record Page is required for each project except Exploring and Youth Leadership. **BE SURE TO FILL IN THE SECOND LINE WITH THE # OF ANIMALS OR USE NONE, NA, OR 0, AND ALSO CIRCLE THE YES OR NO ON THE FOURTH LINE.** The financial record should be **REALISTIC**, complete with correct math. Although the parent may pay expenses or you use supplies on hand at home, it is important for members to learn to estimate how much a project costs to make or raise. Animal projects **MUST** include feed estimates for expenses. For Livestock – Place your copy of the 4-H/FFA Quality Meat Animal Project Costs Form (White Sheet) directly behind the Financial Record Page. All signatures **MUST** be included.

PROJECT SUPPORT MATERIAL:

Include at least one photograph per project, including Youth Leadership. Near photograph(s), include a caption. If available, include news clippings. Place project photographs and clippings directly behind project Financial Record Page, if none, state the reason why: ex. broken camera, spoiled/blurred/damaged photo, etc. "No photo taken/available" is not acceptable.

IF YOU HAVE ADDITIONAL PROJECTS: Place a new divider sheet and repeat the above process with the next project worksheet, financial record and support material related to that project.

YOUTH LEADERSHIP:
(WHITE PAGE)

Youth Leadership is the last project before your 4-H story. Place the white sheet entitled "My Youth Leadership Responsibility Worksheet", for every 4-H leadership project and experience you choose, (ie. officer position, project leadership, county leadership, etc.) directly behind your divider sheet and followed by at least one photograph per worksheet completed. The advisor/adult project leader's signature **MUST** be included. No financial record page is needed for YL.

STORY DIVIDER SHEET: Place a divider sheet before the 4-H story. County formatted pages must be present.

4-H STORY: [Last page(s) in record book] Tell about your 4-H year. Be creative. Feel free to express your feelings.

INSIDE BACK COVER: Use one line per year. Fill in completely. If not applicable, use a dash or write NONE or NA. List all activities you took part in, such as tours, trips, dairy poster contests, etc. If you do not have enough room, list activities you feel are more important. List the rest with your activities section. If you fill up your covers, include both the old and new covers rather than transferring all information.

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