RECORD KEEPING IN KEWAUNEE COUNTY



YOUTH GUIDE

Creating a record of your 4-H work can be a valuable and easy way to bring you more success with your 4-H projects. Record keeping is a part of doing a complete job and is required to be recognized as a high achieving member.

PREPARING

It is best to start your record keeping as you begin your project and club activities for the year. Let's start with your record pages called My 4-H Project Record. This is a two-sided page that you will be completing for each of the 4-H projects you have enrolled in for the year. This page asks for your goals (what I would like to do and learn in my project this year). Record your ideas on the form(s). If you need ideas, scan through the project literature, talk to your project leader, parent/guardian, or county 4-H Program Educator. Think big! As an example, in ceramics you might want to learn to stain, paint, glaze, airbrush, or do firing. This is much more specific than saying I am going to make a ceramic item.

Next, think about what you want to do and accomplish as a member of your club this year. The Activities page can give you some ideas and you can get help in planning your 4-H year by looking through the Kewaunee County 4-H Calendar and the Kewaunee County 4-H Division of Extension website. Make notes of your plans and goals. Watch the *Extension Connection* newsletter for other project and general activities that you might want to try.

DOING

Once you've started the new year in 4-H, it's time to GET INVOLVED! As you do the activities that you planned, record the date, what you did and learned, and how much it cost if it is a project item. Explain your role or responsibility. It is almost a sure bet that you will take part in some unplanned activity that comes up during the year. That's okay. Be sure to record this 4-H activity, too. And sometimes you will plan to do something, but you will be unable to accomplish it. That's okay, too. Just make a note of why it was not possible. The important thing is that you set goals at the beginning of the year and generally work toward reaching those goals.

If you have never done a 4-H record book before, don't worry. You probably set unwritten goals in previous 4-H years without realizing it. The record book process will just be asking you to record the thinking process you had done previously so that you can see it and remember it better - both throughout the year, but also in the future when you can use the information for such things as academic or vocational applications, and just to look back at your 4-H experiences.



SHARING

It's important to share your work with others. Could you share your project at a club meeting, be a youth leader in a project or activity, give a speech at the county contest on a favorite topic, teach at the county Project Day, share your project at the 4-H Open House, or more? With each thing that you do, you might learn more about the project, or you might improve your skills in speaking, working with others, decisions making, or leadership. All these things will help you get more out of 4-H, while at the same time you are contributing back to your club and to other 4-H members. This will also be beneficial for award nominations and scholarship applications. Be sure to use your record book to record what you shared and what others learned through your sharing.

REFLECTING

If you participated in your project or an activity in any way, you will have learned *something*. There is room on the record book forms to tell what you learned. Tell your story with the forms or add your club story to your record book with extra page(s). Include photographs, news clippings, drawings, etc. to talk about your 4-H year.

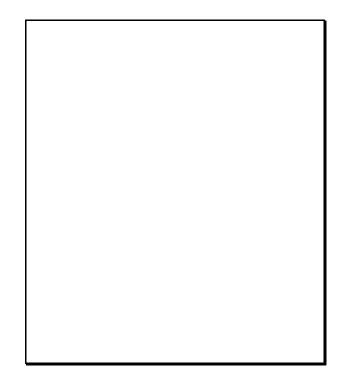
That's it! You're done! Keep your records from each year. This collection of information will help remind you of your many 4-H accomplishments. It will be helpful in applying for awards or scholarships, developing a resume, further educational opportunities and employment AND it will be fun to look back at and share with people you meet throughout your life. Is technology your thing? Keep a record book in Google Drive where you can record all the same information, and upload photos and videos to your electronic record book.



(4-H Year - January-September Year)

KEWAUNEE COUNTY 4-H RECORD BOOK

(Your photo here)



NAME
ADDRESS
CITY
STATE ZIP
PHONE
GRADE
PARENT/GUARDIAN NAME
CLUB NAME

PERMANENT RECORD PAGE

Use the Permanent Record Page to keep track of your 4-H activities throughout each year (September 1 through August 31). If you need more space, contact the 4-H UW Extension Office for additional pages. This is also the perk of completing an electronic record book.

