

Racine County 4-H Record Book Instructions

Updated: 02/28/2020



Extension
UNIVERSITY OF WISCONSIN-MADISON

Why do we do Record Books?

The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends.

Objectives:

- To learn how to set goals, how to make plans for action, and self evaluation.
- To learn the skills of record keeping and organization to use now and in the future.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and application forms.

Racine County Awards Program

All 4-H Youth - Participation Awards or CLOVER AWARDS: Bronze, Silver, Gold, and Emerald.

- Determined by 1) Accumulated Participation Points (Permanent Record book pages) and 2) Clover points
- Required points are listed on the top of page 2 of the Clover Point section
- Open to any 4-H member who has the number of points required to achieve a Clover Award level
- A Clover Medal will be awarded from the county the first year youth achieve a Clover Award level. At the County Recognition Celebration, to those who have earned a Clover Award subsequent years

Leadership Awards – Experiences and Awards



- Scholarships to WI 4-H & Youth Conference, Citizenship Washington Focus trip, National 4-H Congress & Conference trips, American Spirit East trip, and Leadership Washington Focus trip
- Awards include Honor Court, Outstanding Teen in Racine County, Future 4-H Leader, and the WI 4-H Key Award
- Determined by Clover Award level (1. Accumulated Participation Points & 2. Clover Points), Experiences & Awards application and participation in the interview process in early Fall. Participants are required to submit a copy of record book in a 3 ring 1” binder – in the order beginning of page 6.
- Leadership Awards are presented at the County Recognition Celebration with the exception of Outstanding Teen (announced at Holiday Ball)

Specific Youth Roles in 4-H

- Cloverbud – A member that is between grades K – 2. This age group is able to participate in the Cloverbud project.
- Junior Leader – Youth who work with an adult to lead project(s) or activity and is in the 7th grade or above. They must be enrolled in 4-H Online as a Youth Leader for the Project.
- Teen Leader – Youth who leads a project or activity. A Teen Leader must work independently (without an adult) in order to receive points for this category. They must be enrolled in 4-H Online as a Youth Leader for the Project.

Parts of the Record Book

- Permanent Pages
 - These pages keep track of all the activities and events that you participate in throughout your time in 4-H. Points accumulate over your 4-H career.
- Annual Pages - Completed each year
 - Record Book
 - About Me
 - Annual Goal
 - Year-End Summary
 - Participation Details
 - Clover Points
 - Project Sheets
 - My Cloverbud Project (if applicable)

See next pages in order for your binder. In the upper right corner you will see symbols. A  indicates the page is required for 3rd Grade and up. A  is required for Cloverbuds (K-2)

Required



RACINE COUNTY 4-H RECORD BOOK



2019 - 2020
4-H Year

1. About Me Page

This will be the 1st page in your printed out binder.
You will complete a new sheet each year.

- Complete the 4-H year in the upper right corner.
- Add a picture of yourself from the current year.
- Complete your personal information.
 - If using the Digital copy, the Project Sheet template has formulas included to copy your information automatically, including the year.
- After your record book is complete, you and your parent/guardian will sign.
- After completing your Clover Point sheet, update the line if you have earned a Clover Award.
- If you are participating in the Kiwanis Award or the County Awards & Experiences Interviews, please indicate this at the bottom.



NAME Clover Racine

ADDRESS 111 Four H Drive

CITY Racine STATE WI ZIP 53406

PHONE 444 - 444 - 4444

GRADE COMPLETE 10 AGE 16 Year in 4-H 8

PARENT/GUARDIAN NAME Harvey Racine

CLUB NAME Clover Fun Club

Please sign and have your parent/guardian and your General Leader sign this page below. If you fail to complete this, you will be disqualified from any awards.	
Member Signature _____	Parent/Guardian Signature _____
*Attention Seniors: I plan to graduate from 4-H this year _____	
General Leader Signature _____	Yes or No No

Clover Award Earned This Year? _____

Applying for Kiwanis Award? _____

Applying for County Awards/Experiences? _____

2. Annual Goal

RACINE COUNTY 4-H RECORD BOOK

Clover Award Earned This Year? _____
 Applying for Kiwanis Award? _____
 Applying for County Awards/Experiences? _____
 Your Personal Goal for this Year _____

