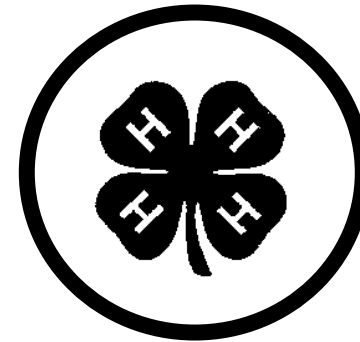


# Sample Record Book

*to be eligible for county recognition*



## My Shawano County 4-H Record Book

Name: Christy Clover

Address: 4444 Cloverleaf Dr.

City: Shawano Birthdate (00/00/00): 5/4/2010

Name of Club: Happy Clovers

Parent's Name: Chris & Carol Clover

*Shawano County Record Book*  
*Recommendations to be eligible for county recognition*

4-H records are meant to prepare a 4-H member for life as an adult and a citizen. Record keeping helps start the good habits of setting goals, planning, organizing, evaluating and improving communication skills. Records reflect your character and ability to get things done.

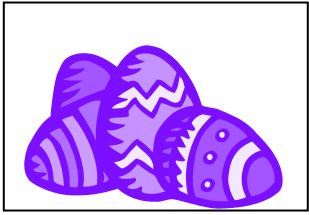
This sample record book should be kept from year to year as reference when filling out your own record book if you wish to be considered for county record book honor.

Record book covers may be supplied through your club or you may use a binder and provide the cover information needed. Refer to the front of this guide to know which information must be included. All records of each member are to be submitted in one record book or binder. **Binders are to be 1" or less.** Books larger than 1" will be disqualified or marked down. New record book covers/binders should be purchased each year so records are kept intact and a new book is started each year. Also, no page protectors on individual sheets will be allowed.

**Order for Record Book Pages**

1. Record book cover-front-All information on the front cover should be filled in.
  2. Picture of Member page, may be decorated - parents must sign. Your club leader will sign when you turn in your book to them. Remember to fill out the back of this page, your project listing.
  3. 4-H Activity Record
  4. Pictures relating to club/county activities & community service (optional) - copies allowed
  5. News clippings related to club/county activities (optional) - copies allowed
  - \*6. Project Goals/Achievement Record - one per project and/or unit
  - \*7. Project Record Sheet
  - \*8. Financial Record (optional, except in Livestock, as this is the required record)
  - \*8. Project Story (optional)
  - \*9. Photographs (optional) – copies/scanned/digital images allowed
  - \*10. Newspaper clippings (optional)
- \* Repeat steps 6-10 for each project and unit you took. For members who enrolled in NATURESPACE and/or SHOOTING SPORTS and took more than one unit, you need to fill out one Project Goals/Achievement Record for EACH unit you took, but only need to fill out one Project Record Sheet.
- Note:** Project stories, photos and news clippings are optional but encouraged, especially for those who would like to be considered for county awards.

If a member is physically unable to write their records, has special needs, or is ill, a parent can assist but the words must still be those of the member. A note should be included stating reason member couldn't do their own work.



My sugar mold Easter Decoration



Doing my demonstration at the county contest.



This is my Cake that I sold at the auction. I received a red ribbon on it because I had problems with crumbs while applying the frosting. The judge suggested a few tricks to keep that from happening, which I will try next year. I did quite well at the auction, though. A lady bought it for her mother's birthday!

## Helping 4-H'ers Set Project Goals

**Goals...Exhibits...Evaluation...**How do the pieces fit together? How can you help your child set goals? How can you help your child understand how goals relate to exhibits?

Having goals is like having a roadmap. It is a tool that helps you decide how to get to where you want to go. As you work with your child, think about the three parts of a measurable project goal: A) the action, B) the result, and C) the timetable.

