

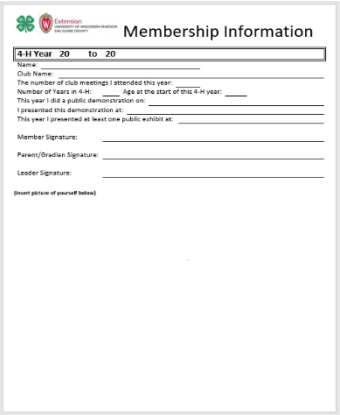

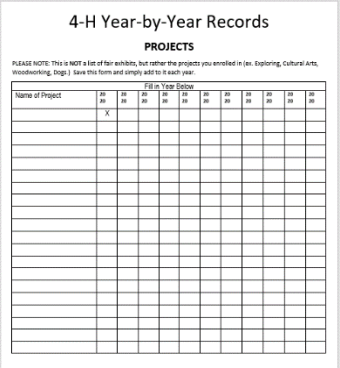
Record Book Instructions

This format is for 3rd through 12th grade using Microsoft Word

One of the requirements to achieve in Eau Claire County 4-H is to create and submit a record book each year. The actual due date varies from club to club, so please check with your club's general leader. Besides achieving, doing a record book has many benefits.

- It is necessary to be nominated for county awards.
- It is necessary when applying for 4-H Experience(s) (trips).
- It teaches life skills of good record keeping.
- Encourages reflection on the year which enhances project learning.


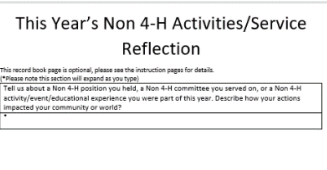
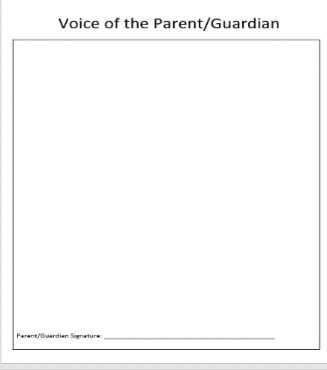
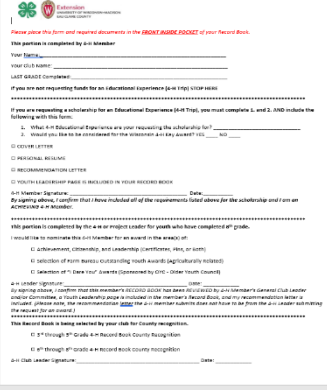
PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING

Image of Page	Instructions for this page
	<p>Membership Information</p> <p>This page is to document information about you and to capture signatures.</p> <p>Please be certain to include a picture of yourself.</p> <p>An achieving 4-H member:</p> <ol style="list-style-type: none"> 1. Attended at least four club meetings 2. Presented a public demonstration 3. Presented a public exhibit 4. Submitted a completed record book <p>Fill in the year section with the corresponding 4-H years. Click your cursor at the beginning of each underline and begin typing.</p>
	<p>SMART Goals</p> <ul style="list-style-type: none"> • Please set and document at least one SMART Goal. To document additional SMART Goals, please make a copy of this page. • SMART Goal(s) should be set at the beginning of each 4-H year. • Your SMART Goal(s) should be specific to a 4-H project and/or 4-H related. • Once you have achieved your SMART Goal(s), complete the “What did you learn” portion of this page. (If you do not achieve your SMART Goal(s), document why) <p>Click your cursor below each question and begin typing.</p>
	<p>4-H Year by Year Records – Projects</p> <p>Use this page to list all of the projects you have enrolled in on 4-Honline. This is NOT a list of fair/public exhibits, but rather the projects you enrolled in (ex. Exploring, Cultural Arts, Woodworking, Dogs.)</p> <p>Click your cursor in each cell below “Name of Project” and begin typing. Fill in the years and check off each corresponding project.</p> <p>Save this form and simply add to it each year.</p>

Record Book Instructions (Continued)

