



Dane County 4-H Record Book Manual

Due Date: On or before 4:30 p.m. on the Tuesday
after Labor Day.

Record Books
are submitted to the 4-H office
by your club leader or designee-**not individually.**

What is a Record Book

- A written record of a 4-H member's project completed by the youth only.
- A way of recording a 4-H member's growth through learning and experience

Why should 4-H'ers do Record Books?

Because Record Books are:

- A valuable tool that 4-H members need as they apply for county, state, and national awards, trips, and scholarships
- A useful tool for 4-H members beyond their 4-H years for job applications, college applications, and a special keepsake of their 4-H experience

What 4-H'ers learn from preparing a record book?

- Organizational Skills
- Planning and decision-making skills
- Identifying and setting realistic goals
- Learning to objectively evaluate and critique their own work
- Accepting and applying constructive criticism

Are 4-H'ers required to do Record Books?

- Some clubs require all members to complete a Record Book. Check with your club's Organizational Leader
- The 4-H Office encourages but does not require 4-H members to complete Record Books

What do 4-H'ers get for doing a Record Book?

- A youth may apply for a maximum of 2 project awards in one 4-H year.
- Two project award maximum may include: 2 different project pins, or 1 project pin and a certificate in a different project, or certificates in 2 different projects.
- Youth applying for a project certificate must have already received a pin in that same level project in a previous year (e.g. Jr level youth may only apply for a Jr. Clothing certificate if youth received Jr. Clothing project pine in a previous project year)
- Youth may only receive one project pin per project per level. When a youth moves from one level to the next (e.g. Jr. to Intermediate) the process begins all over again.

Let's Get Started!!

1. Go to: <https://fyi.extension.wisc.edu/dane4hyouth/awards/> and down-load the Record Book forms.
2. If you can not download the forms go to the 4-H Office and you can get your forms for free!
3. Be sure to get the correct forms for your grade.
4. All work must be completed by the youth—not by parents/ guardians, leader, etc. Any record book that isn't written by the youth will not be considered. If special assistance is needed by the youth, please provide written explanation. In the event of a question, the youth may be called for an interview.

You Will Need

- Front and Back Cover (Available on-line. Print on green cardstock. You may also get this from the 4-H Office.)**
- Awards Request form (print on white paper)**
- Cumulative Record of Awards Received sheet (Available on-line. Print on green cardstock. You may also get this from the 4-H office.)**
- Picture Page (print on green paper)**
- Activity Summary (print on pink paper)**
- Project Record Pages (this is 5 pages-be sure you have the correct form for your grade)**
 - Grades 3, 4, 5 (Junior) print on cream paper
 - Grades 6, 7, 8 (Intermediate) print on blue paper
 - Grades 9-13 (Senior) print on light green paper

***Colored paper that matches your level is preferred but not required.**

7 Simple Steps

1. Front Cover

- ~Type or write the information on the outside front cover only
- ~Re-use the same cover each year

2. Award Request Form

- ~Write all of the awards that you are requesting
- ~You may apply for a total maximum of 2 project awards in a 4-H year (e.g. 2 pins, 1 pin/1cert or 2 certs)
- ~You may only receive one pin per project per level
- ~After you receive a project pin, you may apply for up to 2 consecutive certificates in that same project in the Junior or Intermediate level. In the Senior level, however, you may apply for up to 4 consecutive certificates in that same project.
- ~**Note:** Moving up a level (e.g. Jr to Intermediate) starts the above process all over again

3. Cumulative Record of Awards Received

- ~**Do not write on this form**
- ~After you have received your award/s the Awards Committee will record this information
- ~This forms remains with your Record Book from year-to-year

4. Picture Page

- ~Complete each year
- ~Attach a current photo

5. Activity Summary

- ~This is a summary of all of your activities
- ~Do not report on project work in the Activity Summary
- ~Pictures of activities are encouraged, up to two pages may be submitted
- ~Include parent comments and signature
- ~Include Organizational Leader signature
- ~Include your signature

6. Project Record (Junior, Intermediate, Senior)

- ~Complete the appropriate sheets based on grade level. The Project Record has 5 pages and is divided into the following parts:

Part 1

- Complete at the beginning of the project year
- Answer all questions completely
- Write measurable, reasonable, and accomplishable goals

