

RECORD BOOK ASSEMBLY GUIDELINES

The order for Record Book pages is:

1. Title Page (*TP .02*)
2. Record Book Assembly Guidelines (*RECORDB .02*)
3. Record Forms required by Project (*PROJ .02*)
4. Monthly 4-H Notes (*M4-HN .02*)
5. My 4-H Activity Program (*AP .02*)
6. Pictures, clippings, etc., of general club activities
(2 pages front & back maximum please)
7. Parent & Leader Comment Sheet (*PLCS .02*)
8. Community Service Opportunities (CS.05)
9. Talk or Demonstration Sheet (*TDS .02*)
10. Project Form
11. Pictures, clippings, etc., of that project
(2 pages front & back maximum please)
12. Repeat 10 and 11 for each project
13. Record Book Covers up-to-date inside and out

Effort should be made to keep the book as neat, clean, and legible as possible. You may use a #2 pencil, black or blue pen, typewriter or computer. If placed in a 3-ring binder, the binder should be no more than 1-inch wide. A Record Book should be the member's own work.

POLICY ON USE OF ME FORM FOR TRIP SELECTIONS

NOTE: The ME form is a record summarizing the 4-H projects and activities that a 4-H member participated in over a period of years. An ME form should be completed by 4-H members grade 8 and over. See the awards trip brochure available from the UW Extension office for specific age/grade requirements.

The ME form is considered when choosing older 4-H youth for the following:

- 4-H Key Award
- Out-of-State Service Learning
- Citizenship Washington Focus (CWF)
- Interstate Exchange Programs
- Wisconsin 4-H and Youth Conference*
- National 4-H Congress

*4-H youth may participate in each of these activities only once, except for the Wisconsin 4-H State and Youth Conference. For this conference, youth may attend as a "regular" delegate only once, but also participate as a member of a special team (Drama Team, Art Team, Press Team, Showcase Singers, or Tech Team) or attend as a delegate with event responsibilities.

To be eligible to participate in any of these activities and trips, a record book and ME Form must be completed.

Why Record Books? Record books are a great way to learn basic record-keeping skills...keeping records is something that you will have to do throughout your life! They also teach and reinforce non-verbal communication skills, teach basic financial skills, and help you keep track of your 4-H career. While the benefit of record books may not seem obvious to you now, you will realize their value very quickly upon high school graduation. You will have them to look back on to include your 4-H learning experiences on resumes.



4-H -Are You Into It?

The University of Wisconsin-Extension provides affirmative action and equal opportunity in education, programming, and employment for qualified persons regardless of race, color, gender, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, or veteran status.

If you need an interpreter, materials in alternate formats or other accommodations to access these programs, activities or services, please contact the program coordinator at (608) 685-6256 as soon as possible preceding the scheduled events so that proper arrangements can be made in a timely manner.