Image of Page	Instructions for this page
	<p>This Year's Project Reflection</p> <ul style="list-style-type: none"> • Please select and reflect on at least one project from this year. To reflect on additional projects, please make a copy of this page. • You will need to answer each question. (keeping receipts will be helpful to complete this page) <p>Please be certain to include a picture of what you selected to reflect on.</p> <p>Click your cursor below each question and begin typing.</p>
	<p>4-H Year by Year Records – Activities/Service</p> <p>Use this page to list items you participated in at your club, county, state and national level:</p> <ul style="list-style-type: none"> • 4-H activities • 4-H events • 4-H community service • 4-H Educational Experience(s) (trips) • 4-H officer positions you have held • 4-H committees you have served on <p>Click your cursor in each cell below “Item” and begin typing. Fill in the years and check off each corresponding item.</p> <p>Save this form and simply add to it each year.</p>
	<p>This Year's 4-H Activities/4-H Service Reflection</p> <ul style="list-style-type: none"> • Please select and reflect on at least one of the following. <ul style="list-style-type: none"> ○ 4-H position you held this year ○ 4-H committee you served on this year ○ 4-H activity/event/Experience(s) you were part of this year • You will need to answer each question. To reflect on more than one, please make a copy of this page. <p>Click your cursor in the box below the question and begin typing.</p>
	<p>This Year's Youth Leadership Experience</p> <p>IF YOU PLAN ON REQUESTING FUNDS FOR AN EDUCATIONAL EXPERIENCE(S) (4-H TRIP) OR YOU WOULD LIKE A CHANCE TO BE NOMINATED BY A LEADER FOR A COUNTY AWARD, YOU ARE <u>REQUIRED</u> TO describe a YOUTH LEADERSHIP EXPERIENCE you led/facilitated AND <u>THIS RECORD BOOK PAGE IS REQUIRED</u>. If neither of these interest you, this record book page can be omitted.</p> <p>Please be certain to insert a picture of your Youth Leadership in action.</p> <p>Click your cursor below each question and begin typing.</p>

Record Book Instructions (Continued)

Image of Page	Instructions for this page
	<p>Non 4-H Year by Year Records - Non 4-H Activities/Non 4-H Service THIS RECORD BOOK PAGE IS OPTIONAL and can be omitted. Use this page to list Non 4-H items you participated in:</p> <ul style="list-style-type: none"> • Non 4-H activities • Non 4-H events • Non 4-H community service • Non 4-H educational Experience(s) (trips) • Non 4-H officer positions you have held • Non 4-H committees you have served on <p>Click your cursor in each cell below “Item” and begin typing. Fill in the years and check off each corresponding item. Save this form and simply add to it each year.</p>
	<p>This Year's Non 4-H Activities/Non 4-H Service Reflection THIS RECORD BOOK PAGE IS OPTIONAL and can be omitted.</p> <ul style="list-style-type: none"> • Please select and reflect on at least one of the following. <ul style="list-style-type: none"> ○ Non 4-H position you held this year ○ Non 4-H committee you served on this year ○ Non 4-H activity/event/Experience(s) you were part of this year • You will need to answer each question. To reflect on more than one, please make a copy of this page. <p>Click your cursor in the box below the question and begin typing.</p>
	<p>Voice of the Parent/Guardian This page is completed by your parent/guardian. This is their point of view of how your 4-H year went.</p> <ul style="list-style-type: none"> • Parent/guardian should click cursor in the text box and begin typing. • You can also print this page for your parent/guardian to write on. Make sure to include this page with your completed record book.
	<p>Please place this form in the <u>FRONT INSIDE POCKET</u> of your Record Book. Follow the instruction listed on this form.</p> <p>Click your cursor at the beginning of each underline and begin typing.</p> <p>Additional instructions for youth completing the scholarship portion and for leaders completing the award portions can be found on the Eau Claire County Extension website.</p> <p>Please note: If you would like to include additional pages in your record book with more pictures and/or include ribbons and certificates you are welcome to do so. However, outside of where it is specifically indicated to include pictures, it is not a requirement to include more.</p>

