

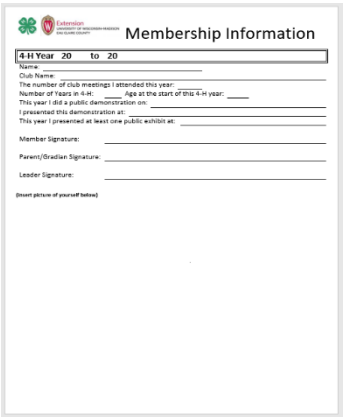
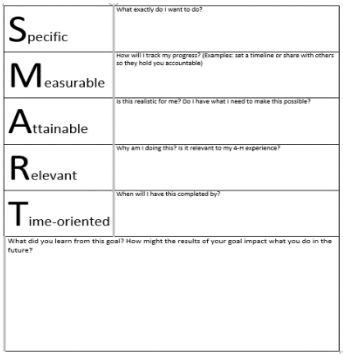

# Record Book Instructions

This format is for 3<sup>rd</sup> through 12<sup>th</sup> grade using Microsoft Word



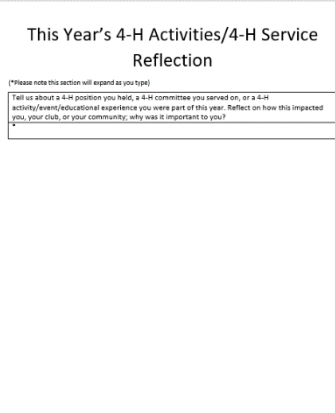
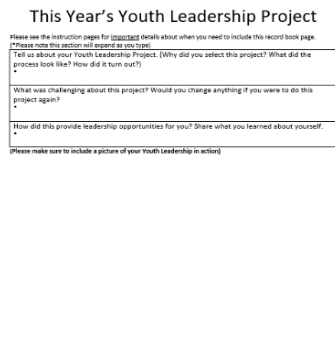
One of the requirements to achieve in Eau Claire County 4-H is to create and submit a record book each year. The actual due date varies from club to club, so please check with your club's general leader. Besides achieving, doing a record book has many benefits.

- 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.


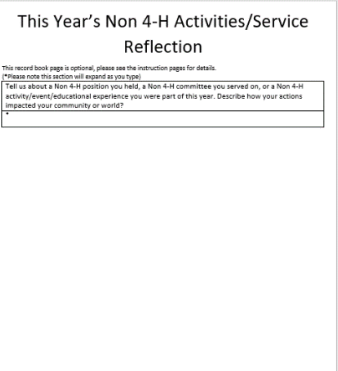
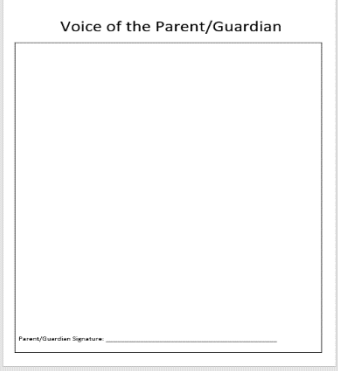
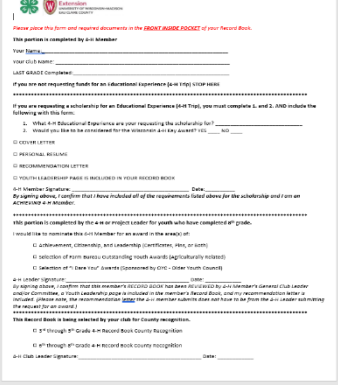
**PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING**

Image of Page	Instructions for this page
	<p><b>Membership Information</b></p> <p>This page is to document information about you and to capture signatures.</p> <p><b>Please be certain to include a picture of yourself.</b></p> <p>An achieving 4-H member:</p> <ol style="list-style-type: none"> <li>1. Attended at least four club meetings</li> <li>2. Presented a public demonstration</li> <li>3. Presented a public exhibit</li> <li>4. Submitted a completed record book</li> </ol> <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><b>SMART Goals</b></p> <ul style="list-style-type: none"> <li>• Please set and document at least one SMART Goal. To document additional SMART Goals, please make a copy of this page.</li> <li>• SMART Goal(s) should be set at the beginning of each 4-H year.</li> <li>• Your SMART Goal(s) should be specific to a 4-H project and/or 4-H related.</li> <li>• 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)</li> </ul> <p>Click your cursor below each question and begin typing.</p>
	<p><b>4-H Year by Year Records – Projects</b></p> <p>Use this page to list all of the projects you have enrolled in on 4-Online. This is NOT a list of fair/public exhibits, but rather the projects you enrolled in (ex. Exploring, Art, 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><b>Save this form and simply add to it each year.</b></p>

