

Ozaukee County 4-H Record Book Guidelines

The record book is a complete picture of your 4-H year. You will be surprised at how much you accomplish in 4-H! For each 4-H project and activity you participate in at club, county, state, or national level, you will enter it in this 4-H Record Book. If you need help, please ask your General Leader or project leader.

At the end of your 4-H year, you will hand this 4-H Record Book in to your Club's General Leader according to your club policy. You will be evaluated on the accuracy and completeness of your Record Book and on your participation in 4-H. The Record Book is part of the achievement requirements in 4-H. Good luck and have a great 4-H year!

General Guidelines

*Remember! All members are required to complete a record book.

- 1. BE ACCURATE and CLEAR.
- 2. EMPHASIZE goals, learning, and responsibilities.
- 3. BE NEAT. Print, write, or type your own record book.
- 4. Record Books should be entirely the work of the 4-H member.
- 5. Include only information from the current 4-H year. Old record sheets/books should be kept for reference when applying for trips, awards and scholarships.
- 6. DO NOT include general items such as ribbons, project literature, program booklets, club or county newsletters.
- 7. Have fun with your record book! This will be your way to share and remember this years 4-H projects and experiences.

4-H Record Book Order

- 1. Record Book Cover (Green Binder)
- 2. Introduction Page-include picture
- 3. Permanent Record Pages-Keep in your record book year to year.*
 - a. Project Summary-Use one column per year. Include all projects enrolled in.
 - b. Leadership & Achievement Summary-Use separate line for each item.
- 4. 4-H Club Activity Page-Provided by your 4-H Club. It includes a list of all the things you could have participated in for your club, county and state activities.
- 5. My 4-H Story-a summary highlighting your year's experience in projects, leadership and activities. Include your successes and challenges.
- 6. Project Record Pages-Complete a project record sheet for <u>each</u> project in which you are enrolled. There are separate record pages for small and large animal projects, youth leadership, and Cloverbuds. All other projects use the general Ozaukee County 4-H Project Record Pages. Project photos or related project information should follow the reporting page
- 7. Additional 4-H information can include photos, newspaper clippings or other information describing your involvement in 4-H.

^{*} Your Permanent Record Pages are the only forms you will keep in your book from year to year.

All other pages should be removed and kept for your personal 4-H scrapbook after receiving new pages.



Ozaukee County 4-H Club Record Book

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Introduction

Member Name:		 Age:
Club Name:		
Grade (current year):	School Attending:	
Years in 4-H (Including the current 4-H year):		
Parent Name(s):		

Insert Picture Here



Ozaukee County 4-H Record Book Order

- 1. Introduction Page
- 2. Permanent Summary Pages
 - a. Project Summary
 - b. Leadership & Achievement Summary
- 3. 4-H Club Activity Page
- 4. 4-H Story Page(s)
- Project Record Page
 Project Meeting Dates Page
 Project photo or related materials
- 6. Additional 4-H information

My 4-H Story

Your 4-H story is a summary highlighting this year's 4-H experience.

Include the following:

- 4-H experiences you enjoyed and why
- Life skills you developed or improved (Examples-Patience, confidence, organization, etc.)
- What you learned and accomplished
- Leadership experiences and club involvement
- What you hope to do and learn next year



Ozaukee County 4-H Record Page 20___

Na	me:			
Pr	oject Name:			
	there a leader for this project? mily Assistance?	Yes Yes	□ No □ No	
Nι	mber of project meetings held:		Number attended:	
1.	List your goal(s) in this project:			Accomplished Goal:
a.				Yes No
b.				☐ Yes ☐ No
2.	List what you learned and/or accomplished	ed in this project.		
3.	What did you like most about this project	t?		
4.	Describe what you would change about t	his project or what y	ou did in the project.	

Project Items Made

List all items made throughout the project year. (If exhibited, include placing and location.)

	Itom	Time	Total cost of	Exhibited		
Item		Spent	completed project	Where	Placing	
List tours, clinics or w Date	orkshops, project talks, demo	onstrations, e		ated in or atte		
	2229, 23, 25			, 	<u>- · </u>	
Member signature:				Date:		
Project Leader's Signa	ature:			Date:		
Comments:						
Parent's						
Signature:				Date:		

Following the record sheet, add pictures, news articles or materials specifically related to this project to illustrate what you did in this project year.

Comments:



Ozaukee County 4-H Project Summary

Keep this form with your record book throughout your 4-H career.

