

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@tremplcounty.com

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	Rifle Birds	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	