

Trempealeau County Record Book Guidelines 2008-2009



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 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 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 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 & Inside Cover**-Use the template that is available online, please print on green or white paper, or contact the Extension Office. Award project examples are beef, sheep, dairy, cultural arts, food, woodworking, etc.
- ***Introduction Page** (name, age, grade, club, number of years in 4-H and an optional picture of the member. There is no form but please complete items listed above.
- ***Table of Contents** & Section breaks (Tabs are not required)
- **4-H Participation**
- **Other Activities and Achievements**

THE NEXT 3 BULLETS ARE ONLY IF YOU ARE COMPLETING AN AWARD PROJECT

- **4-H Award Project Financial Summary for (either Animal or Non-Animal) – Required on Award Project only.**
- **Award Project Reflection** for each project enrolled (Previous year's project summaries should also be included only for current projects)
- **Award Project Supporting Documentation**– Up to 8 pages of Award Project only. *Photos, news clippings, ribbons, and certificates (These should not go past the page & be secured to the page)
 - All items must fit completely within the pages of the record book. (No ribbons hanging from the pages.)

Non-Award Project Summary

- This form must be completed for all other general projects. Breakdown of Projects are listed on the next page. This form should be completed for all General Projects completed.
- **Non-Award Project Supporting Documentation**
 - Unlimited pages may be used for ribbons, pictures or other non-award project supporting documents. Please make sure pictures and pages are telling a story of different things.
 - All items must fit completely within the pages of the record book. (No ribbons hanging from the pages.)
- **My 4-H Story** – Monthly record of what you did as a 4-H member.
- **Clubs have their own discretion on what is required.**
- **Judging will be done at the club level.**
 - County awards that are possible are: Outstanding Record Book & Outstanding Award Project. Clubs are encourages to provide recognition for record books in a variety of categories.
 - Examples of categories: Neatest Record Book, Best Financial Records, Best use of Computer Graphics, Most Organized Record Book, Most Colorful Record Book, Best 4-H Story, Best Display of Supporting Documents, etc.

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

2. Supporting Documents

- Members can include photos, news clippings, ribbons, certificates and other flat items to support their project records.
- 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.

3. 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.

4. Where can I get Record Book Pages?

- Hard copies are available at the Extension Office for each club member
- Record Book pages can be downloaded from the website at <http://www.uwex.edu/ces/cty/trempealeau/4h/index.html>
- Megan or Tracy can email a copy to you. Please email your request to megan.stuessel@ces.uwex.edu or tracy.halama@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.

General Projects are bolded; specific projects are listed 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	Macrame
Sign Language	Creative/Cross Stitchery
Demonstrations	Rubber Stamping
Speaking	Ceramics
Posters	Latino Cultural Arts
Creative Writing	Theatre Arts
Arts and Crafts	Clowing
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

Exploring Your Environment	Rifle	
Birds	Bicycling	Hunting
Wildflowers	Backpacking	Shotgun
Forestry	Hiking	Muzzleloading
Adventures	Entomology	Recycling
Winter Travel	Archery	Water
Canoeing	Air Pistol	Fishing

Plant & Soil Sciences

Crops	Fruits	Plant Crafts
Corn	Herbs	Flowers
Forage	Vegetables	Home Grounds
Small Grains	House Plants	