**WAUPACA COUNTY 4-H RECORD BOOK GUIDELINES** 2022

***(Please read and save for reference while you complete your record book.)***

**To achieve in your club and be eligible for county awards, you must:**

1. Keep accurate and clear records. Record books should not be a scrapbook. **Do not include** ribbons, letters, certificates, program booklets, score sheets, and last year’s records. The records intend for you to plan ahead at the beginning of the year and to look back and evaluate at the end of the year.

2. Project records should be for the current project year. (Lifetime Dairy Record is the only exception.)

3. Members who were in 7th grade during the 4-H year are eligible for the **Junior Achievement Award**. Graduating members are eligible for the **Senior Achievement Award**. When applying for the Achievement Award, include all available records with the current year first. All remaining years should be bound together by year, not by project. The records can be put in a binder.

4. Records may be either handwritten or typed and must be the work of the member. **The project forms cannot be altered or generated by computer (unless using the fillable forms).** Please be uniform throughout the book. DO NOT INTERCHANGE typing and handwriting or ink and pencil. Lifetime animal records are the only exception. Exploring records should be in the child’s own handwriting. The **optional project stories** may be handwritten, typed or computer generated (even if the rest of the book is handwritten).

5. All blanks on the record sheets should be completed. State either a reason or does not apply or N/A in the space provided. **Never leave an empty space on the record sheets**.

6. On most of the record book pages, members are asked to record at the beginning of the year what they wish to learn or do or a goal they have for their project. If you would like more information about **goal setting/writing** contact the Extension Office.

7. **Youth Leadership Record** --A Waupaca County Youth Leadership Record form is available for members who wish to record leadership experiences. This record is optional for all projects **except** the youth leadership project. If a member is enrolled in the youth leadership project, the Leadership Record is the required record book form and should be included in the project pages. For projects/activities other than youth leadership, this record is provided for the member’s benefit in accurately recording leadership growth over time. If you need a copy contact the UWEX office.

8. The use of **tabs** in your recordbook is optional, but helpful. Members may put their record book in a **binder** or use the fasteners provided. Be sure the first and last pages are the green cover provided.

**Each record book must contain the following pages in the first section of the book:**

1. Picture Page (1 per member)

2. Table of Contents

3. My 4-H Activity Program (MPE-A) (1 per member)

4. Newspaper clippings and/or pictures **of club or county activities, not projects,** (underline or highlight your name and club name). These should refer to specific work you have done. Sample club activities are June Dairy Month, community service, club tour, Adopt-a-Grandparent, etc. Sample county opportunities are Super Saturday, Music, Drama & Speaking Contest, and Summer Camp. Try to organize the items so readers know which were club activities or county activities. Examples are grouping the club together then county or month by month. [If you are not able to acquire the reporter’s report from the newspaper, the club reporter can hand out a copy of their report for club members to include in their record book if available. The reporter is asked to sign the report as they would if taking it to the newspaper. Newspaper clippings of club meeting reports are preferred.]

5. Waupaca County 4-H Youth Leadership Record (optional – refer to number 7 above)

6. **Project Pages**--Follow the table on the next three pages to see what is required for each project and what order they are to be placed in your record book for that project. Project areas may be placed in the record book in any order desired. For example, beef may be placed in your record book as the third or sixth project area. They do not need to be in alphabetical or numerical order.

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| **Project name** | **Form(s) Used** |
| Adventures   * Introduction to Adventures * Backpacking * Winter Travel * Canoeing * Bicycling | Waupaca County Adventures Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Aerospace | Waupaca County Scale Models/Aerospace Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Art | Waupaca County Arts & Crafts / Visual Arts Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Beef | Waupaca County Beef Record, Waupaca County Youth Livestock Project Cost Summary (market livestock only), project story, newspaper clippings and/or pictures of project (project story is optional) |
| Cat | Waupaca County Cat & Small Animals Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Child Development | Waupaca County Child Development Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Citizenship | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Clothing | Waupaca County 4-H Clothing Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Clowning | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Communications, Speaking, Creative Writing,  Theatre Arts | Waupaca County Speaking, Communications, Creative Writing and Theatre Arts Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Computers | Waupaca County Computer Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Consumer Savvy | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Crocheting | Waupaca County Crochet Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Crops | Waupaca County Crops Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Dairy | Waupaca County Dairy Project Record, Lifetime Dairy Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Dog | Waupaca County Dog Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Drawing & Painting | Waupaca County Drawing & Painting Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Electricity | Waupaca County Mechanical Sciences / Electricity Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Entomology | Waupaca County Natural Resources Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Entrepreneurship | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Exploring | Waupaca County Exploring Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Exploring Your Environment  Forestry & Wildflowers | Waupaca County Natural Resources Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Fishing | Waupaca County Fishing Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Flowers | Waupaca County Flower, Fruit, Vegetable Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Foods & Nutrition | Waupaca County 4-H Foods & Nutrition Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Fruits | Waupaca County Flower, Fruit, Vegetable Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Geospatial | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Goat (Dairy and Meat Goat) | Waupaca County Goat Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Health | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Home Environment | Waupaca County Home Environment Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Home Grounds | Waupaca County Home Grounds Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Horse & Pony | Waupaca County Horse and Pony Record, Project Training Journal, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Horse Clothes | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Horseless Horse | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| House Plants | Waupaca County House Plants Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Intergenerational | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| International | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Knitting | Waupaca County Knitting Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Music | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Personal Finance | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Pets | Waupaca County Cat & Small Animals Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Photography | Waupaca County Photography Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Plant Crafts | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Poultry | Waupaca County Rabbit, Poultry, Waterfowl Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Rabbits | Waupaca County Rabbit, Poultry, Waterfowl Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Recycling | Waupaca County Natural Resources Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Robotics | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Scale Models | Waupaca County Scale Models/Aerospace Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Self-Determined | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Service Learning | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Sheep | Waupaca County Sheep Record, Waupaca County Youth Livestock Project Cost Summary (market livestock only), project story, newspaper clippings and/or pictures of project (project story is optional) |
| Shooting Sports   * Air Pistol/Pistol * Air Rifle/Rifle * Archery * Hunting * Muzzleloading * Shotgun | Waupaca County Natural Resources Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Small Engines | Waupaca County Mechanical Sciences / Electricity Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Swine | Waupaca County Swine Record, Waupaca County Youth Livestock Project Cost Summary (market livestock only), project story, newspaper clippings and/or pictures of project (project story is optional) |
| Tractor | Waupaca County Mechanical Sciences / Electricity Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Vegetables | Waupaca County Flower, Fruit, Vegetable Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Veterinary Science | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Videography | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Water | Waupaca County Natural Resources Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| STEM Wind Energy | Waupaca County Natural Resources Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Woodworking | Waupaca County Woodworking Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Workforce Readiness | Waupaca County Other Project Record, project story, newspaper clippings and/or pictures of project (project story is optional) |
| Youth Leadership | Waupaca County Youth Leadership Record, project story, newspaper clippings and/or pictures of project (project story is optional) |

***Cloverbud Record Book Pages***: Each club/family has the option to encourage Cloverbuds to complete record book pages at the club level. Cloverbud record book pages are not passed on to the County for judging, they are only for club recognition. Waupaca County 4-H has a Cloverbud record book packet that can be used or you can adapt something different for your members to utilize. Please talk with your general leader for guidance within your club and for a copy of the Cloverbud record book packet.