

RECORD BOOK GUIDELINES 2017

RECORD BOOKS ALLOW YOU TO KEEP TRACK OF YOUR LEARNING AND GROWTH. RECORD KEEPING IS A LIFE SKILL YOU WILL ALWAYS USE. REMEMBER TO BE ACCURATE, CLEAR, AND TO DO YOUR OWN WORK.

GENERAL GUIDELINES

- A. Be neat. Print, write, or type your own Record Book.
- B. Use **labeled, visible tabs** to separate each section of your Record Book.
(See numbers 4-7 below)
- C. Include only information from this year. Please limit non 4-H related materials. Old Record Book sheets should be kept for reference when applying for trips or awards later.
- D. You may use any paper (8 1/2 X 11 maximum) that fits neatly in the binder.
- E. Emphasize goals, skills learned, and responsibilities.
- F. **Do not include items such as ribbons, exhibitor tags, project literature, program booklets, agendas, etc.**
- G. Record Books must be entirely the work of the member.
- H. Most importantly, HAVE FUN with the Book as it is your way to share and remember your experiences of 4-H this year.
- I. This "Record Book Guidelines" sheet is for reference only and does not need to be included in your record book.



Remember!

All members are required to

complete a Record Book to achieve at the club level!

In order to be eligible for a county award, a member must have:

- Completed the Record Book using correct project sheets and forms
- Exhibited at the County Fair in the project being considered for an award, and...
- Participated in two club and two county programs/activities.

RECORD BOOK SEQUENCE: Assemble your record book with the sections in this order.

1. RECORD BOOK BINDER (GREEN)

New members will receive a green record book binder from their general leader. If you need a new binder, one can be purchased for \$2 from the UW-Extension Office.

2. PROJECT SUMMARY SHEET

Use one column per year. Include all projects in which you are enrolled. This is updated annually.

3. INTRODUCTION

Complete 4-H Introduction Page.

4. ACTIVITY PROGRAM FORM (Use labeled, visible tabs)

This is a listing of everything you have done during this year in 4-H. Following the Activity Form, include pictures (with captions), clippings, drawings, and descriptions to show your involvement. (Be selective – it is not to be a scrapbook).

5. PROJECT PLAN AND RECORD (Please use a separate tab labeled for each project)

Complete a Project Sheet for each project in which you are enrolled including information for every blank on the form. This includes projects not exhibited at Fair. Write a goal or description of what you hope to learn. Include accurate financial information, if applicable, estimating the cost of items found in your home. Describe your major accomplishments and challenges. Photos, newspaper clippings, drawings, or other information describing your project involvement throughout the year should be included after your project sheet. Please include captions that describe what is happening in your photos or drawings. Be thorough when completing the 4-H project experience section and respond to all of the prompts listed.

You must use the most recent version of the project sheet for each project. ***If you use an outdated version of the project sheet, you will not be considered for a county project award.*** If you complete your record book using a computer, be sure to download the most current version of all record book forms from <http://washington.uwex.edu/4-h-youth-development/>.

6. TELLING MY 4-H STORY (Use tab)

This is a summary of your year's experience. The goal of the 4-H Story is to reflect on your 4-H experience this year and to identify ways in which it has affected your life.

7. PARENT & PROJECT LEADER COMMENT PAGE (Use tab)

Ask your Project Leaders and parents to write a brief comment about your growth.

8. 4-H RECORD BOOK SEALS PAGE

Keep in your Record Book each year.

WHICH FORM SHOULD I USE?

Use the list below to determine which form you must use to complete your 4-H Record Book. *You must use the correct form in order to be considered for a county project award.* Note the year listed after the project title. This is the year the project sheet was last updated. Check to make sure that you are using the project sheet with the correct date in the bottom right corner.

INDIVIDUAL 4-H PROJECT SHEETS

Also available online at: <http://washington.uwex.edu>. Click on "4-H Projects/Record Book" from the drop-down menu.

The following Projects will have individual Project Sheets.

.22 Rifle '16	Clothing '13	Fishing '13	Horseless Horse '13	Pets '13	*Swine '13
Air Rifle '16	Clowning '13	Flowers '13	Horse Model '13	Photography '13	Theatre Arts '13
Archery '16	Crocheting '13	Foods '13	House Plants '13	Poultry '13	Vegetables '13
*Arts '16	Crops '13	Food Preservation '13	Knitting '15	Rabbit '13	Wildlife Habitat '16
*Beef '13	Dairy '16	Forestry '16	Llama/Alpaca '13	Robotics '13	Woodworking '13
Cake Decorating '13	Dog '13	Goat '13	Model Rocketry '13	Scrapbooking '13	Wool Spinning '13
Cats '13	Electricity '13	Home Environment '13	Music '13	*Sheep '13	Youth Leadership '15
Child Development '13	Exploring '15	Horse '13	Muzzleloading '16	Shotgun '16	

There is a Cloverbud Record Sheet and 4-H Story

*The Arts project sheet should be used for Arts & Crafts, Basketry, Ceramics, Creative Stitchery, Drawing & Painting, and Leathercraft. You should complete a separate project sheet for each one of these arts projects in which you are enrolled.

