

What Goes Into A Record Book

4-H members are encouraged to keep records as part of their leadership experience. Your 4-H records present a picture of your growth and development as a 4-H member. Accurate record keeping will provide you with personal satisfaction as you record your accomplishments and see improvement in yourself and in your project work. Your record book should include only those things that show accomplishments as a 4-H member.

A complete 4-H record book includes a Connecticut 4-H Record Book Cover, 4-H Activity Record for each year of experience, 4-H Member Goals sheet, 4-H Member Financial Summary sheet and a 4-H Project Record sheet for each individual project taken during that year. These forms should be placed in the green 4-H Connecticut 4-H Record Book which contains a cover and a back page and is available at the 4-H office. Members are asked to keep records for all years in one record book, with the current year's records placed on top.

When entering the 4-H Record Book at the 4-H Fair, check the premium book or call the 4-H office to learn the proper order the sheets must be placed in order to qualify for judging. Record books which contain pages out of order are disqualified at 4-H Fair judging and given no award.

The following section explains each sheet listed above further.

1. Cover Sheet The 4-H member's name, address, date of birth, club or lone member status and county should be on the front or cover page. A sample cover sheet is available from the 4-H Office.

2. 4-H Activity Record The 4-H Activity Record includes information on the following:

- involvement in leadership and citizenship activities (describe what level of leadership – i.e. member of committee, chair of committee, etc.)
- recognition received, i.e. awards (ribbons, certificates, pins and trophies) from local, state and other activities. (The ribbons, certificates, etc themselves should not be included in the book)
- listing of public presentations or demonstrations given. Include topic and location presented.
- Offices held, committee work and special assignments
- Listing of local, county, state or national activities and programs. You should include workshops or clinics attended (how you learned the new skills you are using), project events such as horse or dairy judging, local and state project area activities such as Public Speaking Programs, Fashion Revues and Nutrition Fairs. Don't forget activities such as exhibiting in the 4-H Fair or participation in the New England 4-H Dog, Horse or Livestock Programs at Eastern States Exposition, attending conferences such as CWF, Teen connection or Teen Leadership or 4-H Camp. Also include participating in local fundraising events such as the 4-H Fairbook Advertising Campaign as well as County Recognition Programs.
- Stories (general 4-H story, story of trips taken, etc.)

Much of the information needed to complete this form can be summarized from your individual project records. It would be helpful to keep a 4-H calendar or log and make a simple notation of each thing you participate in during the year.

3. 4-H Member Goals - at the beginning of the year, using the form provided, think about what you would like to accomplish. You can make this general to cover all your interests or do a separate sheet for some of your major project areas. During the year, keep track of your progress and record your accomplishments. This sheet will be helpful to you the following year as you decide what new things you would like to try.
4. 4-H Member Financial Summary - This sheet can be used in several ways. You can use it to summarize totals from individual projects. This will give you a picture of the scope of your involvement and the financial aspect of this involvement. It can also be used for individual projects, one sheet per project.
5. Project Record

Keep a project record for each individual project in which you enrolled in the beginning of the year on the Connecticut 4-H Member Enrollment Form. Projects were listed by categories (i.e. Citizenship & Civic Education, Communications & Expressive Arts, Consumer & Family Sciences and so on.) Each category lists the projects relating to that topic and has also been assigned a two or three letter code. The corresponding record sheets list those topics with the letter code.

For members with large animals (i.e. dog, dairy, beef, sheep, swine, llama, goat, horse), you will need to do a record sheet on each animal. Members with small animal, rabbits or poultry projects can use one record for each species.

All members with animals should keep track of feeding, growth and training of your project animal. List the type(s) of feed in the appropriate column - for example, hay, alfalfa, grain, etc. Record the growth of your project animal once a month in pounds or tape measurements, if appropriate for your animal species. Or comment on the animal's condition, using short phrases like "in peak performance", "too thin" or "too much condition (fat)".

GENERAL HINTS

- I. These sheets ask for specific information for the project the 4-H member is working on. There might be some lines which do not apply to you - you can make the decision where some of your information will go. Every line does not need to be filled in. If additional space is needed, you may photo copy the page or request additional sheets from the 4-H Office. (All sections should be completed before turning in for evaluation. Use n/a where non-applicable is appropriate or give projected dates.)
- II. When a record book is turned in for evaluation, include information current to that date. Be sure to evaluate your progress to date on your "4-H Member Goal Sheet".
- III. Achievement Certificates, programs of 4-H events, ribbons and other items of recognition are not to be kept in record books. They are appropriate for a 4-H scrapbook, along with news clippings and photos. However, one or two select pictures or news clippings that apply directly to the 4-H member and his or her project area and which add to the value of the record may be included with the record sheets where requested by the record sheet.

- IV. Your 4-H Leader should review your records at the end of the year and sign in the space provided on the third page of the Activity Record. Their signature implies that they have read all parts of your records. If you are an individual (lone) member, you should have someone who is familiar with your work review your records.
- V. Remember, accomplishments are more than awards. What did you learn, what did you do, how did you do it. You will be asked to describe your level of involvement. Did you participate in an activity? If you helped to plan or carry out a program or event, you have a different level of involvement. In some cases, this will be as part of a group and in others, you might do something on an individual basis - record this. You will also be asked to record whether this activity or program was at the local (club, town, and county) state or national level. To help you decide which level, ask yourself where did the participants come from. If they are all from your county it would be local. In some programs, two or more counties join resources to provide an activity (such a 4-H Fair, Fashion Revue, etc). This would be considered local as well.