Marquette County

4-H RECORD BOOK INSTRUCTIONS

According to the *Standing Rules of Marquette County 4-H*, *every* 4-H member is required to keep a *Record Book*. The 4-H Leaders Association has worked very hard on updating the *4-H Record Book Score Sheet* and the *4-H Record Book Instructions* to help you benefit from completing your *Record Book* and maybe have fun while doing it.

- ❑ You may handwrite or type the Record Book forms, but they must be your own work. The forms have been produced in Microsoft Word 2000. The UW-Extension Office can provide you with a disk if you prefer to type them on the computer, however, the form should look the same as you received it. Do not add form pages. (Pages for pictures, etc. can be added.)
- ❑ The Record Book forms are designed so that you can complete them as the year progresses. Complete the top of project forms in the beginning of the year, the middle during the year, and the last questions at the end of the year. Do a rough draft if you want. If you need clean pages for your final copy, contact the UW-Extension Office.
- ❑ We understand that the "Worth Statement" question on the back of the forms can be hard to complete. It is there to help you reflect on what you learned in 4-H. There are eleven life skills that Wisconsin 4-H recognizes as an educational priority for its members. Try to see if you can incorporate the following life skills into your worth statement:
  - Applying science and technology
  - Communication with others
  - Decision making
  - Developing self
  - Leading self and others
  - Learning to learn
  - Mental and physical health
  - Planning and organizing
  - Problem solving
  - Relating to change
  - Relating to others
- ❑ Complete all of the blanks in the Record Book forms. If you can't complete a section, explain why. For example, if you had no expenses to record in your expense section, write "No expenses."
- ❑ Let your parents, leaders, and other members help you with proofreading and generating ideas to better explain yourself. It will help you learn to communicate with others better!
- ❑ Feel free to add some creativity to your book. It's <u>your</u> book! Just make sure that you save time to complete the forms!
- ❑ Record books need to be turned into the UW-Extension Office by Monday, September 1st, 2008. Some 4-H clubs may have an earlier date by which you should turn in your book. Marquette County 4-H Leaders will check the books on September 11, 2008. All 4-H leaders are invited to come to this check. It is a great opportunity to see what 4-H members are doing and get great ideas!
- ❑ All 4-H members who complete their books will receive recognition at the 4-H Achievement Program, tentatively scheduled for October 5, 2008.