

# **RECORD BOOK GUIDELINES**

4-H member should fill out the following forms and place in your record book in this order. All of the forms are on the UW-Extension office website: [Monroe.extension.wisc.edu](http://Monroe.extension.wisc.edu)

1. Record Book Cover Page. This is your cover or front page for your Record Book.
2. Member's Application for County 4-H Awards form. Place in the left front pocket of your record book.
3. Member Introduction Page. This is the first page of your record book.
4. Make a Table of Contents for your Record Book. A template is on the website. The Table of Contents must correlate with dividers, tabs OR page numbers.
5. My 4-H Activity Program Form. Check all the activities that you participated in this 4-H year. This is the third and fourth page of your record book.
6. Activity Summary Forms (details listed below)
7. My 4-H Story (details listed below)
8. Project History Form
9. Project Record Form (details listed below)
10. Picture Pages (details listed below) need to follow each project area.
11. Youth Project Hour Tracker
12. Scrapbook (the last section of your book)

## **DIRECTIONS ON HOW TO FILL OUT THE ACTIVITY SUMMARY FORM**

- From the My Activity Program Form, you must choose three 4-H activities to report on using one Activity Summary form for each activity.

### ***"Why did you chose to participate in this activity?"***

- Either in paragraph or list form, describe your decision to participate.

### ***"ACTIVITY DETAILS"***

- Please fill in the details for the activity you are reporting on.

### ***"SKILLS & KNOWLEDGE USED OR GAINED"***

- List the skills or knowledge you used while participating in the activity.
- Describe the ways you used each skill or knowledge to successfully participate.

***"4-H offers many activities throughout the year. All are meant to offer those who participate an opportunity to learn and grow. How has this activity made you better? How might you use these skills as you grow and try new things?"***

- Are there things that you can do now that you could not do before participating in this activity?
- Did you gain confidence as a result of participating in this activity?
- How do you see yourself using any of the knowledge or skills as you explore your career path?
- How do you see yourself applying these skills or knowledge to real-life situations?

### ***"Activity Report"***

- See directions on form.
- If you would rather, you may use blank or specialty paper for photos.
- A maximum of 3 sides of paper is acceptable for the scrapbook section of the activity report.

## **MY 4-H STORY**

- Minimum four paragraphs (8 sentences), maximum 1 page, two-sided.
- Introduce yourself; age, interests/hobbies, family (parents, guardians, brothers & sisters), where you live and go to school, when and why you joined 4-H.

- Tell about your project area. Include things such as: How has 4-H helped you learn things about your project you didn't know before? How has your project grown in size and scope? What new techniques have you tried? Were they successful or unsuccessful? Explain.
- Highlight other 4-H projects and activities. What were some of your major learning experiences and special interests? Did you encounter unusual situations? If so, explain.
- Tell about 4-H growth. Explain how 4-H has helped you become a better leader and citizen. How has 4-H increased your interest and participation in your community? What have you learned from team efforts?

### **DIRECTIONS ON HOW TO FILL OUT THE PROJECT REPORT FORMS**

- You do not have to report on all of your projects you completed during this 4-H year, but you must report on a minimum of 1 for Jr., 2 for Inter., and 3 for Sr. You may choose which projects to report on.
  - You will only receive recognition for the projects you report.
- There are specific two sided forms for many projects. There are directions for each individual project form available on the website. This list is:
 

<ul style="list-style-type: none"> <li>○ General Project Form</li> <li>○ Animal and Veterinary Science</li> <li>○ Beef</li> <li>○ Cage Birds</li> <li>○ Cat</li> <li>○ Cavy</li> <li>○ Clothing &amp; Sewing</li> <li>○ Communication Arts</li> <li>○ Cultural Arts</li> <li>○ Dairy</li> <li>○ Dog</li> <li>○ Family &amp; Child Development</li> <li>○ Fish &amp; Aquatics</li> <li>○ Flowers &amp; Houseplants</li> <li>○ Food &amp; Nutrition</li> <li>○ Goat</li> <li>○ Health, Social &amp; Political Science</li> <li>○ Home Environment</li> </ul>	<ul style="list-style-type: none"> <li>○ Knitting &amp; Crocheting</li> <li>○ Llama &amp; Alpaca</li> <li>○ Mechanical Science</li> <li>○ National &amp; International Culture</li> <li>○ Natural Science</li> <li>○ Photography</li> <li>○ Plant &amp; Soil Science</li> <li>○ Pocket Pet</li> <li>○ Poultry</li> <li>○ Rabbit</li> <li>○ Reptile &amp; Amphibian</li> <li>○ Self-Determined and Youth Leadership</li> <li>○ Sheep</li> <li>○ Shooting Sports</li> <li>○ Sports</li> <li>○ Swine</li> <li>○ Woodworking</li> </ul>
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- If your project is not listed specifically, use the first form "General Project Form" and its document directions.

### ***"Picture Pages"***

- A minimum of 4 pages (2 sheets, two-sided) need to follow each project area.
- Must include captions with each picture.
- You can attach photos to a blank sheet of paper and write or attach captions, or you can create a document with photos and captions and print them. Photos do not need to be in color but should be clear.
- If you would like to include the description card created for Monroe County Fair entries, you may attach them on these pages.
- You may put your sheet of pictures into a clear, protective page sleeve.
- No large ribbons/accessories in book, i.e. merit ribbons, metals, pins, etc. (You can add these at home after judging)

### **Scrapbook**

- Minimum 5 pages (single sided). Includes things like newspaper clippings, Cloverlink clippings, certificates, extra photos, etc.
- Placed at the very end of your record book.