



Ozaukee County 4-H Record Book Guidelines

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

At the end of your 4-H year, you will hand this 4-H Record Book into your club 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. Recording your 4-H accomplishments can be helpful when filling out scholarship applications and writing a resume'.

GENERAL GUIDELINES

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. Keep old record sheets/books 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 year's 4-H projects and experiences.

4-H RECORD BOOK ORDER

Record Book Cover (Green Binder)

1. **Introduction Page**-include picture
2. **Permanent Record Pages**-Keep in your record book year to year.*
 - a. 4-H Project Summary-Use one column per year. Include all projects enrolled in.
 - b. 4-H Youth Leadership & Achievement Summary-Use separate line for each item.
3. **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.
4. **My 4-H Story**-a summary highlighting your year's experience in projects, leadership and activities. Include your successes and challenges. Include 4-H experiences you enjoyed and why, life skills you developed or improved (patience, confidence, organizational skills, etc.), what you learned or accomplished, leadership experiences and club involvement, and what you hope to do and learn next year in 4-H
5. **4-H Project Record Pages**-Complete a project record sheet for each project in which you enroll. There are separate record pages for small and large animal projects, Youth Leadership, and Cloverbuds. All other projects use the Ozaukee County 4-H Project Record Pages. Project photos or related project information should follow the reporting page.
6. **Project Meeting Dates**

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. Remove and keep all other pages for your personal 4-H scrapbook after receiving new pages.



Ozaukee County 4-H Club Record Book 20_____

Introduction

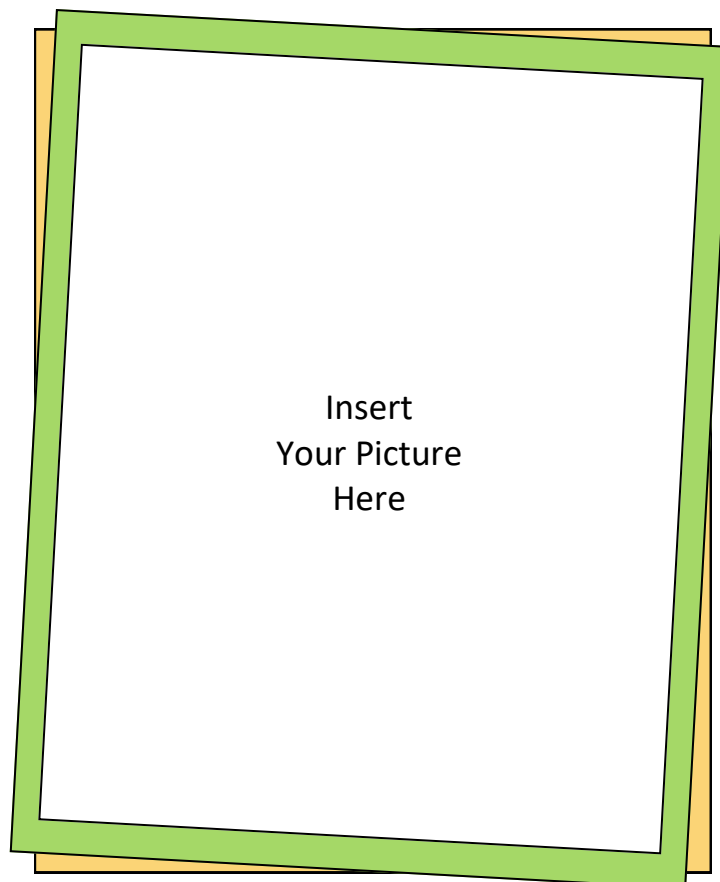
Name _____ Age _____

Club _____

Grade (current year) _____ School Name _____

Year(s) in 4-H (including current year) _____

Parent Name(s) _____





Ozaukee County 4-H Project Summary *Permanent Record*

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

Name _____ Phone _____

Address _____ Zip _____

4-H Club _____ Birthdate _____

Parent/Guardian Name _____

Below are the projects, which I have enrolled in as a member. Use one column per year.
Please check (✓) which year(s) you took these projects.

| Cloverbuds | Year | Year | Year |
|------------|------|------|------|
| | | | |

| Name of Project | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year | Year |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|
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Ozaukee County 4-H Youth Leadership & Achievement Summary *Permanent Record*

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. Record trips, awards, contests, and other activities on the next page.

| Year | Leadership Responsibility | Club | County | Dist./State | National |
|------|---------------------------|------|--------|-------------|----------|
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Additional permanent record sheets available from the Extension office.

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My Ozaukee County 4-H Club Activity 20_____

