

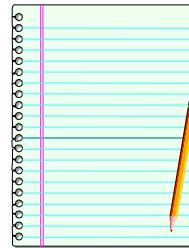
Guide for Completing an Iowa County 4-H Recordbook



The purpose of this handbook is to give 4-H members and families some tips on completing an Iowa County 4-H record book. The 4-H recordbook is a very important part of the 4-H program.

For further information or recordbook forms, contact:

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Record Books are due the end of September to your 4-H club leader.

*T*he 4-H record book records your accomplishments and triumphs during the year. Keeping a 4-H record is cool and fun! It's like writing your own history. It helps you keep track of what you do and helps you review what you've learned in your project.

4-H wouldn't be the same without records. They're an important part of completing each project. They help you set some goals, record your demonstrations and talks, and a whole lot more. Completing your recordbook can give you a sense of personal accomplishment. Your records:

- ◆ are a written expression of your achievements.
- ◆ relate your experiences in leadership, citizenship and community service.
- ◆ help you evaluate your progress in certain areas.
- ◆ give you the opportunity to be recognized on the club and county level.
- ◆ help you set challenging goals - and more!

*K*eeping records is a great way to hold onto your memories about each incredible year you have in 4-H. In a couple of years, you can look through these journals and remember what fun you had.

*K*eeping records is also a great way to develop your skills in communication, organize your time, document events and actions, evaluate your own efforts, set goals, solve problems, and keep track of money.

*R*ecords are like journals - they're a way to keep track of what you do and when you do it. Think of your records as an entry book that you keep regularly if you want to keep track of each day. The point to remember: **When something important happens, write it down.**

*Y*ou're doing this for yourself. What do you want to remember about your year in 4-H? It will be your record of progress. Remember - these are your records. Make them fun. Make them yours. Make them creative. Make them memorable. Design your own unique story and pictures. Add to your records so that they become your scrapbook. Add photographs.

4-H records also help others understand and know you, learn about your interests, and evaluate your progress and achievements. They are the basis of various awards and recognition that are presented annually to members. They can also assist when you are filling out scholarship and college applications.

*R*esources available for assistance in filling out the record book include your club leader, project leader and older 4-H youth. The Extension Office also has copies of record books that you can take a look at.

*W*hat's the best way to assemble your records? Use the 4-H record forms that are provided. Additional pages may be added to tell your whole story.

The Record Book Cover

All 4-H record books must include the official 4-H record book cover. Contact your club leader or the Extension Office if you need a new one.

- Complete the front of the book.
- Complete the inside front cover by listing projects you are enrolled in and checking the column for the year you enrolled in that project.
- Complete the inside back cover by listing the activities you were part of this 4-H year.

What's included in the 4-H Recordbook?

- Table of Contents (optional)
- 4-H Information Page including involvement in club, county, district or state activities, or 4-H award trips
- 4-H Story (may be part of the Information Page)
- 4-H Project Record for Beginning Members (in grades 3-7) (one record for each project enrolled in) **or**
- 4-H Project Record for Experienced Members (in grades 8-13) (one record for each project enrolled in)
- Supporting Project Materials – story, pictures, clippings, etc. for each project (last page of the project record with additional sheets for clippings, etc.)



Information Page

The 4-H Information Page is the main form for the 4-H recordbook. It is used to report all of the neat and cool stuff that you have done in 4-H. Always keep in mind that 4-H teaches growth, so show as much growth as possible when filling out the Information Page.

The Information Page is divided into different sections. Include information about club activities you have participated in, as well as any county, district or state activities. A story about a state or national 4-H award trip should be included in this form also. Write a story or use pictures to explain the 4-H activities you participated in: gave a speech, went to Project Learning Day, was part of a judging team, etc. Tell about your leadership experiences such as offices held, committee membership, and some of what you've learned. You may also want to share some thoughts about

Record keeping should be done throughout the year. If you wait until the last minute you may forget some of the most important activities and opportunities that you participated in.

your continued participation in 4-H such as goals, how 4-H has influenced or changed you, and what you'd like to do in the future. Some of the sections will require more time and thought, while a couple of the sections will be a breeze to complete.

4-H Community Service

Community service is the opportunity for 4-H members to go out into the community and help others, or to improve the quality of the town and the lives of those around them. How do you know if what you have been doing is community service? Ask yourself: "What did I do to help other people because of 4-H?"

Here are some important facts that you should know:

- ↻ The Information Page should include information about 4-H activities, not project work.
- ↻ The record book should reflect the amount of growth that you have had in 4-H.
- ↻ No more than 2 photos for each activity.
- ↻ Project information can be included in the 4-H Story as part of the Information Page.
- ↻ When you complete your record book, use the same color pen throughout the book.

