

 **Trempealeau County Record Book Guidelines**



**Purpose**

* The purpose of a record book is to tell what you did in 4-H this year. (Sept. 1st to Aug. 31st)
* Strive for an overall storytelling effect. How well does your record books combination of goals, learning experiences, accomplishments, teaching experiences, pictures, clippings, and activities report your 4-H story?
* To help the 4-H’er learn how important record keeping is in everyday life and their future.
* To help the 4-H’er develop a good habit of record keeping.
* To create a memory book of all their involvements, accomplishments and knowledge gained through 4-H!

**Requirements**

***All members in grades K-13 should complete a record book following these guidelines….***

* White paper should be used to print formatted pages. Forms are available on the website.
* All age-appropriate forms should be as complete as possible. It is suggested that members put “n/a” in spaces that do not apply to them. Please do not just leave things blank-it looks incomplete.

**Format & Content**

***Record Books should be assembled in the following order…***

* + - **Cover Page**
			* + Use the template that is available online
				+ Award ***Project Names*** are listed on the next page (i.e. Sheep, Dairy, Theatre Arts, Woodworking)
* **Yearly Plan & Record**
	+ - **Introduction Page**
* Picture of Member
* Member Information (name, age, grade, club, # of years in 4-H, parents names, school attended, etc.)
* Small Paragraph highlighting what they are most proud this past year (something learned, new projects tried, an accomplishment, etc.)

There is no form but please complete items listed above. Get creative!!

* + - **4-H Participation** (include all Club, County, District, State, National & International activities attended)
		- **Other Activities and Achievements** (i.e. Sports, Other Organizations, Responsibilities outside of 4-H)
		- **4-H Award Project Financial Summary (Animal or Non-Animal)**

**Required on Award Project Only**

**- *3rd & 4th Graders are not required to fill out the 4-H Award Project Financial Summary***

* **Award Project Reflection**
	+ - **Additional 4-H Projects**
			* + This form must be completed for all other 4-H Projects & Events participated in. *(see Award Project list)*
		- **My 4-H Story**

- Write a Month by Month summary of your 4-H Involvements (i.e. Club Meetings, Activities, Events, Community Service, Project Work, etc).

* + - **Pictures, Clippings, Ribbons & Supporting Documents** (these pages are highly encouraged)
			* + Unlimited pages may be used for pictures, ribbons, new clippings, or other supporting documents.
				+ Please make sure pictures and pages are telling a story of different things.
				+ Please try to keep all items fitting within the pages of the record book.
				+ Captions and labels should be added to all items to increase the value of this section

**Judging**

* **Judging will be done on the County Level.** (see attached Record Book Evaluation Form)
	+ - * **Awards/Achievements Given: Outstanding Record Book & Outstanding Award Project.**

**Suggestions, Tips, Suggestion, and Hints**

* 3-ring binders are recommended for Record Books. Members may reuse “4-H Record Book Covers” but should replace them or convert to a Binder once they become worn. Sheet protectors are not required but may help preserve the quality of your pages.
* Be sure to read and follow the directions on each form.
* Remember, ***EFFORT*** and ***NEATNESS*** counts! Members may type or print on all Forms and Pages.
* Pages are available in both Microsoft Word and PDF format. The MS Word Format will allow members to edit the pages on their own computers if they have the software on their computers. PDF files allow members to print the copies and write on them with pen or pencil. You may need to download a free copy of Adobe PDF Viewer to take advantage of this format. Information is available online.
* Start your book early. Don’t wait until the last minute! It will be a better record book and less stressful!
* Encourage an older youth and/or parent from your Club to be designated as your “Record Book Resource” person, so members have leadership they can go to for help, to answer questions, and receive advice.
* **Your Clubs may have their own criteria and expectations on Record Book completion so be sure to check with your Club Leader to make sure you have met the requirements for your Club.**

**Where can I get Record Book Pages?**

* Hard copies are available at the Extension Office
* Record Book pages can be downloaded from the website at <http://www.uwex.edu/ces/cty/trempealeau/4h/index.html>
* Michelle can email a copy to you. Please email your request to michellero@tremplocounty.com

*Modified and changes accepted by the Trempealeau County Leaders Board 03/23/2015*

**Project Categories & Award Project Names List**

(General Projects are “**Bolded & Underlined**” and Award Projects are listed in smaller print below.)

**Youth Leadership**

Youth Leadership Leader Youth Leadership 1-3

**Cloverbuds & Exploring**

Exploring Leader Cloverbuds Leader Exploring Cloverbuds

**Special Projects**

History & Heritage Self-Determined Self-Determined Leader Softball

**Service Learning & Citizenship**

Service Learning Leader Citizenship Leader Service Learning 1 & 2 Citizenship

**International Programs**

International Leader International

**Animal Sciences**

Beef Model Horse Pigeons Dairy Goats Clothes Horse

Sheep Meat Goats Llama Cats Pigmy Goats

Swine Dogs Dairy Poultry Rabbits

Horse Waterfowl Veterinary Science Horseless Horse Turkeys

Pets Draft Horse Bantams

**Arts & Communication**

Photography Metal Enameling Scrapbooking Drawing & Painting

Videography Folk Arts Communications Macramé

Sign Language Creative/Cross Stitchery Demonstrations Rubber Stamping

Speaking Ceramics Posters Latino Cultural Arts

Creative Writing Theatre Arts Arts and Crafts Clowning

Leathercraft Music Stencil Painting Computers

Block Printing Collections

**Family, Home & Health**

Intergenerational Personal Finance Child Development Entrepreneurship

Clothing Workforce Readiness Crocheting Home Environment

Foods & Nutrition Knitting Microwave Cooking Consumer Savvy

Food Preservation Health

**Mechanical Sciences**

Aerospace Small Engines Bicycling Scale Models

Electricity Tractors Geospatial Woodworking

Robotics

**Natural Resources &Environmental Education**

Fishing RifleBirds Bicycling Hunting

Wildflowers Backpacking Shotgun Forestry

Hiking Muzzleloading Adventures Entomology

Recycling Winter Travel Archery Water

Canoeing Air Pistol Exploring Your Environment

**Plant & Soil Sciences**

Crops Fruits Plant Crafts Corn

Herbs Flowers Forage Vegetables

Home Grounds Small Grains House Plants