

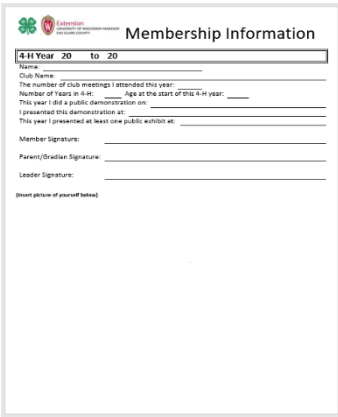

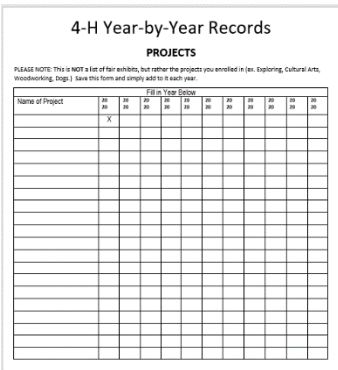
Record Book Instructions

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.


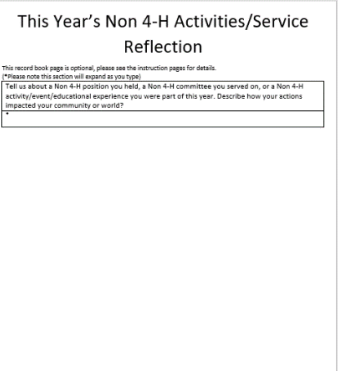
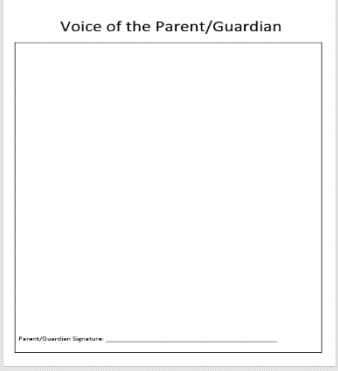
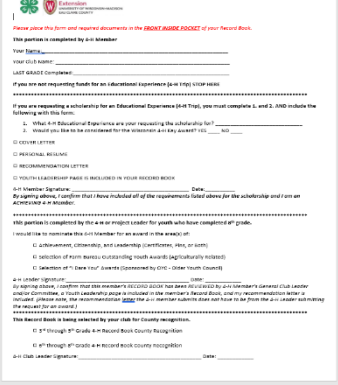
- It is necessary to be nominated for county awards.
- It is necessary when applying for 4-H Experience(s) (trips).
- It teaches life skills of good record keeping.
- Encourages reflection on the year which enhances project learning.

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING

Image of Page	Instructions for this page
 <p>The image shows a 'Membership Information' form from Eau Claire County 4-H. It includes fields for Name, Club Name, 4-H Year (20 to 20), and sections for Member, Parent/Grand, and Leader signatures. It also has checkboxes for attending meetings, public demonstration, and public exhibit, and a space for a photo.</p>	<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>The image shows a 'SMART Goals' form. It has a table with rows for Specific, Measurable, Attainable, Relevant, and Time-oriented goals, and columns for 'What exactly do I want to do?' and 'How will I track my progress?'. It also includes a section for 'What did you learn from this goal?' and 'How might the results of your goal impact what you do in the future?'.</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>The image shows a '4-H Year-by-Year Records - Projects' form. It includes a table with columns for 'Name of Project' and years from 20 to 20. It also has a section for 'What did you learn from this goal?' and 'How might the results of your goal impact what you do in the future?'.</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>

[illegible]

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.</p> <p>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

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?	

4-H Year-by-Year Records

PROJECTS

PLEASE NOTE: This is **NOT** a list of fair exhibits, but rather the projects you enrolled in (ex. Exploring, Cultural Arts, Woodworking, Dogs.) Save this form and simply add to it each year.

[illegible]

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.)

4-H Year-by-Year Records

4-H Activities/4-H Service

PLEASE NOTE: Use this page to list 4-H activities, 4-H events, 4-H community service, 4-H educational Experience(s) (4-H trips), 4-H officer positions, and 4-H committees you have served on at your club, county, state and/or national level. Save this form and simply add to it each year.

[illegible]

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)

<p>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?)</p> <p>*</p>
<p>What was challenging about this experience? Would you change anything if you were to do this project again?</p> <p>*</p>
<p>How did this provide leadership opportunities for you? Share what you learned about yourself.</p> <p>*</p>

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

Non 4-H Year-by-Year Records

Non 4-H Activities/Non 4-H Service

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

PLEASE NOTE: Use this page to list 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, and Non 4-H committees you have served on. Save this form and simply add to it each year.

[illegible]

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: _____



Extension
UNIVERSITY OF WISCONSIN-MADISON
EAU CLAIRE COUNTY

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: _____ Email: _____

Would you like to be considered for the Wisconsin 4-H Key Award? Yes ____ No ____

If so, include the following with this form:

☐ COVER LETTER

☐ RECOMMENDATION LETTER

☐ PERSONAL RESUME

☐ 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 award and I am an ACHIEVING 4-H Member.

This portion is completed by the 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 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 County Recognition

☐ 6th through 8th Grade 4-H Record Book County Recognition

4-H Club Leader Signature: _____ Date: _____

Include page 2 if you would like to apply for a scholarship or funds.

Nomination Form, page 2

_____ is requesting funds from the Leaders Association.

*The scholarship and funding request portion of the Nomination form is applicable for events applied for during the current 4-H year; the Leaders Association will cover up to 1/3 of the cost of the experience/opportunity. Nominations forms can be turned in by the **second Tuesday in September** and by the **third Tuesday in January**. Nomination forms can also be turned in on an as-needed basis; funding will be determined based on funds available for that 4-H year.*

Please refer to the Nomination Form Guidelines for Eau Claire County 4-H and the ECC-Chart of Teams/Experiences/Awards found on the Extension Eau Claire County Website for more information.

To apply for a scholarship for an Educational Experience(s) (4-H Trip), complete this section.

Education Experiences include Summer Academy @ UW-Madison, American Spirit Experience-East, CWF - Citizen Washington Focus in Washington D.C., National 4-H Congress in Atlanta, Ga., National 4-H Conference in Washington D.C., International Exchange, CWF-Presidential Inauguration, and Space Camp Counselor.

What 4-H Educational Experience are you requesting the scholarship for? _____

Include the following with this form:

☐ COVER LETTER

☐ RECOMMENDATION LETTER

☐ PERSONAL RESUME

☐ 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. My prior year's record book with above documents will be turned into the Extension Office by the second Tuesday in September and/or the third Tuesday in January.

To request funding for an Educational Opportunity(s), complete this section.

Education Opportunities include, but are not limited to, State Art Groups (4-H Drama Company, 4-H Art Team, 4-H Communications Team), Space Camp, Fall Forum, Art Camp, and ArtBeat.

What 4-H Educational Opportunity are you requesting funding for? _____

Include the following with this form:

☐ COVER LETTER (include the name and total cost of educational opportunity, a youth leadership experience you led/facilitated during the past 4-H year, and 4-H involvement)

4-H Member Signature: _____ Date: _____

By signing above, I confirm that I have included all the requirements listed above for the funding request and I am an ACHIEVING 4-H Member. The nomination form and cover letter will be turned into the Extension Educator at the Extension Office or via email to Rachel.hartbrinson@wisc.edu by the second Tuesday in September and/or the third Tuesday in January.