DO NOT INCLUDE THESE INSTRUCTION PAGES WITH YOUR FINISHED RECORD BOOK



Extension
UNIVERSITY OF WISCONSIN-MADISON
EAU CLAIRE COUNTY

Membership Information

4-H Year 20 to 20

Name: _____

Club Name: _____

The number of club meetings I attended this year: _____

Number of Years in 4-H: _____ Age at the start of this 4-H year: _____

This year I did a public demonstration on: _____

I presented this demonstration at: _____

This year I presented at least one public exhibit at: _____

Member Signature: _____

Parent/Guardian

Signature: _____

Leader Signature: _____

(insert picture of yourself below)

S.M.A.R.T. GOAL

S pecific	What exactly do I want to do?
M easurable	How will I track my progress? (Examples: set a timeline or share with others so they hold you accountable)
A ttainable	Is this realistic for me? Do I have what I need to make this possible?
R elevant	Why am I doing this? Is it relevant to my 4-H Experience(s)?
T ime-oriented	When will I have this completed by?
What did you learn from this goal? How might the results of your goal impact what you do in the future?	

This Year's Project Reflection

(*Please note this section will expand as you type)

What did the project cost you (time and money, initial costs and any ongoing costs)? *
How/where did you exhibit your project? *
What did you learn from this project? *
What skills did you develop from this project? *

(Please make sure to include a picture.)

This Year's 4-H Activities/4-H Service Reflection

(*Please note this section will expand as you type)

Tell us about a 4-H position you held, a 4-H committee you served on, or a 4-H activity/event/educational Experience(s) you were part of this year. Reflect on how this impacted you, your club, or your community; why was it important to you?

*

This Year's Youth Leadership Experience

Please see the instruction pages for important details about when you need to include this record book page.

(*Please note this section will expand as you type)

Tell us about your Youth Leadership Experience. (Why did you select this event/ project? What did the process look like? How did it turn out?)

*

What was challenging about this experience? Would you change anything if you were to do this project again?

*

How did this provide leadership opportunities for you? Share what you learned about yourself.

*

(Please make sure to include a picture of your Youth Leadership in action)

This Year's Non 4-H Activities/Service Reflection

This record book page is optional, please see the instruction pages for details.

(*Please note this section will expand as you type)

Tell us about a Non 4-H position you held, a Non 4-H committee you served on, or a Non 4-H activity/event/educational Experience(s) you were part of this year. Describe how your actions impacted your community or world?

*

Voice of the Parent/Guardian

Parent/Guardian Signature: _____



Nomination Form

Please place this form and required documents in the **FRONT INSIDE POCKET** of your Record Book.

This portion is completed by 4-H Member

Your Name: _____

Your Club Name: _____

LAST GRADE Completed: _____

If you are not requesting funds for an Educational Experience (s) (4-H Trip) STOP HERE

If you are applying for a scholarship for an Educational Experience(s) (4-H Trip), you must complete 1. and 2. AND include the following with this form:

1. What 4-H Educational Experience(s) are you requesting the scholarship for? _____
2. Would you like to be considered for the Wisconsin 4-H Key Award? YES ____ NO ____

- COVER LETTER
- PERSONAL RESUME
- RECOMMENDATION LETTER
- YOUTH LEADERSHIP PAGE IS INCLUDED IN YOUR RECORD BOOK

4-H Member Signature: _____ Date: _____

By signing above, I confirm that I have included all the requirements listed above for the scholarship and I am an ACHIEVING 4-H Member.

This portion is completed by a 4-H Club or Project Leader for youth who have completed at least 8th grade.

I would like to nominate this 4-H Member for a county level award in the area(s) of:

- Achievement, Citizenship, and Leadership (Certificates, Pins, or Both)
- Selection of Farm Bureau Outstanding Youth Awards (Agriculturally Related)
- Selection of "I Dare You" Awards (Sponsored by OYC - Older Youth Council)

4-H Leader Signature: _____ Date: _____

By signing above, I confirm that this member's RECORD BOOK has been REVIEWED by 4-H Member's General Club Leader and/or Committee, a Youth Leadership page is included in the member's Record Book, and my recommendation letter is included. (Please note, the recommendation letter the 4-H member submits does not have to be from the same 4-H Leader submitting the request for a county level award.)

This Record Book is being selected by your club for county recognition.

- 3rd through 5th Grade 4-H Record Book for County Recognition
- 6th through 8th Grade 4-H Record Book for County Recognition

4-H Club Leader Signature: _____ Date: _____