

Record Book Instructions

A 4-H Record Book is a summary of the member's activities and projects. Your 4-H Record Book should be accurate, complete, and well organized, using the county formatted 4-H Record Book pages. This sheet is meant to help you correctly complete and organize your 4-H Record Book based on county 4-H recommendations. Parents may help their child but 4-H'ers should do their own record book using a 3-ring binder.

WHY DO RECORD BOOKS?

There are three great reasons to do a record book: 4-H teaches lifelong skills and record keeping is one of them. The record book is the process used to teach this skill as you complete work in your chosen project areas. The record book is also a permanent record of your 4-H experience and can be used in the future as you complete applications for jobs, scholarships, college, 4-H interviews, and much more. All the information you need will be in one place! The record book is an opportunity for you to reflect on the learning you did in your projects. You will be able to look back on your accomplishments or make plans for doing something differently in the future. You also get a chance to improve your communication skills. Using correct grammar, sentence structure, punctuation, and written language as a form of expression are all skills you need in order to be successful in life. All members of the Rusk County 4-H program (except Cloverbuds) are expected to complete a record book as a requirement for achieving in the current 4-H year. Completing a record book allows you to be considered for various awards. Awards are given at the Achievement Program in the fall.

RECORD BOOK FORMS TO USE

You must use the most recent forms available. You can get record book forms from the Rusk County Extension Office or from the Rusk County 4-H website at <http://rusk.extension.wisc.edu>. Do not use old forms or make up your own forms.

WHAT YOU WILL NEED TO COMPLETE RECORD BOOK

1. Three ring binder
2. Dividers
 - Make sure to label each section.
3. Pictures
 - It is highly recommended that you use pictures to illustrate highlight of your projects and activities.

WHAT'S INCLUDED IN A RECORD BOOK

Put pages in order of the list below

1. Record Book Cover
 - Fill out page completely and place in the front sleeve of binder. If you do not have a sleeve, put page first in your binder.
2. Record Book Packet
 - a. Title Page
 - Fill out page completely.

- b. Project Records
 - List the 4-H projects you have participate in, add an “x” for each year of participation. This sheet will stay in your record book throughout your whole 4-H experience.
 - c. 4-H Year Review Form
 - This page is to be completed by the member’s parent/guardian.
 - d. Club Activity Record
 - Fill out page completely.
 - e. 4-H Year Story
 - Fill out page completely. Instructions listed on the top of the page.
 - f. Club Demonstration
 - Fill out the page completely. Instructions are listed on the top of the page.
 - You must draw or attach a picture.
3. Individual Project Pages (Tabs for each project section are REQUIRED)
- a. Project Evaluation
 - Fill out this page for each project completed throughout the current 4-H year.
 - b. Financial Records
 - Non-Animal – Fill out completely for any projects that do not contain an animal.
 - Animal – Fill out completely.
 - c. *Animal only* - Animal Identification
 - For each animal project, fill out animal identification form.
 - For dairy cattle – fill out form specifically for dairy only.
 - d. Support Materials (suggested one per project)
 - Pictures (all pictures must have a caption)
 - Newspaper Clippings
 - Event Flyers
 - Certificate of Participation
 - Scrapbook pages
 - 4-H Correspondence