

OZAUKEE COUNTY 4-H RECORD BOOK GUIDELINES

A 4-H Record Book will help you learn how to keep track of the knowledge, skills and personal growth you experience in 4-H. Record keeping is a life skill you will always use!

The record book is a complete picture of your 4-H year. You will be surprised at how much you accomplish in 4-H! For each 4-H project and activity you participate in at club, county, state, or national level, you will enter it in this 4-H Record Book. If you need help, please ask your General Leader or project leader.

At the end of your 4-H year, you will hand this 4-H Record Book in to your Club's General Leader according to your club policy. You will be evaluated on the accuracy and completeness of your Record Book and on your participation in 4-H. The Record Book is part of the achievement requirements in 4-H. Good luck and have a great 4-H year!

General Guidelines

1. BE ACCURATE and CLEAR.
2. EMPHASIZE goals, learning, and responsibilities.
3. BE NEAT. Print, write, or type your own record book.
4. Record Books should be entirely the work of the 4-H member.
5. Include only information from the current 4-H year. Old record sheets/books should be kept for reference when applying for trips, awards and scholarships.
6. DO NOT include general items such as ribbons, project literature, program booklets, club or county newsletters.
7. Have fun with your record book! This will be your way to share and remember this years 4-H projects and experiences.



Remember!
All members are
required to complete a
record book.

4-H Record Book Order

1. Record Book Cover (Green Binder)
2. Introduction Page-include picture
3. Permanent Record Pages-Keep in your record book year to year.*
 - a. Project Summary-Use one column per year. Include all projects enrolled in.
 - b. Leadership & Achievement Summary-Use separate line for each item.
4. 4-H Club activity Page-Provided by your 4-H Club. It includes a list of all the things you could have participated in for your club, county and state activities.
5. My 4-H Story-a summary highlighting your year's experience in projects, leadership and activities. Include your successes and challenges.
6. Project Record Pages-Complete a project record sheet for each project in which you are enrolled. There are separate record pages for small and large animal projects, youth leadership, and Cloverbuds. All other projects use the Ozaukee County 4-H Project Record Page for_____. Next is the Project Meeting dates page that records your meeting participation. Project photos or related project information should follow the reporting page.
7. Additional 4-H Information can include photos, newspaper clippings or other information describing your involvement in 4-H.

* Your Permanent Record Pages are the only forms you will keep in your book from year to year. All other pages should be removed and kept for your personal 4-H scrapbook after receiving new pages.



Ozaukee County
4-H Club Record Book

Year

Introduction

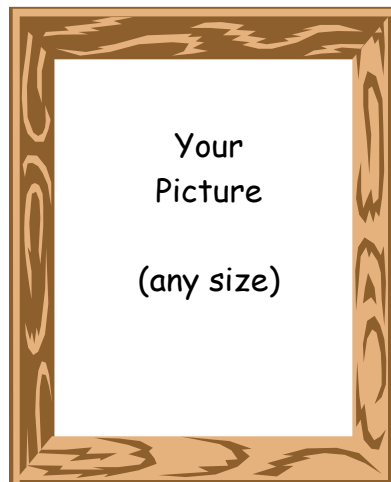
Member Name: _____ Age: _____

Club Name: _____

Grade (current year): _____ School Attending: _____

Years in 4-H : _____ (Including the current 4-H year)

Parent Name (s): _____





Ozaukee County 4-H Record Book Order



1. Introduction Page
2. Permanent Summary Pages
 - a. Project Summary
 - b. Leadership & Achievement Summary
3. 4-H Club Activity Page
4. 4-H Story Page (s)
5. Project Record Page
Project Meeting Dates Page
Project photo or related materials
6. Additional 4-H information

My 4-H Story

Your 4-H story is a summary highlighting this year's 4-H experience.

Include the following:

- 4-H experiences you enjoyed and why
- Life skills you developed or improved
(Examples-Patience, confidence, organization, etc.)
- What you learned and accomplished
- Leadership experiences and club involvement
- What you hope to do and learn next year

Ozaukee County 4-H
Project Record Page for _____
(year)

Name _____ Grade _____

Project Name _____ Years in Project _____

Is there a leader for this project? Yes No

Family Assistance? Yes No

Number of project meetings held: _____ Number attended: _____

1. List your goal(s) in this project:

Accomplished Goal

a. _____

Yes

No

b. _____

Yes

No

2. List what you learned and/or accomplished in this project.

3. What did you like most about this project?

4. Describe what you would change about this project or what you did in it.

PROJECT ITEMS MADE

List all items made throughout the project year. If exhibited, include placing and location

Item	Time Spent	Total cost of completed project	Exhibited	
			Where	Placing

Project - Related Events

List tours, clinics or workshops, project talks, demonstrations, etc.
that you participated in or attended

Date	Event/Topic	What did you do or learn?

Member signature _____ Date: _____

Project Leader's Signature _____ Date: _____

Comments _____

Parent's Signature _____ Date: _____

Comments: _____

Following the record sheet, add pictures, news articles or materials specifically related to this project to illustrate what you did in this project year.

Ozaukee County 4-H
Youth Leadership Project
Record Page for _____ (year)

Name _____ Grade _____

What project/activity are you a youth leader for? _____

How many years? _____ Is there an adult leader for this project/activity? ___ Yes ___ No

Are you in this project as a member? ___ Yes ___ No How many years? _____

Number of project meetings held _____ Number I attended _____

Number of project meetings I planned and lead _____ Number of youth in group _____

Number of youth I taught: In a group _____ 1 to 1 teaching _____

1. List your youth leadership goal(s) in this project/activity:

Accomplished Goal

a. _____

Yes

No

b. _____

Yes

No

2. What were your youth leader responsibilities? What did you teach, lead or demonstrate:

3. Describe the project meeting you planned and taught. What did the members learn?
How did you feel the meeting went?

4. What challenges did you have as a youth leader? Explain how you solved them.

5. What did you learn from being a youth leader in this project/activity?

INDIVIDUAL PROJECT LISTING

List all teaching or leadership items made this project year. If exhibited, placing and location

Item	Time Spent	Total cost of completed project	Exhibited	
			Where	Placing

Project - Related Events

List tours, clinics or workshops, project talks, demonstrations, etc.
that you lead or taught, participated in or attended

Date	Event/Topic	What did you do or learn?

Member signature _____ Date: _____

Project Leader's Signature _____ Date: _____

Comments _____

Parent's Signature _____ Date: _____

Comments: _____

Following the record sheet, add pictures, news articles or materials specifically related to this project to illustrate what you did in this project year.

My Ozaukee County 4-H Activity Program for 20_____
(Continued)

<u>District, State, Nat'l</u>	<u>Describe</u>	<u>Approximate Date Completed</u>
State Fair Demonstration		
State Fair Clothing Revue		
State Fair Exhibitor		
Wisconsin 4-H Conference		
Art Team/Drama/Showcase Singers		
Citizen/Washington Focus		
District/State Project Events		
National Congress/Conference		