

Trempealeau County Record Book Guidelines 2007-2008



Purpose

- The purpose of a record book is to tell what you did in 4-H this year. (The 4-H year is October 1st thru September 30th).
- Strive for an overall storytelling effect. How well does your record books combination of goals, accomplishments, learning experiences, 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.

Requirements

- All members in grades 6-12 should complete a record book following these guidelines.
- Cloverbuds are not required to complete a record book but are encouraged to use materials from the extension office or on the website.
- Members in at least 6th grade need to use blue or black ink when completing record books. The color of ink does not need to be the same every year. Members in 3rd-5th grades may use pencil if they choose.
- White paper should be used to print formatted pages
- ALL FORMS SHOULD BE AS COMPLETE AS POSSIBLE. IT IS A SUGGESTION THAT MEMBERS PUT "N/A" IN SPACES THAT DO NOT APPLY TO THEM. PLEASE DO NOT JUST LEAVE THINGS BLANK-IT LOOKS LIKE YOU DID NOT COMPLETE THE RECORD BOOK.
- Suggestion-Set a record book day each month to update

1. Format & Content

Record Books should be assembled in the following order:

- Cover-Use the template that is available online or contact the Extension office. Award project examples are beef, sheep, dairy, cultural arts, food, woodworking, etc.
- Title Page (name, age, grade, club, number of years in 4-H and an optional picture of the member.
- *Table of Contents & Section breaks (Tabs are not required)
- Participation Summary
- Project Summary and Reflection for each project enrolled (Previous year's project summaries should also be included only for current projects)
- 4-H Project Financial Record
- My 4-H Story
- *Photos, news clippings, ribbons, and certificates (These should not go past the page & be secured to the page)
 - No more than 2 sheets of paper (4 total sides) may be used for ribbons, pictures or other project supporting documents per project.
 - All items must fit completely within the pages of the record book. (no ribbons hanging from the pages.)

*Indicates the page can be on any colored paper and customized by the member

2. 4-H Activity, Participation, or other Activities Summaries

These pages are supposed to be a brief overview of your 4-H career.

- Complete a new page each year
- Should include as much detail as possible
- Keep a working copy in pencil-transfer to pen/computer later
- Activity summary should include as much detail as possible

3. Project Summary and Reflection

- One page per project (10 projects=10 pages*)
- Goals should be: Specific, Measurable, and Attainable
- The reflection portion is one of the most important parts of the book
- Keep old pages in the book to show growth

4. Financial Summaries

- Complete one form for all non-animal projects and one for all non-animal projects
- Include all project costs, not just fair related items
- Don't forget to answer the question; was it worth it?

5. My 4-H Story

- Use suggested format-found below
- Submit a new story each year
- Write your story as if each reader has never been in 4-H
- The older the member the more detail the story should include
- Minimum should be one (1) page with a two (2) page maximum. 4 pages one-sided equals 2 pages front and back

My 4-H Story Suggested Format

Submit a new story every year, which will summarize your overall 4-H experiences. It should include experiences from the current year as well as previous years. Include growth and development from your 4-H project work and all other significant 4-H experiences using dates as appropriate **Emphasize how your overall 4-H experience has influenced and affected your life.**

The story should be a minimum of one page and a maximum of four pages on one side (2 pages front-to-back if submitted in plastic sheet protectors). Older youth should have stories longer in length (closer to four pages) to be able to show significant growth throughout the years. If typed or prepared using a computer, story should be double spaced.

The following outline may help you in developing your story. It is divided into parts merely to help you outline what you want to say about yourself. DO NOT identify these parts in your story.

Part 1: Briefly introduce yourself. You may wish to include your page, personal interests, information about your parents, brothers, and sisters, where you live, where you go to school, when and why you joined 4-H, etc.

Part 2: Give a general overview of your 4-H project work. Relate some of the experiences you have had while completing your 4-H project (s). Share how 4-H helped you learn things about this subject you did not know before; how your project grew in size and scope; and some things you tried successfully or unsuccessfully. Share highlights of previous 4-H projects, activities, or experiences. Include any major learning experiences, items of special interest, and/or unusual situations you encountered.

Part 3: Highlight your 4-H Leadership and the growth you experiences through these opportunities. Discuss your abilities, growth, dedication, teamwork, accountability, etc. Explain how 4-H helped you become a better leader.

Part 4: Highlight your 4-H community service. Discuss how 4-H has increased your interest and participation in community affairs, your sense of giving back, caring for others etc. Explain how 4-H helped you to become a better citizen.

Part 5: Describe in detail how 4-H has influenced your life. Give significant detail of personal growth and development. Show such things as how 4-H has affected your self-image, your school success, your career choices, your friends, your abilities, etc. Explain how 4-H has helped you become a better person of character.

6. Supporting Documents

- Members can include photos, news clippings, ribbons, certificates and other flat items to support their project records. (No more than 2 sheets of paper, 4 total sides, may be used per project.
- If is not necessary to enclose an entire program, just the cover sheet and their name is sufficient
- Captions and labels should be added to all items to increase the value of this section
- It is not necessary to show the same activity picture with a different location, simply state what you were doing and the locations of where you did it.

7. Other Suggestions, Tips, and Hints

- 3-ring binders- 1 ½ rings or smaller are recommended for record books. Older members can continue using the old covers and clips but should consider converting record books when they become worn. All new members should begin their record books in 3 ring binders. Sheet protectors are not required but may be used to preserve the quality of the record book.
- Be sure to read and follow the directions on each form.
- Remember, neatness counts! Members may type or print. However, he/she does not need to type all forms.
- Start your book early! It will be a better record book. It will also be less stressful than waiting until the last minute.

8. 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>
- Each Club will receive a computer disc and CD with all of the record book materials for families to copy or download
- Megan or Michelle can email a copy to you. Please email your request to megan.stuessel@ces.uwex.edu

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.