Barron County 4-H Record Book Guide

Barron County 4-H
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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 Barron 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.

AWARDS AND RECOGNITION

There are three types of awards that are given based on record books.

Record Book Placing – Based on the rating received when the record book is reviewed, a member will receive a sticker ribbon indicating their placing.

County Project Award – Members may identify three projects (1st choice, 2nd choice, 3rd choice) in which they would like to be considered for a county project award. To advance from the club level to be considered for a county project award, certain criteria must be met (see Record Book Score Sheet).

Overall Record Book Award – A member who receives a county project award may be considered for an overall record book award. To advance from county project award level to be considered for overall award, certain criteria must be met (see Record Book Score Sheet).

Cloverbud Activity Book Award – Cloverbuds who complete and submit a Cloverbud Activity Book will receive recognition at the Achievement Program.

MEMBERS COMPLETE RECORD BOOKS
You must do your record book yourself. The activity of completing the record book and is a process that benefits you. Your parent's role should be that of providing guidance during the process. Even though a parent may feel the book would be nicer with extra parental help, please refrain from doing so. If there are circumstances that may require your parent to have a greater part in order for you to complete your record book, please contact the Extension Office or your club leader for the Member Received Help form. This form is also on the Barron County Extension website with the Record Book Forms.

HANDWRITING VS COMPUTERS
You may handwrite your book (blue or black ink only) or use the computer to fill out the forms, but you must be consistent. Do not use a combination of handwritten forms and forms done on computer. Do one or the other.
**Support material pages for your pictures, newspaper clippings, etc. can be done however you like, use your creativity. You may also use handwriting on the covers.

E-RECORD BOOKS
If you would like to submit your Record Book forms in an electronic format, first discuss this option with your Club Leader and see whether she or he will accept this method within your club and if so, what media they might prefer.

Using the regular Record Book Forms, create a method to display your record book in a digital format. You might use .pdf files, PowerPoint, or another creative method. Just be sure that it is a format that others will be able to open easily.
Work with your Club Leader or designated Record Book judge to make sure that your files are accessible. Remember that the acceptance of an e-Record Book within your club is a decision of your Club Leader.

ASSEMBLING RECORD BOOK
You may choose to put your record book in a 3-ring binder. This is not a requirement, but it can be a good thing to do, especially if you have a large book. Just be sure that your record book cover is included in the binder. Ask your club leader how they prefer your book to be assembled.

TABS
Tabs are required for the following sections:
- MPE-A Activity Program/Activity Story (labeled Activities)
- Club Demonstration
- Projects (Each MPE-Member Project & Evaluation or divider should have a tab with the name of the project, i.e. Beef, Cat, Houseplants, Knitting).

Tabs are to be labeled with the name of the section (see above). Tabs may be purchased or homemade using tape, paper, page dividers, etc. Use whatever you prefer, but remember that the point of putting tabs in your book is to make it easier to find the sections. Be sure they aren't hidden between the pages. (If you use sheet protectors, consider using stick-on tabs that can be applied to the sheet protectors.)

RECORD BOOK FORMS TO USE

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

Forms are: MPE-A Activity Program & Activity Story; Club Demonstration; MPE Member Project & Evaluation; Financial Record (animal or non-animal). For dairy project, also include Lifetime Dairy Record. For horse project, use Horse Project Page instead of MPE and animal Financial Record.

Something must be written in all sections of all forms. If there was no activity for that section, you must write None, N/A or put another mark in that section.

WHAT'S INCLUDED IN A RECORD BOOK

1. Record Book Cover
2. Title Page
3. Table of Contents
4. MPE-A Activity Program/ACTIVITY STORY
   - Support Materials (minimum of one page support materials)
5. Club Demonstration
6. Individual Project Pages
   - MPE (Goals, Project Story, Activities/Demos/Exhibits)
   - Financial Records
   - Support Materials (minimum of one per project)

COVERS

Green cardstock record book covers are available from the Barron County Extension Office. There is a front cover and a back cover. You may also print your own.

Front of front cover: Fill in all lines of the front cover.

Inside of front cover: In this chart, under Name of Project, list all the projects you have ever taken in 4-H. Then, across the top, put all the years you have been in 4-H. Indicate under each year which projects you took that year.

Inside of back cover: This is only for activities from the current year. It is not an ongoing record like the inside of the front cover. Do not include anything from previous years. If you did not do anything in one or more of the spaces, do not leave it blank. Write in *None* or *N/A* in the space.
- *Judging and Demonstrations*. In this space, list any judging, demonstrations or other talks you did. Include your club demonstration here.
- *Other 4-H Activities*. List all the activities you have done during the 4-H year. There are twelve spaces, one for each month. Write down the activities that you checked on your MPE-A Activity Program or mentioned in your Activity Story.
- *Service To My Club*. Include here how you provided service to your club. Were you an officer? Did you serve on any committees? Other service or contributions?

