Extension
UNIVERSITY OF WISCONSIN–MADISON
JUNEAU COUNTY

# JUNEAU COUNTY 4-H
# RECORD BOOK INSTRUCTIONS AND RULES

All Juneau County 4-H members are encouraged to keep a Record Book of activities and projects they have participated in throughout the year. This Record Book helps a member track participation points, qualify for awards, and serves as proof of a member's good standing for trips and scholarships. Record Books are turned in to general leaders where they will be judged on the club and county level. The following instructions and rules were designed to help you develop your Record Book and these rules will be used for judging.

- ❑ Record books begin with a 3-ring binder that is no more than 2" wide and can be any color. This binder will hold Record Book Forms and supporting materials. Use of plastic sheet protectors is encouraged but not required.
- ❑ Insert a Green Cover that can be obtained from your General Leader or Extension Office. The Green Cover can be placed on the outside of the binder or used as the very first and last pages inside the binder. The use of two Green Covers is acceptable if you have maximized the project spaces provided.
- ❑ Forms are found on the Juneau County Extension website and are available in Microsoft Word or PDF.
- ❑ Each Record Book needs to include the following Forms
    - Member Introduction Page
    - Activity Summary
    - Projects I've Carried
    - My 4-H Year in Review
    - Project Pages-some projects have specific pages
- ❑ Forms may be completed in handwriting or typed but they must be your own work. Remember, neatness counts so if you are handwriting, do your best to make sure everyone can read it.
- ❑ Forms are designed so that you can complete them as the year progresses. Complete the top of project forms in the beginning of the year, the middle during the year, and the last questions at the end of the year. Do a rough draft if you want and print clean pages for your final submission.
- ❑ We understand that the "Worth Statement" question on the back of the forms can be hard to complete. It is there to help you reflect on what you learned in 4-H. There are eleven life skills that Wisconsin 4-H recognizes as an educational priority for its members. Try to see if you can incorporate the following life skills into your worth statement:

    Applying science and technology
    Communicating with others
    Decision making
    Developing self
    Leading self and others
    Learning to learn
    Mental and physical health
    Planning and organizing
    Problem solving
    Relating to change
    Relating to others

- ❑ Complete all of the blanks in the forms. If you can't complete a section, explain why. For example, if you had no expenses to record in your expense section, write "No expenses."

- ❑ Let your parents, leaders, and other members help you with proofreading and generating ideas to better explain yourself. It will help you learn to communicate with others better!
- ❑ Feel free to add some creativity to your book. Ribbons, pictures, and programs are allowed. It's <u>your</u> book! Just make sure that you save time to complete the forms!
- ❑ The Record Book Evaluation and Rating Sheet is the official form used to judge each record book. The order of your Record Book should follow the judges sheet:
    - Cover and Permanent Record
    - Table of Contents (this page is your original design and includes page numbers)
    - Member Introduction Page
    - Activity Summary
    - Projects I've Carried
    - My 4-H Year in Review
    - Project Forms
- ❑ Do not forget to fill in all signature lines (parent and member signatures).
- ❑ Project Forms do not need to be filled out for every project that a member participates in. However, if a member is applying for a project disk then a project form must be completed for the member to receive a disk in that project area.
- ❑ There is no limit to how much supporting materials (pictures, ribbons, programs, newspaper articles, etc.) can be included just as long as the entire Record Book <u>does not exceed what a 2" binder can reasonably hold.</u>
- ❑ Remember to request project disk(s) on the member introduction page. Disks can be earned for projects and/or county/state events you have participated in. Disks can on only be earned if project forms or supporting event materials are included within the record book.
- ❑ Record books need to be turned into General Leaders. Each club can set their own deadline for when record books are due. After books are judged at the club level, top books must be submitted to the UW-Extension Office by **October 15th**.
- ❑ General Leaders: Please remove club judging sheets before submitting Record Books to the extension office. Only submit quality record books that can compete for top placing on the county level. Incomplete record books will not be considered for top placing.

## <u>QUICK CHECKLIST:</u>

- ✓ Binder (no larger than 2" width)
- ✓ Green Cover-completely filled out front and back of both pages
- ✓ Table of Contents with page numbers
- ✓ Member Introduction Page
- ✓ Activity Summary Pages
- ✓ Projects I've Carried
- ✓ My 4-H Year in Review
- ✓ Project Forms
- ✓ Club Participation
- ✓ County Participation
- ✓ ALL Signature lines are filled in
- ✓ Neatness counts-a lot!
- ✓ Turn in to General Leader by club due date