*There will not be separate Record Sheets for beef, sheep, and swine breeding and market animals. All market/breeding animal Record Sheets will be distributed at weigh-in and are also available at the UW-Extension Office or on the website.

PROJECTS USING THE MPE PROJECT PLAN & RECORD SHEET

For the projects listed below, use a standardized form, the MPE Project Plan and Record Sheet, updated 9/14.

Adventures	Consumer Savvy	Plant Crafts	Tractors
Bees	Creative Writing	Quilting	Veterinary Science
Bicycling	Entomology	Recycling	Videography
Birds	Exploring Your Environment	Scale Models	Water
Cavies	Fruits	Self-Determined	Wildflowers
Citizenship	Health	Service Learning	Winter Travel
Communications	Horse Clothes	Small Engines	
Computers	International	Speaking	

FOR COUNTY USE ONLY

Reviewer Initials: _____

Points _____

COUNTY 4-H PROJECT AWARD SCORE SHEET

YES _____ NO _____

Yrs. in

Name _____ Grade _____ Project _____ Project _____

Used correct project sheet. _____ Yes _____ No, Not Eligible

Records need to be filled out completely to be considered for a county project award.

This includes project meeting attendance, financial records, experiences, etc. _____ Yes _____ No, Not Eligible

Must have participated in 2 club and 2 county activities
(not necessarily project related) _____ Yes _____ No, Not Eligible

Comments:

Exhibited at Co. Fair in project _____ Yes _____ No, Not Eligible

	0 points	1 point		Points Awarded
PRESENTATION OF PROJECT SHEET <i>(max 1 point)</i>	Illegible	Readable; neatly typed or written		

	0 points	1 point	2 points	Points Awarded
GOALS <i>(max 2 points)</i>	Goals are vague or say nothing specific to the project area.	The goal pertains to the project area	The goal is specific; member states 1 or 2 things they want to learn.	

	0 points	1 point	2 points	Points Awarded
PROJECT EXPERIENCES				
Attended project meetings (club or county) or self-directed projects <i>(max 2 points)</i>	Attended less than 50% of club or county level project meetings OR Did no self-guided work in the project.	Attended 50% of club or county level project meetings. OR For self-guided projects: Member only did minimal work in the project.	Attended more than 50% of club or county level project meetings. OR For self-guided projects: Member did significant work in the project.	
Attended county/state workshops or livestock educational workshops, and/or non 4-H workshops/activities/tours <i>(Note: County project meetings do not count toward points in this category.)</i> <i>(max 2 points)</i>	Attended no activities related to project.	Attended 1 activity related to project.	Attended 2 or more activities related to project.	
Learned new skills <i>(max 2 points)</i>	There is no mention of skills learned in the project.	Specifically stated skill/s learned.	Specifically stated what skills were learned and how they were applied.	
Gave a demonstration or illustrated talk in the project <i>(max 2 points)</i>	Gave 0 demonstrations or illustrated talks.	Gave 1 project related demonstration or illustrated talk.	Gave 2 or more project related demonstrations or illustrated talks.	

PROJECT EXPERIENCES (cont.)	0 points	1 point	2 points	Points Awarded
Included photos, clippings, or drawings to show project work* (max 2 points)	No photos, clippings, or drawings are included.	Photos, clippings, and/or drawings are included.	Photos, clippings, and/or drawings are included from throughout the project process.	

**Drawings/sketches are sufficient if printed photos are not included.*

ACCOMPLISHMENTS	0 points	1 point	2 points	Points Awarded
Met your goals (max 2 points)	Only says that goals are met or not met, with no clarification of which goals were met/not met or how.	1 clear sentence explaining how they met or did not meet goals.	More than 1 clear sentence explaining how they met or did not meet goals.	
Project challenges (max 2 points)	Did not mention any problem/s or challenge/s encountered in the project.	Describes problem/s or challenge/s encountered.	Describes problem/s or challenge/s encountered and explains how they overcame the problem/challenge.	

PROJECT RELATED LEADERSHIP	0 points	1 point	2 points	Points Awarded
Showed leadership in project (level of involvement) (max 2 points)	Showed no leadership.	Led or assisted with at least one project meeting or mentored another youth.	Led or assisted with two or more project meetings.	
Taught hands-on, project-related activity at community program. Example venues include Action Center, Open House, Celebrate Families, camp, summer parks programs, nursing home visit, etc. (max 2 points)	Taught no activities.	Taught at least one activity.	Taught two or more activities.	

Comments:

GRAND TOTAL _____

3rd - 6th grade – Minimum of 11 points to be considered for County Project Award (21 points maximum)
 7th grade and up – Minimum of 14 points to be considered for County Project Award (21 points maximum)
Half points may not be used.