

Extension Manitowoc County 4-H



My 4-H Record Book

Name: _____ 4-H Year: ____ to ____

Age as of January 1, ____: _____ Grade as of January 1, ____: _____

Name of club(s): _____

Have you received a plaque? Yes ☐ No ☐



Extension
UNIVERSITY OF WISCONSIN-MADISON





4-H RECORD BOOK EVALUATION

Member's name _____

ITEMS TO EVALUATE	POINTS		COMMENTS:
	Possible	Received	
Record Book Cover Page	5		
Introduce Yourself	10		
Starting Out - My Goals for the 4-H Year	5		
Along the Way - What I Did in This Project (pgs. 6-7)	5		
Along the Way - Project Finances (pgs. 8-9)	5		
4-H Projects I Exhibited	5		
My 4-H Activities			
a) Attendance at County, District, State, International Meetings/Events	5		
b) Attendance at Club Meetings	5		
c) Active Club Participation	5		
Looking Back - Goals I Completed	5		
The Three Most Important Things I Learned	5		
My 4-H Story	20		
My Goals for Next Year	5		
Knowledge and Skills I Gained	5		
Overall Neatness	10		
TOTAL POINTS		100	

POSSIBLE POINTS: 100 points

RATING (circle one): 1st 2nd 3rd Participation
 (90-100 points) (80-89 points) (70-79 points) (69 points & under)

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Before You Start

What is a Record Book?

Your 4-H Record Book is a summary of everything that you did in 4-H during the year. In Manitowoc County, the 4-H year runs from October 1 until September 30 of the following year. Record Books are collected by your club in September and judged at the county level. Record Book awards are presented at the 4-H Awards Ceremony in November.

When do I complete my Record Book?

You should start working on your Record Book once you receive it from your Club Main Leader(s). If you work on your Record Book throughout the year it will make it easier to complete, and it will be a better record of your 4-H year. Record Books are usually turned in at your September club meeting. Check with your 4-H Club Main Leader(s) for the due date. Don't wait until the last minute to complete your 4-H Record Book!

Who needs to complete the Record Book?

Every 4-H member in Manitowoc County is encouraged to complete a Record Book or a Scrapbook. Some clubs require their members to complete a Record Book or a Scrapbook each year to remain in good standing. Check with your 4-H Club Main Leader(s) for your club's specific requirements. Cloverbuds should complete "My 4-H Cloverbud Book". Although it will require some extra work on your part to complete a Record Book or a Scrapbook, past members have shared that their 4-H Record Books have helped them complete college applications, job applications, and resumes.

How many Record Books do I need to complete?

Please complete only one Record Book or one Scrapbook. Choose your main project for the year, and use information (what you did and finances) from that project to complete the different sections in the Record Book. Additional projects should be included in "My 4-H Project Record" and "My 4-H Story".

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More importantly, a project is something you do or make, which results from knowledge and skills you learned in the project. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study. There are some examples of 4-H projects and the results that might be produced from each listed below.

Project name (examples):	Results from project:
Woodworking	Making a bird house, book shelf, or towel rack
Rocketry	Building and launching a model rocket
Rabbits	Learned about different breeds and how to care for rabbits
Photography	Learned how to use the functions on a camera and how to choose good subjects
Vet Science	Spent time with a vet, learned about animal needs, life stages, diseases
Gardening	Planning and planting a garden, harvesting vegetables, making a flower arrangement
Leathercraft	Practiced with tools and techniques, made a wallet
Entomology	Studied insects, observed their behavior in my yard, started a collection

Why complete a record book?



A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

Keeping a 4-H record book will help you....

- ☐ Learn how to organize yourself
- ☐ Learn how to set reasonable goals for yourself
- ☐ Appreciate what you've learned this year from the goals you reached
- ☐ Recognize what things you learned in your 4-H project
- ☐ Explain what you've learned
- ☐ Keep track of costs of your project
- ☐ Gather information needed to apply for awards and scholarships
- ☐ Complete applications and resumés for jobs and college
- ☐ Meet requirements to participate in some county, state, or national 4-H events

Record Book Do's

- ☺ Write neatly or type. Neatness counts.
- ☺ Make sure that you complete all information in the record book.
- ☺ Use a dark colored ink pen or a #2 pencil.
- ☺ You can complete your Record Book on the computer. The Record Book is available as a Microsoft Word document at the Manitowoc County UW-Extension website: www.uwex.edu/ces/cty/manitowoc
- ☺ Include photographs of projects and activities.
- ☺ Make sure that everything is securely attached.
- ☺ Caption all pictures.
- ☺ Number all pages. Additional pages should be numbered with a letter after the number. For example, additional pages as part of "Introduce Yourself" should be numbered 4a, 4b, 4c...