How you plan to do something is the action portion of the goal. For example, for the goal, "I want to train my 4-H beef heifer to lead before county fair time," **I want to train** is the action portion of the goal. What a 4-H'er intends to do is the result--I want to train **my 4-H beef heifer to lead**. When is the amount of time it will take to complete the goal--I want to train my 4-H beef heifer to lead **before county fair time**.

If you are not certain that your goal can be carried out easily, you can give it a "control test." Do you have control over what you want to do? Does the action statement of your goal refer to what you will do? A 4-H'er has control over a goal such as "I will learn to put in a hand sewn hem." However, if the action mentioned in the goal is what someone else will do, it does not pass the control test. The goal statement, "I will have the champion steer at the Cedar County Fair," does not pass the control test because the beef judge provides the action that decides whose steer will be the champion.

As you start to think about exhibiting at the county fair, or displaying your work in general, try to remember to start with the project goal(s) you set earlier, and then think through exhibit possibilities that will help achieve the project goal(s). If you need help, ask your parent or a club leader. Goal setting is one skill that is needed throughout life, whether on the job, at home, or in service to the community. Goal-centered learning and record books give youth practice at this very necessary skill.

\* Adapted from "Strengthening Goal-Centered Learning in the Exhibit Experience"  
Iowa State University - University Extension

## *Tips for a Neat Record Book*

- A. Records must be the work of the member, whether handwritten, typed or word-processed. The neatest record books do not interchange word-processing /typing, ink or pencil. Lifetime animal records are the only exception. However, all stories and pictures can be word-processed. (All forms are also available on the UW-Extension-Shawano County 4-H website: <https://fyi.extension.wisc.edu/shawano4h/record-book-info/> )
- B. OMIT all ribbons, form letters, certificates, score sheets, project literature, etc. These things may be told about in the records, but should not be included as evidence of work done. Books containing these items should be kept at the club level.
- C. It is suggested that all record books be TABBED and/or divided according to project area, as it is easier to find any given project when viewing record book.
- D. Use of construction paper &/or page protectors in record books is bulky & not allowed. Colored paper is allowed if you wish to add color.
- E. Rubber cement or glue sticks work better than school glue for attaching photos and news clippings.
- F. Try to have your record book done before the fair, then after the fair you only need to finish your story and fill in the placings you received.

## **My Cake Decorating Story**

This is my third year in the cake decorating project. I wanted to learn some new techniques this year and I accomplished by goal! I learned how to make sugar molds from my leader, Mrs. Green. I made an Easter egg and decorated it with icing. It turned out very pretty and I can store it and put it out for Easter every year.

I also wanted to make some birthday cakes for my family. I made one for my dad but it was a good thing it was only for practice! It was a chocolate cake with orange frosting and the crumbs came off as I was frosting it. The frosting had brown cake crumbs showing in it. Then I tried to write “Happy Birthday Dad” but the writing got lopsided and I had to squish to get the D-A-Y in Birthday! My leader gave me some tips before I tried to make a different one for the fair. I actually did much better on it, although I still had a few crumbs in it.

I did a demonstration at my club and for the county contest on making roses, flowers and borders. I think some kids in our club are going to take the project next year because they seemed really interested. I was nervous doing a demonstration for the contest but it wasn’t as bad as I thought. The judge told me ways to get more organized next time and to talk LOUDER!

I feel I did pretty well at the fair. I got a red on my decorated cake and sold it at the auction for \$45. I also received a blue on my sugar mold. I was really proud of this since it is my first time attempting this. I am going to take this project next year.