Write below what you want to learn in the Racine County 4-H Program this year. Below is a tool to help guide you in writing your goal. Please share your overall goal for 4-H this year. *Add pages as needed for additional space.*

S	Specific: Write a specific goal that includes the Who, What, Where, When & Why.
M	Measure: Set criteria for measuring progress toward the attainment of each goal you set. How much, how many, how will I know when it is accomplished?
A	Attainable: When you identify goals that are most important to you, you begin to figure out ways you can make them come true.
R	Realistic: To be realistic, a goal must encourage an idea which you are both willing and able to work towards.
T	Time Bound: A goal should be carried out within a specific time frame.

Examples: I would like to learn how to sew this year. I am going to sign up for the Clothing project and attend project meetings and complete 1 sewing project at the 2020 County Fair.
 I will improve my leadership skills by being elected as the president of my club. I will make sure that I complete our meeting agendas atleast 1 week before each meeting.

By the Racine County Fair, I would like to learn how to crochet and make a blanket. I will learn to crochet by attending my project meetings that are scheduled. I am hoping that I can learn to do this so that I can make more blankets and donate to the homeless.

Having a goal is like having a road map. If you do not know where you're going, you'll probably end up somewhere else. Would you take a trip without first deciding where you want to go? Of course not! That would be pretty hard to do! Setting goals for your 4-H projects and experiences is very much the same as deciding where you want to go on a trip. While there are lots of fun and educational activities planned by your 4-H club/group, you are the one who's in the driver's seat with your 4-H experience. Remember to also do a control test on your goal, meaning do you have control of the outcome or does someone else? If you do not have control, then you may not be successful.

3. Year-End Summary

The Year-End Summary will be completed each year. This is an opportunity to reflect on your 4-H year. Did you get out of 4-H what you were hoping? You may have to adjust your goal through the year and this is an opportunity to speak about how you had to overcome an obstacle or how you grew this year.

*The County recommends Cloverbuds complete the 'My Cloverbud Project' instead of the Year-End Summary

RACINE COUNTY 4-H RECORD BOOK

Year End Summary

Take a moment to reflect on your 4-H experience this year.

Include the following prompts in your story:

1. I enjoyed my 4-H experience because...
2. 4-H has helped me to become a better community member by...
3. I tried something new this year...
4. Something(s) I want to try next year in 4-H is...
5. Additional thoughts I would like to share are...

I enjoyed my 4-H experience this year because I was able to strengthen my leadership skills. I committed to being a Jr. Leader Committee chair for Night with the Stars. I was able to lead the committee meetings and work with the members to have the food ready for all the campers. I also tried something new this year. I signed up for the crocheting project and was able to make a small baby afghan. I would like to try woodworking next year because I think it would be a challenge.

4. Permanent Pages (Participation Points)

Required



These pages track your years of activity in 4-H. This would be similar to a resume and is used when applying for County Awards & Experiences or Scholarships. This should be completed starting your 1st year in 4-H.

Each year you will enter:

- 4-H year in the column which is your current # of years in 4-H.
- Number of club meetings held & attended
- Under Project Points, list out the projects that you are currently enrolled in and a '1' in the column of the year.
- Number of club meetings held & attended
- Participation points: For each activity that you participate in, enter a '1' (unless indicated '2' on the left column). For items that have a *, you will need to add details on the Annual Participation Points Details pages.
- If using the digital version, it will auto tally your points. If you have a printed copy, you will need to add up your points.
- Please reference the 'Permanent Record Book Help' for descriptions of each line.

