MEMBER’S GUIDE TO A GREAT 4-H RECORD

Why Keep A 4-H Record?

There are many advantages to keeping a complete record in 4-H. A written record is most reliable when needing to get information. Record keeping is a "life-skill" that you will use everyday when you get into high school, college, and beyond. You can use the information you have written in your record in applying for trips, summer or part-time jobs, awards, scholarships, etc. It will also help those whom you have asked for a written recommendation. A record can help you set goals for yourself by showing what you have done and help you decide where you want to go with your projects.

What To Put In A Record?

A complete record is like a journal or history of what you did in 4-H. You will need to complete the inside covers of the record with basic project/activity information for the year. The Title Page, Activity Program, and Project Area pages are supplied through the 4-H office, your club leader, or you may download them from the county 4-H website at clark.uwex.edu/. Other pages you supply are the Table of Contents and any pages with pictures or news clippings. You may also include any certificates, letters, cards, etc. Remember a record is a story of your 4-H year. Tell about what went right, wrong, things you learned, where you went and how you did, what you would change or do over, memories, what was fun. Tell us about YOU!

What Type of Record Do I Want?

Recently, the 4-H program has allowed other types of record keeping beyond the traditional green colored recordbook. You may instead do a scrapbook, a video, a PowerPoint presentation, or burn a CD. Whichever medium you choose, you must have somewhere in your record the information from the covers, title page, activity pages, and project area pages.

How Do I Put It All Together?

1. Decide what type of record you want.
2. Complete the inside front and back covers (list of projects, committees served, services to your club, club activities, speeches/demonstrations, and judging events.)
3. Work on your Activity and Project pages throughout the year, maybe after each event or after each 4-H meeting; work with your friends or siblings.
4. Collect throughout the year: support material such as pictures, news clippings, certificates, letters, drawings, etc. Use a drawer, file, folder, or box to keep your support material neat until ready to use.
5. Arrange pages in order. **TITLE page is first**, followed by Table of Contents. Next are the Activity pages followed by the Project Area pages (projects should be alphabetical order). You should include Project Pages for **ALL** projects. If you did not complete a project include the page and tell why project was not completed.
   a) Support material for the club year should follow the activity page
   b) Support material for your project work should follow the project page

6. Only current year in your recordbook. You may wish to keep previous year’s recordbook material in a large binder.

**What Will I Need?**

Here is a list of some of the items you will need to put your record together:

- Required pages – Cover, Title Page, Table of Contents, Activity/Project pages
- Your pictures, clippings, certificates, etc.
- Club calendar or your own calendar
- Ruler
- Tape, rubber cement, or other adhesive (Do **NOT** use Elmer’s glue)
- Ink pens (black is preferred), markers, hi-lighters, etc.
- Paper, regular, colored or cardstock, etc. for your support materials.
- Hole punch (allow 1” on left margin for binder flap)
- Scissors, straight or decorative
- Stickers, templates, etc.
- Camera, computer, video camera if doing a video, CD, or PowerPoint

**When Do I Start?**

You can start right away with your record. The first thing you should do is complete the front inside cover. Then you should check off what you want to do in the planned section of the Activity Pages. As you get started with your projects, you can write on the Project Page where it asks for your goals. Please note that the Project Page has sections to complete at the beginning, during, and end of your project work. You can have your parents, siblings, or leaders help you with your record. Be sure to have the signature page completed too.

Remember – records are due to the UW-Extension Office by **SEPTEMBER 15th** for any awards.

Your club may have an earlier deadline to allow for club judging to select county entries.
TIPS FOR A GREAT RECORDBOOK

**Title Page** - should have all your vital information. Must haves are your name, age, club name, years as a member, and your picture. You may also include your grade in school and a list of your projects. You may use any photo of yourself such as a school photo or a picture of you in a 4-H activity; or one of you with your 4-H projects.

**Table of Contents** - wait until your book is complete before numbering your pages. Do not number the Title Page or Table of Contents page. If you use pages to divide your book into sections do not number those. You may also use tabs to divide the sections of your book (sections may be Activity and each Project area page). No need to number pages if using tabs.

**Tips:**

- Stay with one color of ink (black is preferred)
- Gel pens should only be used with contrasting page colors; metallic is hard to read
- Use captions on all pictures, name who is in the picture(s), tell what the picture is about
- Hi-light your name or club name in news clippings, etc.
- May include hard copy of speech or demonstration - no play books
- May include a 4-H story in addition to the plans/goals section of the Activity Page (page 4)
- When back cover is full ask for a new back cover, photo copy full cover and include in record (last page)

<table>
<thead>
<tr>
<th>Traditional Book</th>
<th>Scrapbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use green covers provided</td>
<td>Use hard cover scrapbook or binder</td>
</tr>
<tr>
<td>Must have Title Page completed</td>
<td>Must have Title Page information included</td>
</tr>
<tr>
<td>Must have Activity Pages completed</td>
<td>Must have the actual Activity Pages included</td>
</tr>
<tr>
<td>Must have Project Area pages completed</td>
<td>Must have Project Area page information included</td>
</tr>
<tr>
<td>Use only 1 side of each page</td>
<td>May use both sides of each page</td>
</tr>
<tr>
<td>Paper-lined/unlined paper, construction, cardstock</td>
<td>May use scrapbook paper, cardstock, or heavy paper</td>
</tr>
<tr>
<td>No bulky items, only 2 dimensional items</td>
<td>May put 3 dimensional items in page protectors</td>
</tr>
<tr>
<td>May take pictures of ribbons, etc. to place in book</td>
<td>May include event programs, etc.</td>
</tr>
</tbody>
</table>

**Video, CD, or PowerPoint (alternative records):**

- Must include a hard copy or script of your presentation
- Make arrangements for equipment to view your presentation