Name _____ Years in 4-H (include this year) _____

Age (as of Jan 1) _____ Grade _____ Number of club meetings held _____ Number 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 | | |
| | | |
| District, State, National | 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-CWF | | |
| District/State Project Events | | |
| National Congress/Conference | | |
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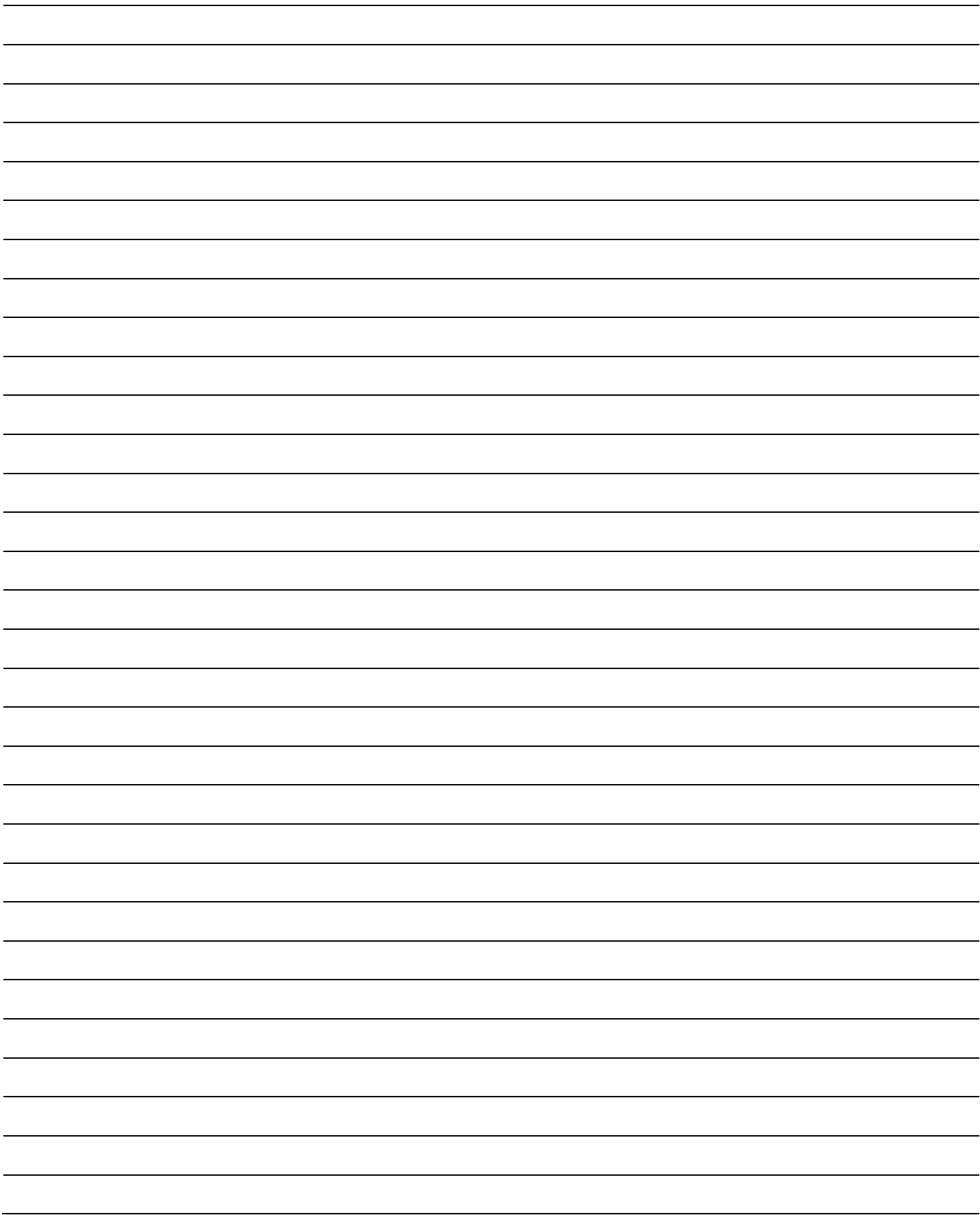


Ozaukee County 4-H

My 4-H Story 20____

A summary highlighting my 4-H experiences this year~

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Ozaukee County 4-H Project Record Page 20 _____

Name _____ Grade _____

Project Name _____ Years in Project _____

Is there a leader for this project? Yes

No

Family Assistance? Yes

No

Number 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 in this project.

3. What did you like most about this project?

4. Describe what you would change about this project or what you did in the project.

Project Items Made

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

| Item | Time Spent | Total cost of completed project | Exhibited | |
|------|------------|---------------------------------|-----------|---------|
| | | | Where | Placing |
| | | | | |
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Project – Related Events

List tours, clinics or workshops, project talks, demonstrations, etc. that you participated in or attended.

| Date | Event/Topic | What did you do or learn? |
|------|-------------|---------------------------|
| | | |
| | | |
| | | |

Member Signature _____ Date _____

Project Leader's Signature _____ Date _____

Comments _____

Parent(s) Signature _____ Date _____

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 Youth Leadership Project Record Page 20_____

Name_____ Grade_____

Youth leader for which project/activity_____

How many years? _____ Is there an adult leader for this project/activity? Yes_____ No_____

Are you also a member of this project? Yes_____ No_____ How many years? _____

Number of project meetings held_____ Number of meetings attended_____

Number of project meeting I planned and led_____ Number of youth in group_____

Number of youth I taught_____ In a group _____ 1 to 1 teaching _____

1. List your youth leadership goal(s) in this project/activity:

Accomplished Goal:

a. _____

Yes

No

b. _____

Yes

No

2. What were your youth leader responsibilities? What did you teach, lead or demonstrate:

3. Describe the project meeting you planned and taught. What did the members learn?
How did you feel the meeting went?

4. What challenges did you have as a youth leader? Explain how you solved them.

5. What did you learn from being a youth leader in this project/activity?

Individual Project Listing

List all teaching or leadership items made this project year. If exhibited, placing and location.

| Item | Time Spent | Total cost of completed project | Exhibited | |
|------|------------|---------------------------------|-----------|---------|
| | | | Location | Placing |
| | | | | |
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Project – Related Events

List tours, clinics or workshops, project talks, demonstrations, etc. that you lead or taught, participated in or attended.

| Date | Event/Topic | What did you do or learn? |
|------|-------------|---------------------------|
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Member Signature _____ Date _____

Project Leader Signature _____ Date _____

Comments _____

Parent(s) Signature _____ Date _____

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 Project Meeting Dates 20_____

Name of Project _____

Number of project meetings held _____ Number of meetings attended _____

Give a brief description of each of the project meetings you attended. What did you learn from each topic or activity that was a part of your meeting?

| Date of Project Meeting | Topic/Activity | What I Learned or Did |
|-------------------------|----------------|-----------------------|
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