4-H Record Book Checklist

Skill Development:

Self Confidence Leadership Communication Public Speaking Record Keeping

- Record Book Components: All Record Books must have the following pieces in order
- 1.) **Introduction Page** An introduction page including your name, last year's grade in school, club name and years in 4-H. A short biography and picture is nice, but not required.
- 2.) Record Book Recommendation Form- This form needs to be signed by your Club Leader, Member, Parent/Guardian. If you complete more than one project record indicate what areas you would like to receive a pin in. You can receive up to two (2) pins each year.
- 3.) <u>4-H Project Record</u>- Choose a project you want to highlight. Include project reviews from fair, certificates won, pictures and any other items that you have that relate to you in this project area.
- 4.) **Permanent Record-** This is your permanent record over ALL your 4-H years.
- <u>Presentation Options</u>: Choose your choice of presentation model. All Record Books
 Components need to be included. Ensure you have all pieces of the 4-H Project Record.
 - <u>Traditional Record Book</u>- See Adams County 4-H Website for documents. Forms need to be in a 3 ring binder. If you are in need of one, please reach out to the Extension office.
 - <u>Digital Record Book</u>- Use the technology of your choice
 - <u>Video Record Book</u>- Record yourself talking about each piece of the Record Book Components as well as the information on the 4-H Project Record
 - <u>Scrapbook Record Book</u>- Capture all the Record Book Components using pictures and short captions.



WISCONSIN

4-H MEMBER Yearly Plan and Record

Name:	County:	
Address:	City or Town:	
Grade (as of last January):		
Name of Club:		
Parent's Name:		

Introduction Page

Include your name, last year's grade in school, club name and years in 4-H. A short biography and picture is nice, but not required

Record Book Recommendation Form

Project Achievement Award

Name:	_ Club:							
Grade: Year(s) in 4-H:								
Member: List projects you would like a project pin in	Organizational or Co-Organizational Leader: Please fill in remarks.							
Project	Remarks:							
Project	_ Remarks:							
Project	_ Remarks:							
Project								
Project								
Organizational Leader Choose the best project area you feel deser Maximum: 2 pins – 1 per project area Recommend pin for	ves a pin.							
Recommend pin for	Project							
Member's Signature	Date							
Parent's/Guardian Signature	Date							
Leader's Signature	Date							

This form must be submitted with each Record Book

4-H Project Record

9th -13th

Project	
Years in Project	

Project Goal Setting

What would you like to learn this year, in this project? You must list at least one goal specific to this project. When setting goals, remember to set S.M.A.R.T. Goals - Specific, Measurable, Attainable, Realistic, and Timely.

	Comments/Date Accomplished
1.	
2.	

This is What I Learned: Activities and Opportunities

Please list classes, workshops, tours or judging events attended; demonstrations given; or other learning experiences you had. Designate the level that you participated at: Local or Club (\mathbf{L}), County (\mathbf{C}), Regional (\mathbf{R}), State (\mathbf{S})

Name of Activity	Describe the Activity Where was it?	What did you learn? What Skills did you improve?	Level of Participation

Recognition I Received for Exhibits or Project Animals

List items made or animals used in this project.

Item or Animal	Recognition: Certificate, Placing, etc	Estimated hours spent on exhibit

Financial Reflection

Costs involved with your project work should be included here. Include expenses and income. You may create your own financial report and attach.

Date	Purchased From or Sold To	Description of Items purchased or sold	Expenses		Income		Estimated Value

Line 1 - What is your total cost or expenses?
Line 2 - What is your total income?
What is your profit or loss? (Subtract line 2 from line 1)

Experiences in 4-H Leadership

This section is for reporting 4-H Leadership activities related to this project. List committees you served on, community service projects, or events you helped at.

Leadership Activity	Name of Event and Date	Your Responsibilities

Future Plans
This section is for you to indicate your future plans in this project area

4-H Permanent Record

(This is your record that you will update each year. This will form will be used each year)

Name: Club:

The below list includes the many activities that you may choose to participate in while an enrolled 4-H member. As you participate in these activities, place a check mark in the appropriate column.

4-H Project Work

Include projects only once on this list. Put a check mark under each 4-H year in which you complete the project by exhibiting at the fair or a club meeting. *Example: If you joined in 7th grade, under the "1st" column you would put 7th.*

4-H Year	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th
Grade Level (As of October 1st)											
List Projects											

4-H Club Level Participation

	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
Attended club project meeting											
Chairperson of a club committee											
Club project in community service											
Club tour participation											
Dairy promotion											
Fundraising											
Gave demonstration at club meeting											
Lead club in recreation											
Officer of club											
Recruited new members											
Other Activities (list below):											

4-H County Level Participation

	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
Ambassador											
Attended 4-H Awards Banquet											
Attended county Project meeting											
Clothing Revue											
County judging team											
Cultural Arts Festival											
Director on Leaders Association Board											
Exhibited at county fair											
Exhibited at other than county fair											
Food Stand Worker											
Foods Revue											
Camp Counselor											
Attend 4-H Camp											
County Wide Trip											
Gave 4-H radio or TV presentation											
Help build club entries at fair											
Helped at fair (entry day, watch exhibits)											
Officer Training											
Parade Participation for club											
Completed Record Book											
Turned in ME Form											
Visited school or PTO to promote 4-H											
Other Activities (list below):											

4-H District, State or National Participation

	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
Area Animal Science Days											
Arts Camp counselor											
Arts Camp participant											
Arts Lab											
Attended Area 4-H meeting											
Citizenship Washington Focus											
International Exchange											
Key Award recipient											
National Conference delegate											
National Congress delegate					1						
Other area 4-H activity											
Other area 4-H activity											
Participated in Area event											
Participated in national events											
Participated in state cat show											
Participated in state dog show											
Participated in State Fair											
Participated in State Horse Expo											
Space Camp Delegate											
State 4-H Team Member											
State 4-H Youth Conference delegate											
Statewide Boards and Councils											
Other Activities (list below):											