Record Book Don'ts

- ☹ Do not take pages out of the Record Book. All pages need to remain in the book.
- ☹ Do not put ribbons, awards, letters, articles or certificates in your record book. Rather, list these items under "awards and recognition."
- ☹ Do not put photographs on the back of pages.

Introduce Yourself

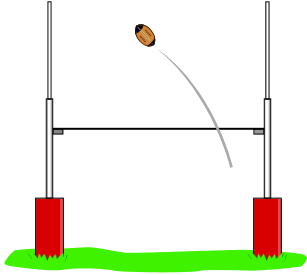
Name: _____ Age: _____

Picture

Tell something about yourself: _____

(If more space is needed, use additional pages - 4a, 4b, 4c....)

Starting Out



My Goals for the 4-H Year (list at least 2)

The beginning of the 4-H year is a good time to begin thinking about what you would like to do or learn in 4-H during the upcoming months. List **at least 2** of your goals for the year and what plans you have to accomplish your goals. Talk to your leader and parents and decide what goals are realistic to try, and possible to finish this year.

My goals for this year:	What I need to do to reach this goal:
Example: I will learn how to give a public presentation.	Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.

Project Area

Select one project to be judged _____

Number of years in this project _____

Complete pages 7 - 9 for this project only.

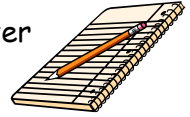
Please briefly describe what you did in this project and include a picture.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Along the Way

Keeping Track of What I Do

For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:



- ☐ What I did in my main 4-H project this year (page 6)
- ☐ Project finances (pages 7 & 8)

What I Did in This Project

List the results from being in this project this year. See "What is a 4-H Project?" in the "Introduction" section for examples, if needed.

What I did or made in my project:	Date completed:
Example: Made a collection of 22 rocks and minerals.	January 10, 2015

(add more pages if necessary - 7a, 7b, 7c...)

Project Finances

It is likely that you spent money on your 4-H project this year. This section will help you add up what it cost to complete your project.



(E) Expenses:



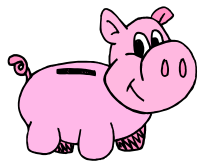
This section is where you can keep track of what materials, supplies, and equipment you purchased or used for your project.

Don't forget:

- = Cost of items purchased, including equipment and supplies
- = Cost of maintenance or repairs
- = Entry fees for any shows or exhibitions

Date:	Description of expense:	Cost (\$):
1/10/2015	Example: Oil paint, brushes, and canvas	\$22.00
Total Expenses:	(Add up all expenses from above and put number in box at right)	

(I) Income:



List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income."

Date:	Description of income:	Income (\$):
1/10/2015	Example: Sold oil painting at art fair	\$20.00
Total Income:	(Add up all income from above and put number in box at right)	

(N) Net Project Cost Or Profit:

If your project earned more than it cost, then your project made a profit. But this is not likely so don't worry if your project did not make money! Although a business aims to earn a profit, a 4-H project is meant for learning. The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.



In all likelihood, you spent more on your 4-H project than you earned from it. Therefore, "expenses" minus "income" is the total (or "net") cost of our project.

Financial Summary Table:

Total Expenses (E)	\$
Total Income (I)	\$
Net Project Cost or Profit (Subtract I from E)	\$

All 4-H Projects I Exhibited

(including your main project from page 6)

[illegible]

Add more pages if necessary.



My 4-H Activities

Number of meetings held by my club this year: _____ Number I attended: _____



Must have **title** or **explanation** (list one activity per line). Use "**other**" for additional activities.

Month

4-H Club Activities

_____	Demonstration: _____
_____	Speech: _____
_____	Recreation: _____
_____	Music: _____
_____	Drama: _____
_____	Conservation: _____
_____	Health: _____
_____	Safety: _____
_____	Community Service: _____
_____	Club Tour: _____
_____	Club Trip: _____
_____	Picnic: _____
_____	Fundraiser: _____
_____	Office Held: _____
_____	Other: _____
_____	Other: _____
_____	Other: _____

4-H County Activities

_____	Officer Training: _____
_____	Youth Leadership/Ambassadors: _____
_____	Teens Member/Officer: _____
_____	Workshops/Clinics/Seminars: _____
_____	County Committees: _____
_____	4-H Leaders Board: _____

Month

4-H County Activities (cont'd.)



