

Dodge County 4-H Record Book Guide

General Guidelines

- ❖ **Do not use sheet protectors.**
- ❖ No scrapbooking - this is a record book.
- ❖ Recordkeeping is a valuable skill taught to 4-H members. Members are encouraged to keep records and submit a 4-H Record Book annually to stay in good membership standing.
- ❖ The primary purposes of completing Record Books are for the youth to develop the skills necessary in setting goals, working towards achieving those goals, reflecting on their experiences, and setting new and higher goals for themselves.
- ❖ Record Book forms are available for download in both Word and PDF formats.
- ❖ A Record Book consists of information that a 4-H member records over the course of the current 4-H year only. (Record Book pages from previous years should be removed and stored elsewhere.) It will document their goals, knowledge and skills gained, leadership experiences, awards earned, and service in their community.
- ❖ Record Books submitted are evaluated on project work, leadership, community service, awards, and both 4-H and non 4-H activities.
- ❖ When readers look at a Record Book, they take into account the details in relation to how long the member has been in 4-H.
- ❖ Do not forget to take pictures throughout the year of 4-H projects and activities.
All pictures need captions.
- ❖ It is acceptable to write instead of type any part of the Record Book. When doing so, make sure to write legibly.
- ❖ Members are encouraged to write in complete sentences and use proper grammar and punctuation.
- ❖ Tabbed dividers are needed to separate activities and projects. Tabs should be labeled.
- ❖ If something does not apply write “none” or “N/A.”

Record Book Binder

- Use a hardcover 3-ring binder that is an appropriate size for your record book with a clear plastic outside pocket.

Outside Cover

Club Name

Your Name

Spine

Club Name

Your Name

Introduction Page

Your Name

Address

Club Name

Years in 4-H

Grade in school at the start of the 4-H year

A picture of yourself (optional)

Cumulative Project Page

- Here you list each project you take and check each year you take the project. This is the only form that will transfer to next year's record book.

CUMULATIVE 4-H PROJECT LIST

Name of Project	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____	Year _____

Tab Labeled Yearly Summary and Goals



MY 4-H YEARLY SUMMARY AND GOALS

(If none, write none)

Number of meetings held by my club this year:

Number I attended:

Officer or other key role CLUB:

Officer or other key role COUNTY:

Officer or other key role STATE:

Officer or other key role NATIONAL:

What will you do this year to expand your 4-H experience and to help you grow as a person? (HINTS: This should be completed at enrollment time. Are there activities that you are going to take part in? Will you try to become an officer? Will you try to attend more meetings? Will you chair a committee? ...etc.)

Tab Labeled Non-Project Activities

- **Use a divider tab.**
- Write a brief description of each activity sharing what you did, learned, and any leadership role you had.
- There is a maximum of two pictures per activity. All pictures need captions. Include club, county and state activities that are **non-project** related. All project-related activities are to be with the project.



MY 4-H YEARLY ACTIVITIES SUMMARY

(4-H AND NON - 4-H ACTIVITIES)

(Maximum two photos per EVENT)

Date:

Event:

What I did and learned:

Project Tab

- Use a divider tab.
- There is a maximum of two pictures per activity and two per item. All pictures need captions.

4-H PROJECT RECORD

(Maximum two photos per item)

This year's goals:

Project item(s):

What I did and learned in this project this year:

These questions are to help you remember what you learned, not to be answered as individual questions.

- *When did you notice yourself most interested and curious in your project?*
- *What is one thing that was hard to believe - not confusing, but surprising?*
- *What is the most important thing you learned? The least?*
- *Did you experience anything doing this project that motivates you to make a difference in the world?*
- *Did you experience any "aha's" – understanding or seeing something differently than you previously had?*
- *Did you experience any moments of total enjoyment in your project this year? If so, when, how and why?*
- *What still confuses you?*
- *What is something you said or heard that stuck with you and why?*
- *What will you do with what you learned?*
- *What is stopping you from being an (even more) amazing learner?*
- *What did you discover?*

- *What was your favorite moment working on your project?*
- *What was your “good” for this project? What was your “bad”?*
- *What challenged your thinking?*
- *What touched your heart this year in your project?*
- *How did you improve on methods preciously used?*
- *What new method did you try?*

Achievements/Accomplishments:

These questions are to help you remember what you learned, not to be answered as individual questions.

- *What did you improve on this year?*
- *What goals did you achieve?*

Problems and solutions:

These questions are to help you remember what you learned, not to be answered as individual questions.

- *Was there a time when you were especially confused? How did you respond?*
- *What is one chance you took, and how did it end up?*
- *With the animal projects think about how husbandry, calving/lambing/kidding/kitting/hatching, halter training/exercising went.*

Where/who I received help from and how they helped:

These questions are to help you remember what you learned, not to be answered as individual questions.

- *What is one thing you discovered from a book?*
- *What is one thing you discovered from a friend?*
- *What is one thing you learned from a teacher?*
- *What do you know, and how do you know it?*
- *What is one thing you discovered online or on YouTube?*

Examples of leadership:

These questions are to help you remember what you learned, not to be answered as individual questions.

- *How did you contribute to another’s learning?*

Future goals:

These questions are to help you remember what you learned, not to be answered as individual questions.

- *What would you like to know more about?*
- *Based on what you learned this year, what do you want to learn next year?*

Project financial report:

- All items have a value, even gifts.
- Expenses – This is where you will record the cost of materials/supplies/ingredients you bought for your project.
- Income or Income/Value –This is where you will record the value of the item made. For many projects, your only income may be your Fair premium check; however, some projects will also have income from items sold, or the estimated values of items made or raised that were used at home. Examples: You raised 6 lbs. of carrots in your garden; go to the store and find out how much 6 lbs. of carrots would cost. You made your brother’s birthday cake; see how much a similar cake would have cost in a store. You made a vest; find a vest that looks as close to what yours looks like in a store and record its cost.
- Remember that tangible prizes have a “value.” Did you win a book, feed, equipment, etc.? Make sure you record this as income.
- Asset is property owned that has a value that could be converted into cash. Breeding stock could be sold for cash but you are keeping it to better your stock.
- To figure Net Profit/Loss - If the greater number is income, you have a profit.
If the greater number is expense, you have a loss.

Income and Expenses			
Date	Description	Income	Expense
	Expenses-detail them out		
	Estimated value if you were to buy it		
	Fair premium		
	Income from jobs pertaining to project		
TOTALS			
Net Profit or Loss			

- Write a brief description of each activity sharing what you did, learned, and any leadership role you had.
- There is a maximum of two pictures per activity. **All pictures need captions.** Include club, county and state activities that are **project** related.



MY 4-H YEARLY PROJECT-RELATED ACTIVITIES

(4-H AND NON - 4-H ACTIVITIES)
(Maximum two photos per EVENT)

Date:

Event:

What I did and learned:

Repeat from **Project Tab** to here for each project. Some projects may have additional pages. Those pages will print with those projects.

Tab Labeled Parent/Leader Comments

- Use a divider tab.



PARENT/LEADER COMMENTS

(Optional)

(Special/unusual situation should be documented by leader, parents, or one familiar with youth's abilities.)