# Record Book Instructions (Continued)

Image of Page	Instructions for this page
	<p><b>This Year's Project Reflection</b></p> <ul style="list-style-type: none"> <li>Please select and reflect on at least one project from this year. To reflect on additional projects, please make a copy of this page.</li> <li>You will need to answer each question. (keeping receipts will be helpful to complete this page)</li> </ul> <p><b>Please be certain to include a picture of what you selected to reflect on.</b></p> <p>Click your cursor below each question and begin typing.</p>
	<p><b>4-H Year by Year Records – Activities/Service</b></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"> <li>4-H activities</li> <li>4-H events</li> <li>4-H community service</li> <li>4-H Educational Experience(s) (trips)</li> <li>4-H officer positions you have held</li> <li>4-H committees you have served on</li> </ul> <p>Click your cursor in each cell below “Item” and begin typing. Fill in the years and check off each corresponding item.</p> <p><b>Save this form and simply add to it each year.</b></p>
	<p><b>This Year's 4-H Activities/4-H Service Reflection</b></p> <ul style="list-style-type: none"> <li>Please select and reflect on <b>at least one</b> of the following.             <ul style="list-style-type: none"> <li>4-H position you held this year</li> <li>4-H committee you served on this year</li> <li>4-H activity/event/Experience(s) you were part of this year</li> </ul> </li> <li>You will need to answer each question. To reflect on more than one, please make a copy of this page.</li> </ul> <p>Click your cursor in the box below the question and begin typing.</p>
	<p><b>This Year's Youth Leadership Experience</b></p> <p><b>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.</b></p> <p><b>Please be certain to insert a picture of your Youth Leadership in action.</b></p> <p>Click your cursor below each question and begin typing.</p>

# Record Book Instructions (Continued)

Image of Page	Instructions for this page
	<p><b>Non 4-H Year by Year Records - Non 4-H Activities/Non 4-H Service</b>  <b>THIS RECORD BOOK PAGE IS OPTIONAL and can be omitted.</b> Use this page to list Non 4-H items you participated in:</p> <ul style="list-style-type: none"> <li>• Non 4-H activities</li> <li>• Non 4-H events</li> <li>• Non 4-H community service</li> <li>• Non 4-H educational Experience(s) (trips)</li> <li>• Non 4-H officer positions you have held</li> <li>• Non 4-H committees you have served on</li> </ul> <p>Click your cursor in each cell below “Item” and begin typing. Fill in the years and check off each corresponding item.  <b>Save this form and simply add to it each year.</b></p>
	<p><b>This Year's Non 4-H Activities/Non 4-H Service Reflection</b>  <b>THIS RECORD BOOK PAGE IS OPTIONAL and can be omitted.</b></p> <ul style="list-style-type: none"> <li>• Please select and reflect on at least one of the following. <ul style="list-style-type: none"> <li>○ Non 4-H position you held this year</li> <li>○ Non 4-H committee you served on this year</li> <li>○ Non 4-H activity/event/Experience(s) you were part of this year</li> </ul> </li> <li>• You will need to answer each question. To reflect on more than one, please make a copy of this page.</li> </ul> <p>Click your cursor in the box below the question and begin typing.</p>
	<p><b>Voice of the Parent/Guardian</b>  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"> <li>• Parent/guardian should click cursor in the text box and begin typing.</li> <li>• You can also print this page for your parent/guardian to write on. Make sure to include this page with your completed record book.</li> </ul>
	<p><b>Please place this form in the <u>FRONT INSIDE POCKET</u> of your Record Book. Follow the instruction listed on this form.</b></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><b>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.</b></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

<b>S</b> pecific	What exactly do I want to do?
<b>M</b> easurable	How will I track my progress? (Examples: set a timeline or share with others so they hold you accountable)
<b>A</b> ttainable	Is this realistic for me? Do I have what I need to make this possible?
<b>R</b> elevant	Why am I doing this? Is it relevant to my 4-H Experience(s)?
<b>T</b> 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: \_\_\_\_\_ 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 8<sup>th</sup> 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.**

- Cloverbud
- 3<sup>rd</sup> through 5<sup>th</sup> Grade
- 6<sup>th</sup> through 8<sup>th</sup> Grade

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:

- |  |  |
|--|--|
| <input type="checkbox"/> COVER LETTER    | <input type="checkbox"/> RECOMMENDATION LETTER                                 |
| <input type="checkbox"/> PERSONAL RESUME | <input type="checkbox"/> 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](mailto:Rachel.hartbrinson@wisc.edu) by the second Tuesday in September and/or the third Tuesday in January.***

\*\*\*\*\*