4-H Promotion:

_____ National 4-H Week: _____

_____ Poster Contest: _____

_____ Parades: _____

_____ Other: _____

_____ Other: _____

_____ June Dairy Month: _____

_____ Other: _____

_____ Other: _____

_____ Demonstration: _____

_____ Forensics: _____

_____ Creative Writing: _____

_____ Talent Show: _____

_____ Clothing Style Revue: _____

_____ County Camp: _____

_____ Camp Counselor: _____

_____ Instate/Out-Of-State Exchange: _____

_____ County Trip: _____

_____ Fundraiser: _____

_____ County Fair: _____

_____ Clover Café: _____

_____ 4-H Fun Night: _____

_____ Other: _____

_____ Other: _____

4-H Eastern District, State, National, International Activities



_____ State Fair: _____

_____ State 4-H Youth Conference: _____

_____ District Teen Winter Camp: _____

_____ Citizenship Washington Focus: _____

_____ International Exchange: _____

_____ Other: _____

_____ Other: _____

Looking Back

What I Learned This Year



This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- 👍 The goals I completed
- 👍 The three most important things I learned
- 👍 Knowledge and skills I gained
- 👍 Telling my story

Goals I Completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? If you added new goals during the year, add them and explain them below.



My goals for this year:	How well did each goal get met?
Example: I will learn how to give a public presentation.	I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!

The Three Most Important Things I Learned

Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in 4-H during the past year in the boxes below. For instance, I learned how to groom my cat; I learned that working with senior citizens is challenging but also fun; and I learned to speak in front of my club without being afraid.

The three most important things I learned in 4-H during the past year were...
1.
2.
3.

My 4-H Story

Telling My Story (Reflection)

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions.

4-H is proud of what 4-H members learned and sometimes we like to use excerpts (parts) of stories 4-Hers write in 4-H publicity. If you do *not* want your information shared, please let us know by checking one of the boxes below:

- ☐ Do not use my story for any 4-H publicity.
- ☐ If you use my story, do not credit my name.



(Begin your story on the next page)

You should include things like:

- What you learned through your 4-H experiences.
- How your 4-H experiences helped you to be a better person.
- How 4-H impacted your life this year.
- How it affected you.
- What you shared from your 4-H experience.
- What you liked best about your 4-H experience.

My 4-H Story

(add more pages if necessary - 15a, 15b, 15c...)

My Goals for Next Year

(list at least 2)



Thinking Ahead

Now is a good time to begin thinking about what you would like to do or learn in 4-H next year. List some of your goals (at least 2) for next year and what plan you have to accomplish your goals.

My goal for next year:	What I need to do to reach this goal:

Feel free to attach additional pages to this record book if needed.

Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.



I learned or improved

Personal Skills

- ☐ To set goals for myself
- ☐ How to organize myself
- ☐ How to finish something I started
- ☐ How to pay attention to instructions
- ☐ To feel good about myself
- ☐ Knowledge of my project
- ☐ To be proud of my accomplishments
- ☐ To make something with my hands
- ☐ To follow directions
- ☐ To try something new
- ☐ To accept change
- ☐ How to keep records of important information in my project
- ☐ To take responsibility for my own words and actions
- ☐ What is important to me
- ☐ What I am interested in
- ☐ How to get more information about something I am interested in
- ☐ How to satisfy my curiosity about a new subject
- ☐ To deal with winning and losing gracefully
- ☐ How to be careful and practice safety
- ☐ To explore a career interest
- ☐ How to make wise choices and decisions
- ☐ New words and how to use them
- ☐ How different things relate to each other
- ☐ To appreciate my cultural heritage
- ☐ To keep track of finances

Working with other people

- ☐ How to listen to other people
- ☐ Parliamentary procedure
- ☐ How to lead others
- ☐ How to solve problems
- ☐ How to run a business meeting
- ☐ How to participate in a business meeting
- ☐ How to work with adults
- ☐ How to give a public presentation
- ☐ To feel comfortable speaking in front of a group
- ☐ How to help others succeed
- ☐ To understand my strengths and weaknesses
- ☐ To make new friends
- ☐ How to get along with other kids
- ☐ To accept people who are different from me
- ☐ How to work on a committee
- ☐ How to work with the club to complete a community service project
- ☐ How to give the 4-H Pledge
- ☐ How to work with other kids
- ☐ To respect someone else's feelings

Feel free to add any other items not listed above in the space below.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



Acknowledgements

Written by Kevin A. Palmer, 4-H Youth Development Educator, Manitowoc County UW-Extension, in cooperation with the Manitowoc County 4-H Leaders Association Record Book Committee. (Revised 2019)

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Carolyn Kleckner
Barb Remiker
Andrea Stier

Resources and References

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