**I have used the following tips:**

1-5    7    12    233    14    16  
 18    19    21    32    199    2010  
 104    81    68    352    107    193  
 47    98

Other tips I've used: \_\_\_\_\_

**I have made the following:**

basic leaves    ruffled leaves    stand-up leaves    lettering  
 dots    outlines    vines    stems  
 stars    shells    rosettes    zigzags  
 daisies    drop flowers    mums    roses  
 gum paste flowers

List any new techniques that you learned this year in the cake decorating project. \_\_\_\_\_

I made three birthday cakes for our family. They really like it that they can have fancy cakes that don't cost very much.  
\_\_\_\_\_  
\_\_\_\_\_

Add anything not covered that you did this year. \_\_\_\_\_ N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

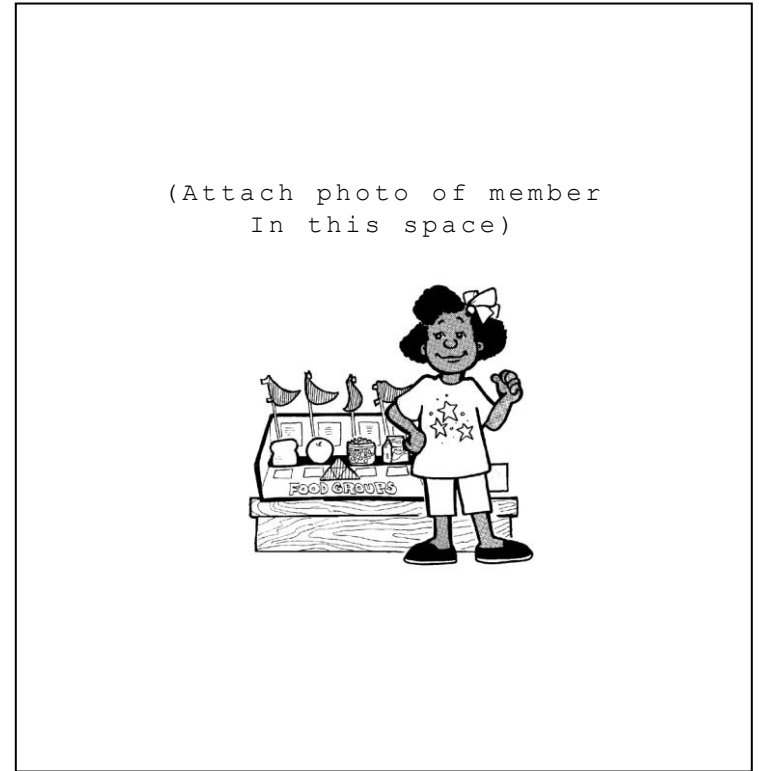
My most successful decorating project this year was: The cake I made for the fair with the roses.  
\_\_\_\_\_

My worst flop was: Dad's Birthday cake. The chocolate crumbs showed through and the writing was crooked.  
\_\_\_\_\_

I sold the following at the cake auction at the fair: Birthday cake for \$27!  
\_\_\_\_\_

This project requires records on at least 4 decorated items.

You may enhance your project record by adding a story, photos with captions and/or newspaper clippings.



Name: Christy Clover Age: 12

Club: Happy Clovers 4-H Club Years in 4-H: 5

I agree that the following is a complete and accurate record of 4-H work completed this year. All work and records included were completed by the above named member.

Member's Signature: Christy Clover

Parent's Signature: Carol Clover

Leader Signature: Kathy Kennedy

20__																				
20__																				
20__																				
20__																				
20__																				
20__																				
20__																				
20__																				
2008				X																
2009			X																	
2010	X	X																		
2011	X	X																		
2012	X	X																		
Name of Project																				
Cake Decorating																				
Rabbits																				
Cloverbuds																				

**CAKE DECORATING PROJECT RECORD**

Check all that apply to your project this year.

- Used disposable parchment triangle bags.
- Used featherweight decorating bags.
- Used disposable decorating bags.
- Used ready made icing.
- Made royal icing decorations.
- Made my own icing from scratch.
- Used piping gel on my project.
- Placed my cake on a cake circle or board.
- Made a cake circle or board.
- Used paste dye to color my icing.
- Used liquid dye to color my icing.
- Made all my flowers ahead of time with royal icing.
- My icing was stiff.
- My icing was thin.
- Took a cake decorating class.
- Was taught by family member or friend.
- Was taught by 4-H leader.
- Taught myself how to decorate.
- I decorate 1-3 cakes a month.
- I decorate 4 or more cakes a month.
- I make cakes mostly for birthdays.
- I make cakes mostly for holidays.
- I made cakes for lots of different occasions.
- I made a wedding cake.
- Decorated cupcakes.
- Decorated cookies.
- Got most of my decorating ideas from a cake decorating book.
- Used hot water and a spatula to smooth my frosting once it is on the cake.
- De-crumbed cakes before frosting them.
- Used some tips I never used before.