Part 2

- Complete at the end of the project year
- Answer all questions completely
- Look at your goals and explain in detail how you did or did not accomplish them
- Use complete sentences
- Add more pages as needed

Part 3 Project Meetings and Project-Related Activities

- To be completed during the year
- Include all project activities and meetings
- Be sure to list all costs related to your project
- If you are reporting about an animal project do not forget to add daily animal care
- Remember to fill in what you learned about your project

Part 4 Project Picture Page

- Include one page of pictures of your project in progress

7. Back Cover

- ~The back cover does not need to be completed because the information is documented in other locations throughout the Record Book

Record Book Special Instructions

- Pencil or Ink**
- Paper Color**
- White Out**
- Work Done by Youth**
- Adding Pages**
- Goals**
- Old Forms**
- Scrapbooking**
- Photo Pages**
- Financial Records**
- Comments**
- Signatures**
- Photo Project**
- Page Order**
- Completed Book**
1. If computer generated, use Arial font size 12 - no script. Senior record books must be typed or written in pen.
 2. Cream (Junior - grades 3-5); Blue (Intermediate - grades 6-8); Green (Senior - grades 9-13).
Try to use the appropriate paper color. White paper is acceptable.
 3. Please, no white out should be used in the record book. Corrections should be made by drawing a straight line through the error and rewriting the entry.
 4. **All Record Books MUST BE COMPLETED BY THE 4-H MEMBER, NOT PARENT/GUARDIAN OR LEADER.**
In the event of a question, youth may be called for an interview. If assistance is needed by the youth in completing the Record Book, please provide written explanation.
 5. More lines or pages may be added if necessary. This does not include photo pages.
 6. Complete all information indicated. If form asks for four goals, four must be listed.
 7. Project records from previous years must not be submitted. Members are advised to keep their records from previous years in a separate binder for future reference.
 8. Ribbons, awards, programs, rating sheets or trip mementos are scrapbook items and must not be included.
 9. Activity Summary — Parent comments should be provided. All signatures should be present.
 10. Photos are encouraged but not required. Photos that show project work in progress (for example, sewing, mixing dough, washing dog, grooming cattle) are preferred. One page of photos per project is allowed.
 11. Detailed financial records are not expected at the Junior or Intermediate levels. If a project is an income generating project, the individual may want to keep detailed records for their own information. **Cost Incurred/ Income Received information is REQUIRED at the Senior level. If no expense recorded, indicate reason.**
 12. On the Project Record leaders should provide comments and signature. If there is **NO** project leader in your club for this project, the Organizational Leader or parent/guardian should write the project leader comments and provide their signature.
 13. Photography Project — Submitting 10 photos, and special camera information for the Photography project award is no longer required.
 14. Record Books must be put together in the following order. Forms are available from <http://fyi.uwex.edu/dane4hyouth/awards/>, club leader, and the 4-H Office.
 1. Front Cover - name and club information mandatory
 2. Inside of Front Cover— does not have to be completed
 2. Cumulative Record of Awards Received (green cardstock)
 3. Picture Page (light green)
 4. Activity Summary (pink)
 5. 2 pages of activity pictures (pink, optional) 2 pages constitutes the front and back of 1 sheet of paper.
 6. Project/Activity Record (5 pages) (Please use the correct corresponding colored paper)
 7. Back Cover - information inside the back cover does not have to be completed
 8. Award Request Form (white) Included at the front of the Record Book.
 15. Turn in your completed Record Book and Award Request form to your club leader and make sure all signatures are in place.
 16. Project record books will now be awarded based on a point scale. See appropriate level evaluation forms.

I finished filling out my Record Book — NOW WHAT?

1. Proofread and make sure your record book is complete.
2. Be sure that you have all signatures.
3. Turn your record book in on time to your club leader by your club's due date.
4. Your Record Book will be taken to the 4-H Office by your club leader or designee.
5. Volunteer evaluators will read your Record Book, complete your Evaluation Form, and may provide you with constructive criticism and feedback.
6. If you have a question about your Record Book you may call the 4-H Office at 224-3705. Your question will be referred to a member of the Awards Committee and they will help you.
7. If you receive an award you will be notified by your club leader.
8. Your club leader will return your Record Book.

GOOD JOB!!