Name:		Phone Number:				
Address:		Zip:				
Birthdate: Month:	Day:	Yea	ar:			
Parent/Guardian Name(s):						
Name of Club:						
Below are the projects, which Please check (✓) which year(s		per. Use one column per y	year.			
Clavarhud	Year	Year	Year			
Cloverbud						

Name of Project	Year										

Name of Project	Year										



Ozaukee County Permanent Record 4-H Leadership & Achievement Summary

Keep this form with your record book throughout your 4-H career.

Name:

Leadership Responsibility

Includes offices held, committees served on, camp counselor positions, ambassador position or any other leadership position. If you were chairman of a committee, indicate by writing CHR after committee served on. Trips, awards, contests, and other activities will be recorded on the next page.

Year	Leadership Responsibility	Club	County	Dist/State	Nat'l

Leadership Responsibility – Continued

Year	Leadership Responsibility	Club	County	Dist/State	Nat'l

Trips, Awards, Scholarships, Contests above the club level

Includes 4-H Summer Camp, Wisconsin 4-H Youth Conference, Citizenship-Washington Focus, Wisconsin 4-H Key Award, International Trips, Mr./Miss Ozaukee 4-H, Foundation Scholarship, Etc.

Year	Achievement	Dist/County	State	Nat'l



Ozaukee County 4-H Vouth Leadership Project Record Page 20_

Name:				Grade:		
What project/activity are you	a youth leader for?					
How many years?	ectivity?	Yes	No			
Are you in this project as a m	ember?	Yes	No	How many ye	ears?	
Number of project meetings	neld:	Num	nber I atte	ended:		
Number of project meetings	planned and led:		Nu	umber of youth	in group:	
Number of youth I taught:	In a g	roup:		1 to 1 teachin	ng:	
List your youth leadership a.		Accomplished Yes				
b					Yes No	
2. What were your youth lea	der responsibilities?	What did yo	u teach, l	ead or demons	- trate:	
3. Describe the project meet How did you feel the meeting		taught. Wha	t did the	members learr	1?	

4. What challen	ges did you have as a yout	h leader? Explain ho	ow you solved them.		
5. What did you	ı learn from being a youth	leader in this projec	:t/activitv?		
	<i>.</i>	. ,	,		
List all teaching or	Inc leadership items made this	dividual Project L s project year. If ex	_	location.	
ltem		Time	Total cost of	Exhib	ited
		Spent	completed project	Where	Placing
List tours, clinics o	r workshops, project talks,	roject – Related demonstrations, et		nught,	
Date		ic	What did	you do or learr	1?
Member signatur	e:		Da	ite:	
Project Leader's Signature:			Da	ite:	
Comments	_				
Parent's Signatur	e		Da	te:	
Comments:					

Following the record sheet, add pictures, news articles or materials specifically related to this project to illustrate what you did in this project year.



Ozaukee County 4-H My 4-H Story 20

A summary highlighting my 4-H experiences this year:						





Ozaukee County 4-H Project Meeting Dates 20 —

Name of Project:

Number of meetings held:		Number of meetings I attended:	
	otion of each of the project meetir part of your meeting?	Mumber of meetings I attended: meetings you attended. What did you learn from each topic or What I Learned or Did	
Date of Project Meeting	Topic/Activity	What I Learned or Did	

(Continued)

Meeting	



My Ozaukee County 4-H Activity Program 20_

Name _

_Years in 4-H (include this year)

Age on January 1, this year	Grade during 4-H ye	Grade during 4-H year	
Number of meetings held by my club	this yearNumb	Number I attended	
Club Activities	Describe	Approx. Date Completed	
Demonstrations		·	
Talks			
Music/Drama			
Judging			
Recreation			
4-H Promotion			
Dairy Promotion			
Community Service			
Club Tour			
Picnic			
Officer			
Committees			
County Activities	Describe	Approx. Date Completed	
4-H Variety Show/Aud.			
Ambassador Program			
Clothing Revue			
Summer Camp			
Fair Activities			
Volleyball/Softball			
4-H Promotion			
Older Youth			
Mr./Miss Ozaukee 4-H			
Officer, Committees			
Bowl-A-Thon			

(Continued)

District, State, Nat'l	Describe	Approx. Date Completed
State Fair Demonstration		
State Fair Clothing Revue		
State Fair Exhibitor		
Wisconsin 4-H Conference		
Art Team/Drama/Showcase Singers		
Citizen/Washington Focus		
District/State Project Events		
National Congress/Conference		