County Activities - events organized by county committees		Description or note
Older Youth Group meetings		
Speaking Contest participant	X	My trip to Florida
Demonstration Contest	X	How to make Icing Flowers
Music/Drama Festival		
Judging Activity	X	
Foods Revue	X	
Clothing Revue		
Sports (Softball, Volleyball, etc.)	X	
Exhibited at the fair	X	
Volunteered at the fair		
Worked 4-H food stand at the fair	X	
Attended 4-H camp		
Camp counselor		
Club Achievement program	X	
1) Attended workshop or clinic		
County Key Committee member		
Other county activity		
<b>District/State/National Activities</b>	X	<b>Description or note</b>
N.E. District Representative		
1) State Fair exhibitor/volunteer	X	Action Center worker
2) State Fair exhibitor/volunteer		
State show (horse, dog, livestock etc.)		
Shooting Sports competition		
Badger Dairy Camp		
Teen Leadership Winter Camp		
WI 4-H and Youth Conference		
Citizenship Washington Focus		
National Congress		
National Conference		
Other	X	Youth Plant Science Day

**PROJECT GOALS / ACHIEVEMENTS RECORD**

Project Name: Cake Decorating

Year in Project: 3

<b>Project Meetings:</b>	Number Held	Number Attended
Club level	<u>4</u>	<u>3</u>
County Level	<u>?</u>	<u>0</u>

**PROJECT OWNERSHIP:** Check all that apply.

- Owner (you own entire project)
  - Partnership (you share ownership with someone else)
  - Managerial (someone else owns and *you* manage)
- Owner: \_\_\_\_\_

**Check One**

- I do all of the work involved with this project.
  - I do most of the work involved with this project.
  - I do some of the work involved with this project.
  - Someone else does over half of the work involved with this project.
- Who: \_\_\_\_\_

**Hours I spent on this project this year.** (Fill in 1)

Daily       Weekly       Monthly      25 Yearly

**Goals:**

My project goals for this year are: Make two cakes for the fair, and some birthday cakes for the family for practice. Learn some new techniques. Go to the Foods Revue.

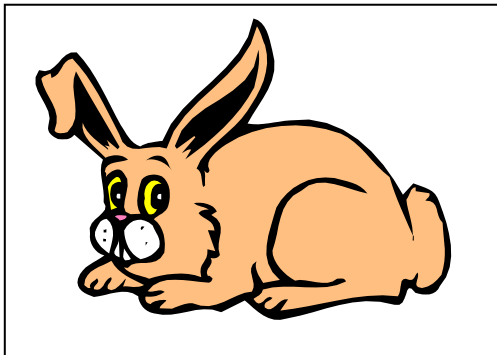
\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What did you accomplish and learn this year in this project: Mrs. Green showed me how to make sugar molds. I made a pretty Easter Egg decoration out of sugar. I also learned how to make roses, but I have to keep working on it because they are kind of flat. I learn to scratch in lettering with a toothpick first to be sure it's even, I only had time to make one cake for the fair because of school.