TITLE PAGE
You may design and decorate this page any way you like. Be sure that it includes:
- A picture of you
- Your name
- Your grade
- Your 4-H club
- How many years you have been in 4-H

TABLE OF CONTENTS
This page can also be of your own design and decorated any way you like. List the sections of your book in the following order:
- Title Page (yes, list this in the Table of Contents)
- Table of Contents (this one should be in the Table of Contents, too)
- MPE-A Activity Program/Activity Story
- Club Demonstration
- 4-H Activity Story
- Individual Projects (List each project in the order you put them in the book, for example: Beef, Cat, Houseplants, Knitting). You don't need to list the specific forms under each project.

MPE-A ACTIVITY PROGRAM/ACTIVITY STORY
- This section must have a tab.
- At the top of the page, fill in the 4-H year, the number of meetings your club held, the number you attended, the name of your school and your grade in school.
- Check off the activities you did this year
- Complete the Activity Story (page 2) Take your time with this one and be detailed about the activities you participated in. Tell about how you were involved in 4-H throughout the year. Tell what you did and what you liked or didn't like about the things you did. You may add additional pages if one isn't enough.
- Include Support Materials (pictures, clippings, and other items) that support your activities. These should be in the order they happened and then placed behind your MPE-A page. They do not need a separate tab.
- Describe or caption your pictures. Other than that, you may display these items as you like. Be creative. You may handwrite or type here regardless of how the rest of your book is done, and you don't have to worry about ink color either.

CLUB DEMONSTRATION
- This section must have a tab. This is a required form. Don't make up your own.
- Fill out the form completely and then include a photo or drawing that pertains to your demonstration. Do not use clip art. The photo or drawing should be of you doing your demonstration or of an item used in your demonstration or created by you during your demonstration.
- If your club judges your demonstration and you want to include your judging page here, that's fine. Put it behind the Club Demonstration page.

PROJECTS – Member Project and Evaluation Form
- Each project MPE must have its own tab. Be sure to put them in the same order that you listed them in your Table of Contents. (up to 3 projects).
- For each project, put the pages in the following order: MPE Member & Evaluation (Goals, Activity Story, Project meetings/demonstrations/other activities), Financial Record, Support Materials *(Repeat for each project included, each project will have it's own project tab)*

*** For dairy project,** also include Lifetime Dairy Record. This goes after the financial record.*

*** For horse project,** use Horse Project Record in place of the traditional MPE and financial record. Support Materials follow this form.*

Project Story
- Tell in detail what you did or learned in this project. Do not just summarize this in a couple of sentences. It should be detailed, and the older you get, the more detail you should put in.

Meetings, talks/demonstrations, other activities, exhibits:
- *Project Meetings.* Indicate the number of club or county project meetings held and the number of meetings you attended. If none, write *None* or *N/A* or *0* in the blanks.
- *Project Talks and Demonstrations.* List any talks or demonstrations you did related to your project. If you didn't do any, write *None* or *N/A* in the blanks.
- *Other Project Activities, Events, Meetings and Tours.* List what you did and where. If you didn't do any, write *None* or *N/A* in the blanks.
- *Exhibits.* List the items you took to a fair and where the fair was located. If you didn't do any, write *None* or *N/A* in the blanks.
- *Parent's Comments.* Ask your parent/guardian to write thoughts or comments about your project work. You will not be penalized if nothing is written here.

4-H Financial Project Record
Make sure you have the correct form (non-animal vs animal). The financial form should come right after your project MPE form. ***It is a required form.***
- Non-Animal Financial Form: used for all non-animal projects, including photography, arts and crafts, etc. It is also used for Horseless Horse.
- Animal Projects Financial Form: used for all animal projects

Fill in the blanks at the top of the page with the name of the project and the number of years you have taken the project. Complete each section with information and dollar amounts that are realistic, accurate and relevant. If any section is not applicable, write *None* or *N/A* or *0* in the blanks.

LIFETIME DAIRY RECORD (For Dairy Project Only)
To be considered for a dairy project award, this form must be included in your record book and the front page must be completed. Use a separate form for each dairy animal. Lifetime Dairy Records follow the Financial Record.

Support Materials

Behind the financial record forms, place any pictures, clippings, stories or other material that shows more about or supports your project work. Include at least one picture for each project.

- Include Support Materials (pictures, clippings, and other items) that support your projects.
- Describe or caption your pictures. Other than that, you may display these items as you like. Be creative. You may handwrite or type here regardless of how the rest of your book is done, and you don't have to worry about ink color either.

Certain things should not be included in your book — fair ribbons, project tags, handbooks, and other similar items. If you participated in an event that had a handbook which was several pages long, include only the pages that pertained to your entry.

CONGRATULATIONS!

You have completed your record book. Give your record book to your club leader by the due date.