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, <u>include all available records with the current year first</u>. <u>All remaining years should be bound together by year, not by project</u>. 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** <u>may be handwritten, typed or computer generated</u> (even if the rest of the book is handwritten).

5. Fillable record book pages are available at https://waupaca.extension.wisc.edu/4-h-youth-development/

6. 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**.

7. **Youth Leadership Record** --A Waupaca County Youth Leadership Record form is available for members who wish to record leadership experiences. <u>This record is optional</u> 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 record book 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.

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 Market Livestock Summary –yellow form (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 Market Livestock Summary –yellow form (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 • Muzzle loading • 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 Market Livestock Summary-yellow form (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.