Individual 4-H Clubs may identify activities to be added to the list below. You may also add your own activities. Use the numbers before the activities listed in the following section to talk more about how you were involved in the activity.

Year	20	20	20	20	20	20	20	20	20	20	20
1. Attended 50% of club meetings											
2. Attended project meetings											
3. Member of club committee											
4. Chairperson of club committee											
5. Club officer											
6. Attended club picnic, tour, or trip											
7. Helped with community service											
8. Participated in club recreation											
9. Helped with club fundraiser											
10. Helped promote 4-H, i.e., Open House											
 Youth Leader in project or activity 											
12. Gave a presentation at a club meeting											
13. Other											
14. Other											
15. Other											
16. Other											

CLUB LEVEL ACTIVITIES

Year	20	20	20	20	20	20	20	20	20	20	20
18. Other											
19. Other											
20. Other											
21. Other											
22. Other											
23. Other											

COUNTY LEVEL ACTIVITIES

COUNTY LEV	LLAC	11111	60				
24. Attended County Teen Association							
25. Member of Teen Association							
26. Took part in Teen Assoc. Activity							
27. Attended 4-H Adventure and/or Camp							
28. Attended any other county 4-H Camp							
29. Demonstration or Speaking Contest							
30. Art or Writing Contest							
31. Exhibited at county fair							
32. Participated in Officer's Training							
33. Helped at the Fair - Food Stand, judging helper, etc.							
34. Attended County project meeting							
35. Helped at county project meeting							
36. Helped with county fundraiser							
37.Took part in Banquet							

Year	20	20	20	20	20	20	20	20	20	20	20
38. Took part in Clothing Review											
39. Took part in Foods Review											
40. Participated in county wide project event											
41. Helped at county event											
42. Other											
43. Other											
44. Other											
45. Other											
46. Other											

DISTRICT, STATE AND NATIONAL 4-H ACTIVITIES

47. WI 4-H Youth Conference						
48. National Conference						
49. National Congress						
50. State Showcase Singers						
51. State Drama Company						
52. State Fair						
53. Citizenship Wash Focus						
54. Another State event						
55. Other State workshop						
56. Another National event						
57. Other						
58. Other						
59. Other						
60. Other						

ACTIVITY EXPLANATION PAGE

Year:

Give a brief description of your involvement in the previously listed activities. See examples. You need not explain all activities that you marked.

Activity Number	Brief explanation of your involvement.
Example 7	Our club played bingo with the residents at the Kewaunee nursing home. I sat next to Joe, and he told me about when he was a farmer.
Example 29	I gave a demonstration called \Box How to Raise Worms for Fun and Profit \Box . I got a blue ribbon.
Example 52	I showed my rabbit poster at the State Fair and received a participation ribbon and comments from the judge.

My 4-H STORY (OPTIONAL)

Tell about your 4-H year. Choose one or more 4-H activities that you participated in and elaborate on it. What was your favorite thing that happened this year? What would change about this year if you could? What did you learn? Anything else you would like to share.

Add more pages if needed.



MY 4-H PROJECT RECORD

Project Name

Year in Project

Use one Project Record Sheet for each project in which you are enrolled. Complete the first part of this form at the beginning of the year.

Some things I would like to do and learn in my project this year:

Things I have done and learned in my project this year. Things I liked or might do differently.

Number of club and/or county project meetings held this year: _____ Number I attended:

Other events I attended related to this project: ______

EXHIBITS

What was shown	Placing

4-H PROJECT FINANCIAL RECORD

Project Name

Expenses - What did you buy to make your project or buy for your project?

List Items: If someone gave you material, please list and indicate the value.

Items:		Cost of items:
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$

Income - How much is the item worth (if you would sell it or did sell it), premiums from the fair, other money you earned through this project.

Source of income:	<u>A</u>	mount:
	\$	
	- \$	
	- \$	
TOTAI	\$	

Parent's and/or Leader's Comments (please sign):