

ORGANIZATION OF YOUR RECORD BOOK

- Record Books should be completed by the end of the 4-H year and handed into your club leader by the club due date.
- The following information should be included in your record book:

Title Page – “Calumet County 4-H Record Book”

My 4-H Activity Program

My 4-H Project Record (one for each project in which you are enrolled)

Optional extra pages can be added:

My 4-H Story, poem, etc.

Photos

Newspaper clippings

Drawings

Feed records

Ribbons



Hints and Help

- Underline and/or highlight your own name in clippings.
- Use one color ink. Avoid using pencil for records.
- Use pictures and clippings to tell a story of your 4-H activities.
- DO NOT try to collect everything at the last minute. Save your pictures, articles, and mementoes in a folder or large envelope.
- List the name of the newspaper and date when using articles.

RECORD KEEPING IN CALUMET COUNTY YOUTH GUIDE



Creating a record of your 4-H work can be a valuable and easy way to bring you more success with your 4-H projects. Record keeping is a part of doing a complete job and is required in order to be recognized as an achieving member.

PREPARING

It is best to start your record keeping as you begin your project and club activities for the year. Let's start with your record pages called "My 4-H Project Record." This is a two-sided page that you will be completing for each of the 4-H projects you have enrolled in for the year. This page asks for your goals ("Some things I would like to do and learn in my project this year.") Record your ideas on the form(s). If you need ideas, scan through the project literature, talk to your project leader, parent, or county 4-H Extension Agent. Think big! As an example, in ceramics you might want to learn to stain, paint, glaze, airbrush, or do firing. This is much more specific than saying I am going to make a ceramic item.

Next, think about what you want to do and accomplish as a member of your club this year. The "Activities" page can give you some ideas and you can get help in planning your 4-H year by looking through the Calumet County 4-H Calendar and Family Guide that your family will receive in January. Make notes of your plans and goals. Watch the *4-H Messenger* newsletter for other project and general activities that you might want to try.

DOING

Once you've started the new year in 4-H, it's time to GET INVOLVED! As you do the activities that you planned, record the date, what you did and learned, and how much it cost if it is a project item. Explain your role or responsibility. Sometimes an unplanned activity arrives that you decide you want to get involved in. That's okay. And sometimes you plan to do something but you are unable to accomplish it. That's okay, too. Just make a note of why it was not possible. The important thing is that you set goals at the beginning of the year and generally work toward reaching those goals.

(over)

If you have never done a 4-H record book before, don't worry. You probably set unwritten goals in previous 4-H years without realizing it. The record book process will just be asking you to record the thinking process you had done previously so that you can "see" it and remember it better – both throughout the year, but also in the future when you can use the information for such things as application forms and just to look back at your 4-H experiences.

SHARING

It's important to share your work with others. Could you share your project at a club meeting, be a youth leader in a project or activity, give a speech at the county contest on a favorite topic, teach at the county Project Day, share your project at the 4-H Open House, or more? With each thing that you do, you might learn more about the project, or you might improve your skills in speaking, working with others, decision making, or leadership. All of these things will help you get more out of 4-H, while at the same time you are contributing back to your club and to other 4-H members. This will also be beneficial in applying for awards. Be sure to use your record book to record what you shared and what others learned through your sharing.

REFLECTING

If you participated in the project or activity in any way you will have learned SOMETHING. There is room on the record book forms to tell what you learned. Tell your story with the forms or add your "club story" to your record book with extra page(s). Include photographs, news clippings, drawings, etc. to tell about your 4-H year.

That's it! You're done! Keep your records from each year. This collection of information will help remind you of your many 4-H accomplishments. It will be helpful in applying for awards or scholarships, developing a resume, further educational opportunities, and employment. AND it will be fun to look back at and share with people you meet throughout your life.



(Year, Use the January-September year)



Calumet County 4-H Record Book



(your photo here)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Grade _____

Parent/Guardian Name _____

Club Name _____

Note: you can create this page anyway you would like ... computers, drawing, scrapbook method, etc.



My 4-H Activity Program

MPEA

Name: _____ Grade: _____

Years in 4-H: (including this year) _____ Current Year: _____

Number of meetings my club held this year: _____ Number I attended: _____

Name of school: _____

CLUB ACTIVITIES

Planned

Completed

Demonstrations _____

Talks _____

Judging _____

Recreation _____

Music _____

Drama _____

Conservation _____

Health _____

Safety _____

Community Service _____

Club Tour _____

Club Fair _____

Picnic _____

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COUNTY ACTIVITIES

Demonstrations _____

Speaking _____

Judging _____

Music _____

Drama _____

Clothing Revue _____

Foods Revue _____

County Camp _____

Interstate Exchange _____

Fair _____

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DISTRICT, STATE, NATIONAL

State Fair Demonstrations _____

State Fair Clothing Revue _____

State Fair Exhibitor _____

Wisconsin 4-H & Youth Conference _____

District Youth Leader Workshop _____

Citizenship Washington Focus _____

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MY ACTIVITY PROGRAM

My plans for this year: (In addition to checking the items on the other side of this sheet, further explain your plans as you feel necessary, or add anything else you consider important.)

What I accomplished: (Tell what you did. Did you do what you planned? What activities were stressed by your club or by the county as a whole? How did you help? Did you serve on any activity committees?)

4-H PROJECT FINANCIAL RECORD

Project Name _____

Expenses – What did you buy to make your project or buy for your project?

List Items: If someone gave you material, please list and indicate the value.

<u>Items:</u>	<u>Cost of items:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

Income – How much is the item worth (if you would sell it or did sell it), premiums from the fair, other money your earned through this project.

<u>Source of income:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

Parent's and/or leader's comments (please sign):