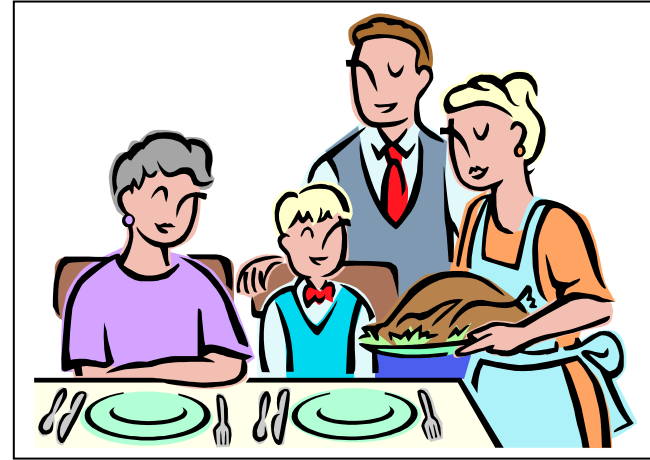




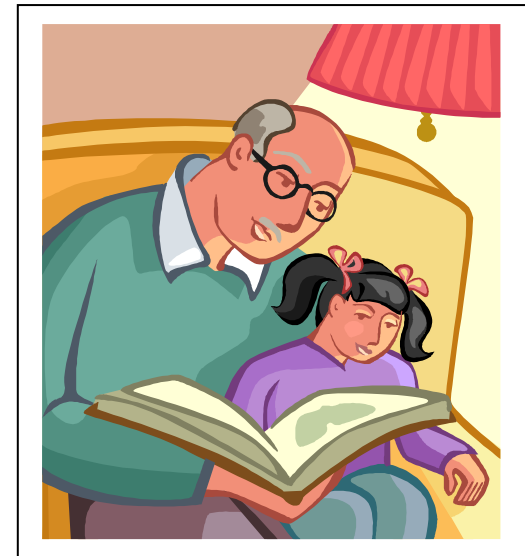
I spent many hours working with my rabbit to get it used to handling.



This is my blue ribbon rabbit!



My exchange family and I enjoying dinner.



My "adopted" Grandpa and I. He liked to show me pictures of his family.

### 4-H Fun at the Demonstration Contest

This year I wanted to try something a little different. So I got brave and entered the county demonstration contest. I began with the demonstration I did at our club meeting one night. The title was “How to Make Icing Flowers”. I felt pretty confident as I am in my third year of cake decorating and have made quite a few flowers. I practiced and practiced. The day of the contest came and I thought I did pretty well, but the judge told me I needed to speak up.

I really liked trying this. I want to try again next year and maybe in a couple years, with enough practice, I can be good enough that I earn the chance to represent our county at the State Fair!



I am showing how to put the flowers on after making them.



After the contest, I let some of the other members try.

### My Rabbit Story

My rabbits were a lot of work this year. My mom and dad said that they will buy pellets and equipment for them if I do the feeding, watering and grooming. Last year I learned that if you brush your rabbits every day they will get used to being handled and their fur will look better for show. I tried to groom them often, but not every day because sometimes I had too much homework.

I wanted to breed my Californian doe to get some young ones to take to the fair. But every time I would think she was bred, she wasn't. Someone at the feed store said maybe my doe was overweight and that's why she wasn't breeding. I cut back her ration a bit and sure enough, she got pregnant! But the babies were too young to show at the fair. Next year I hope I'll have better luck.

We had to make some new cages for the new rabbits. It was more work than I thought! Dad showed me how to cut and measure the wood for the frames, and then I got to staple the wire to the frames. Why did we have to pick July to do this project? It was SO hot!

I went to a Fun Rabbit show in Outagamie Co. (just to watch and learn) and a rabbit workshop at the fairgrounds. Next year I'm going to show my Californians at the Shawano County fun show to see how I do. I tried showmanship again at the fair and at least I got a blue ribbon this time. I hope to learn more next year so I can answer the judge's questions better.

Belong to a local, state or national rabbit club or organization. List: N/A

Medicated my rabbits. Explain: N/A

List 3 common rabbit health problems: Ear mites, pneumonia, pasteurellosis

List the 6 possible show classes: N/A

List 2 "4 class" breeds: N/A

List 2 "6 class" breeds: N/A

Add anything not covered above that you did this year.