Your story may be hand-written, printed in blue or black ink, or computer-generated. Please take time to review your story to insure use of complete sentences and correct spelling.

Plain typing paper and bond weight paper are acceptable as additional pages.

4-H Project Experiences

The 4-H Project Record(s) must include the 4 pages of the project record plus any additional pages necessary to tell your 4-H project story. The additional pages are up to you. They may be used for text, photos, clippings, etc. You may include no more than 6 photos for each project. Color and/or black and white photos, clear sharp copies of photos (scanned and/or color copied), and newspaper photo clippings can be used, however, ribbons or programs should not be included.

Part I of the 4-H Project Record should be completed at the **beginning** of the 4-H year.

Part II of the 4-H Project Record should be completed at the **end** of the 4-H Year.

The 4-H Project Record asks: *What have you done and what have you learned?* In this section, list all of the cool and neat things that you have done and learned that are related to your 4-H projects. This is your opportunity to tell the world: "Look at the cool stuff I have been doing!" Include such things as, but don't limit yourself to, workshops, contests, tours, research, computer learning programs, study of written material, interviews, etc. Learning experiences are those activities in which you, as a 4-H member, have been a participant.

Contests, such as livestock, dairy, horse judging and horse bowl, foods revue and clothing preview are considered learning experiences. They are not projects, but these activities support the main projects such as horse, beef, or foods and nutrition.

Remember everything you do in 4-H is at some level – local, county, district, state, national or international. You need to let others who read your recordbook know your level of participation in 4-H activities.

Project Financial Information

The financial record will give you a chance to record and look over expenses and income associated with your project. You may want to work on this page throughout the year. Include the value of items bought or sold, items made and/or raised and profit or loss.



Photos

The photos that you use are a very important part of your 4-H record book information. They should reflect growth, development and involvement in your 4-H career. Use photos that show you doing things, learning and teaching others, and especially of you having **FUN in 4-H!** Use photos that show your main project, other projects, leadership, community service and other 4-H related pictures.

4-H Older Youth Resume

Older 4-H members may want to include a resume in their recordbooks. As a experienced 4-H member, you may be in the process of looking for a part-time job or even preparing to go to college. By developing your resume, you will develop work force skills that will make you a better employee. Also, while developing your resume, you will realize how helpful a 4-H recordbook can be in this process. A resume is also used as part of the trip application process in Iowa County.

Customize your resume by listing your strengths first. Resumes should be very professional. It is not necessary, however, to print the resume on bond paper. Plain typing paper is acceptable.

Additional comments about the resume:

- No photos are allowed on the resume.
- It is a summary of your highlights, therefore, you will be repeating items addressed in the 4-H story and report forms.
- No business or letterhead may be used.

Parting Words

You have kept written notes about your activities for the past year.

You have taken many photographs of your projects and activities.

You have your resource materials and appropriate forms.

Put them all together and you have "a record in 4-H." That is, you have completed a 4-H project recordbook. Now, wasn't that easy!

Final Checklist:

Have you indicated in your book (in a story or picture) that you gave a speech or a demonstration at the club or county level?

Did you complete an information page listing **activities** you were involved in?

Did you complete a **4-H project record** for each project you completed adding additional pages if needed?

Did you complete the **front and back covers**?

Judging is based on quality, not quantity. You don't have to fill up all of the space.

Remember, progress is not necessarily profit in dollars or winning a grand champion ribbon.

4-H Recognition and Awards

There are various awards given to 4-H members who complete record books:

☆ Project awards are given for outstanding work in a project area. These are selected at the club level.

☆ Special awards are given for outstanding work in several project areas, for leadership activities, etc. These are selected at the county level.

☆ Record book awards are given for exceptional work on an overall record book. These are selected at the county level.

Your general leader has information about the special awards. Listed in the next column are the requirements for a project award.

Criteria To Receive A County Project Award

- ✓ **Youth gave one talk or demonstration at the club or county level.** This talk or demonstration can be about any area of interest to the 4-Her. The 4-Her should include information about the talk or demonstration in their record book.
- ✓ **Youth exhibited the project at the county fair, a school fair, or some other event.** The 4-Her should indicate on the 4-H Information Page and the Project Record where it was exhibited.
- ✓ **Youth demonstrates overall growth in the project.** Has the 4-Her included information in his/her records explaining this? Did he tell about something he learned? Did she exhibit at a new event? Did he explain a new skill he developed? Did she learn to use a new tool?



Adapted from:

"Record Improvement Guide", produced by Agricultural Communications, The Texas A&M University System

"Member Guide: Completion of 4-H Record Books", Maryland Cooperative Extension Service.

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