Waupaca County 4-H Record Book Guidelines

Why do a 4-H record book? Record books are a valuable part of the 4-H experience. They encourage youth to develop lifelong skills such as:

♦ Setting goals ♦ Planning and organizing ♦ Communicating in writing ♦ Evaluating effort and progress
A record book is also a valuable record of accomplishments that can be used when applying for awards, scholarships, college or a job!

Before you begin working on your record book, be sure you have the forms for the current year. Record book pages are updated annually in February/March. You can get them in a few different ways:

- General Leaders can request record book pages for the club.
- You can contact the Extension Office and ask for copies for yourself.
- Pages can be printed from the Waupaca County 4-H website at https://waupaca.extension.wisc.edu/4-h-youth-development/4-h-program-topics/record-book-pages/
- In addition, you can use the fillable forms linked on the above website.

Records may be either handwritten or typed, and must be the work of the member. **The project forms cannot be altered by computer (unless using the fillable forms).** Please be uniform throughout the book; DO NOT INTERCHANGE typing and handwriting or ink and pencil. *Lifetime Dairy Records are the only exception*, and the optional project stories may be handwritten or typed, even if the rest of the book is handwritten. **IMPORTANT**: **Explorer record books should be in the youth's own handwriting.**

▲TIP: Have a few pens of the same color if you are handwriting your pages and gather all of your pictures and newspaper clippings in one location. Try to start as early as possible in the 4-H year.
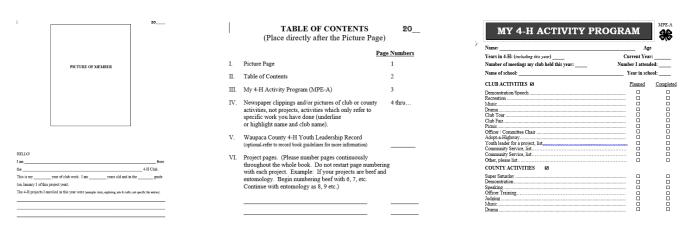
Keep accurate and clear records. Record books should not be a scrapbook. **Do not include** stickers, ribbons, letters, certificates, program booklets, score sheets, and previous years' records. Records should be for the **current** year. *Lifetime Dairy Record in the dairy project section is the only exception.*

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

Front Record Book Cover (green) – The inside of the front cover should be complete with your 4-H projects (i.e. Exploring, Dog, Foods, Photography) and the year(s) taken. If your cover gets full or worn, you may request a new cover from the Extension Office and add it to your book.

Record Book Page Order: (*see below for a snapshot of the first 3 pages*):
1. **Picture Page** (*required*)
2. **Table of Contents** (*required*)
3. **My 4-H Activity Program (MPE-A)** (*required*)

1. _Picture Page_ – This page introduces you to anybody looking at your record book. When recording the grade, be sure to fill in the grade you were in on January 1 of the project year. The 4-H projects you record should be the overall projects you enrolled in at the beginning of the 4-H year, not individual fair entries (Example: Woodworking, not bookcase, bench, or table).

2. _Table of Contents_ – This is a guide to the rest of your book and should be the last page to be completed. The table of contents tells where the reader will find information. All pages should be numbered and in the specified order so the reader knows where to look in your book.

3. _My 4-H Activity Program (MPE-A)_ – On this form, you check what you planned to participate in this year and what you completed. On the backside of this form, include more detail about your accomplishments during the year. At the bottom of the page, list your non-4-H activities like church, FFA, or sports. This information is helpful when completing scholarship applications and other forms in later years.

The sections following the MPE-A will vary in length and content. This will be a more in-depth record of your 4-H events, activities, and projects throughout the year.

4. _Newspaper clippings_
5. _Pictures of club and county activities (not project work)_
6. _Waupaca County 4-H Leadership Record**_
7. _Project Pages_

4 & 5. _Newspaper clippings / pictures of club activities / pictures of county activities_ – These should highlight specific work you have done and/or events and activities you participated in.
- ✓ Example **club** activities include June Dairy Month, community service such as Highway Clean Up, sledding party, Adopt-a-Grandparent, etc.
- ✓ Sample **county** activities are Super Saturday, Officer Training, and Summer Camp.

These items may be organized chronologically month by month or club activities followed by county activities, but it is important that the reader knows which were club and which were county activities.

▲TIP: Remember to label or put a caption on included items, and underline or highlight your name and/or club name in newspaper clippings.

6. **_Leadership Record_ – This section is optional **unless** you are participating in 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.

7. _Project Pages_ – Follow the table provided at the end of this packet to see what pages are required for each project. Project areas can be in the record book in any order; however, be sure all of the pages related to each specific project are together (project form, story, pictures, etc.). Use white or solid-color paper for the photos and place them in chronological order. Do not scrapbook the photos. Be sure to label/caption the photos. Project section example: Fill out the Recycling project form, then place the recycling project story behind that, if you choose to do one. Then include pictures of you working on your recycling project, and then pictures of the finished project. Then go to the next project area.

▲TIP: An important part of the project pages is to describe and share what you learned, skills you gained or practiced, problems encountered and how you solved them, and any interesting things that happened. If you didn't reach a goal, state that and write what you learned and what you would do differently next time.

▲TIP: Project stories are not required, but are a great way to tell what you learned in more detail and in your own words.

▲TIP: Almost done…
- ➢ The use of **tabs** in your record book is optional, but helpful to find each section easier.
- ➢ It is recommended that members put their record book in a **binder,** but they may use some type of folder or other fastener to keep it together. The Extension Office may have some extra binders available free.

Back Cover (green) – Complete the sections on the back cover. This should be the last page of your book.

Achievement Awards: 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 Awards, include all available records with the current year first. All remaining years should be bound together by year, not by project.

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.

Project name	Form(s) Used
Adventures, Intro 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 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 Plant Crafts 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	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 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)

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