*If you need more room for any area you may add an extra sheet.*

*You may enhance your project record by adding a story, pictures with captions and/or newspaper clippings.*

**PROJECT GOALS / ACHIEVEMENTS RECORD**

Project Name: Rabbits

Year in Project: 4

<b>Project Meetings:</b>	Number Held	Number Attended
Club level	<u>0</u>	<u>0</u>
County Level	<u>1</u>	<u>1</u>

**PROJECT OWNERSHIP:** Check all that apply.

- Owner (you own entire project)
- Partnership (you share ownership with someone else)
- Managerial (someone else owns and *you* manage)
- Owner: Mom and Dad but the rabbits, I do the work.

**Check One**

- I do all of the work involved with this project.
- I do most of the work involved with this project.
- I do some of the work involved with this project.
- Someone else does over half of the work involved with this project.
- Who: \_\_\_\_\_

**Hours I spent on this project this year.** (Fill in 1)

Daily     3 Weekly     Monthly     Yearly

**Goals:**

My project goals for this year are: To breed our Californians and get some good show rabbits picked out. Make more cages and fix up the old ones so they don't get out. Learn how to do showmanship better.

What did you accomplish and learn this year in this project: I learned not to feed your rabbits too much because overweight rabbits have trouble breeding. I did get one batch of babies but they were too little to take to the fair. I got one new cage made and re-did two old ones. Jerry from our club, gave me some tips on showmanship and I got a blue this year. (but no trophy)!

If you were a Jr. leader in this project explain what you did this year. \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any demonstrations or speeches you gave about this project. \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

List any tours you took. \_\_\_\_\_ Went to the rabbit show in Outagamie County \_\_\_\_\_

List any books or magazines you read about your project. \_\_\_\_\_ Standards of Perfection, book for \_\_\_\_\_

the UW-Extension Office on building a rabbit cage as well as breed standards. \_\_\_\_\_

\_\_\_\_\_

**Exhibit Record:**

What	Where			Award
Susie-old female Californian	Shawano	County	Fair	Red
White-fuzzy lop old buck	“	“	“	Blue
Duke – Old buck Californian	“	“	“	Blue
Showmanship	“	“	“	Blue
Rabbit Breeds Poster	“	“	“	Red

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

You must also complete the Individual special project record sheets for your project.

**RABBIT PROJECT RECORD**

I completed: UNIT 1 \_\_\_\_\_ UNIT 2 X UNIT 3 \_\_\_\_\_ as stated in Handbook

List all Breeds raised this year: \_\_\_\_\_

- \_\_\_\_\_ Californian
- \_\_\_\_\_ Fuzzy Lop

List what you feed your rabbits: \_\_\_\_\_ Pellets, minerals, occasional treats \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check all that you did in your project this year.

- My rabbits are kept inside
- My rabbits are kept outside
- If kept outside my rabbits are protected from the weather
- Kept thorough records on all rabbits
- Kept rabbitry clean
- Kept all other animals and birds out of rabbitry
- Regularly cleaned and sanitized food and water containers
- Fed and watered daily at same time
- Checked on rabbits at least twice a day
- Bred rabbits
- Checked on bred does 14 days after mating by palpitation
- Put nest boxes in cage no later than 28 days after mating
- Weaned young between 4-6 weeks of age
- Separated all rabbits no later than 8 weeks
- Built a nest box
- Built or remolded a cage
- Kept all breeds as pure as possible by not cross breeding
- Tattooed a rabbit
- Provided extra heat
- Provided cooling
- Provided extra light
- Attended youth rabbit shows other than Shawano Fair
- Worked at youth rabbit shows
- Advertised my rabbits for sale
- Used or sold my rabbits for meat
- Checked rabbits for ear mites
- Isolated new rabbits from rabbitry for 2 weeks
- Entered the Showmanship competition at the Shawano Fair
- Helped at the Shawano Fair
- Had rabbits in the auction at the fair
- Sent letters to buyers for the auction