Number of Years in 4-H				Name													
				1	2	3	4	5	6	7	8	9	10	11	12	13	14
List 4-H Years				2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__
PARTICIPATION POINTS																	
Section 2. CLUB LEVEL																	
TOTAL PARTICIPATION POINTS FOR 4-H ACTIVITIES																	
Section 1. PROJECT points per year (Max. 4)				1	4	4	4	4	4	1	0	0	0	0	0	0	0
Section 2. CLUB Participation Points				10	12	13	14	22	22	28	0	0	0	0	0	0	0
Section 3. COUNTY Participation Points				0	0	0	0	0	0	0	0	0	0	0	0	0	0
Section 4. AREA Participation Points				0	0	0	1	3	0	7	1	0	0	0	0	0	0
TOTAL for this Year				11	16	17	19	29	26	36	1	0	0	0	0	0	0
TOTAL Accumulated Points				11	27	44	63	92	118	154	155	155	155	155	155	155	155
Section 1. PROJECT POINTS																	
Please Write Each Project Once and enter a '1' for each year participating. You may only receive credit for Four (4) Project Points Per Year. Add additional rows as necessary.																	
example: Poultry				1	1	1	1	1	1								
Explorers				1													
Rabbits				1	1	1	1	1	1								
Foods				1	1	1	1	1	1								
Photography				1	1	1	1	1	1								
Dance				1													
Scrapbooking					1	1	1	1	1								
Arts & Crafts					1	1	1	1	1								
Cloverbuds (Jr. Leader)								1	1								
Home Furnishings																	
TOTAL PROJECT POINTS (MAX 4)				1	4	4	4	4	4	1	0	0	0	0	0	0	0
Section 2. 4-H CLUB MEETINGS ATTENDED																	
Number of club meetings held				10	11	10	9	9	10								
Number of club meetings attended				6	9	9	8	8	7								
% of Club meetings attended				60%	82%	90%	89%	89%	70%	ADVOG	ADVOG	ADVOG	ADVOG	ADVOG	ADVOG	ADVOG	ADVOG
Section 3. CLUB PARTICIPATION POINTS																	
				10	11	10	9	9	10								

5. Participation Points Details

When completing your Participation Points on your Permanent Pages, you will notice some line items are *. The activities that you participate in each year may change year over year. Your 5th year, you may be a member of your Club's Service Project committee and the next year you may not. The purpose of this page is to provide additional details to your General Leader on the items that you have participated in. If you have participated in the lines with the *, then you will need to complete a new Details sheet each year. This will also be helpful for you if you hold on to the sheets in the future as you can use the information for scholarships or applications.

Note for Digital Copy: If using in Google docs, you will need to modify the Year in the Header. (Print > Headers & Footers > Edit Custom Fields)

PARTICIPATION POINTS - REQUIRED ADDITIONAL DETAILS

Add'l details for Club Participation Points	
8	* Member of club committee Fundraiser
9	* Chairperson of club committee Community Service
10	* Club officer President
13	* Helped with club community service Donated mittens and hats
14	* Helped with club conservation project
15	* Helped with club recycling project
17	* Helped with club safety project
18	* Helped with club recreation
22	* Helped with community service not related to 4-H Volunteered at the Veteran's Home in Union Grove
23	* Jr. Leader in a project Cloverbud
24	* Teen Leader in a project (2) Scrapbooking
25	* Jr. Leader in a 4-H activity
26	* Teen Leader in a 4-H activity (2)
31	* Other 4-H Club Activity
32	* Other 4-H Club Activity
33	* Other 4-H Club Activity
34	* Other 4-H Club Activity
35	* Other 4-H Club Activity
36	* Other 4-H Club Activity
37	* Other 4-H Club Activity
38	* Other 4-H Club Activity
39	* Other 4-H Club Activity
40	* Other 4-H Club Activity

6. Clover Points

The Clover Points worksheet is used in determining the County Participation Awards. Please reference the [Racine County Awards Program](#) for details (pg 3). It is recommended that all members complete this worksheet each year.

For each activity listed, that you have participated in, record 1 point in the right column. Tally your points if you print out (digital version will calculate). At the end of the worksheet, record the total participation points you have for all your 4-H years (found in your [Permanent Pages](#) pg.9) and record the 'Total Clover Points The Year' earned. If you meet the Clover Award Requirements, record the Clover Award Earned This Year.

Please make sure to copy over your Clover Award earned to your [About Me](#) page (pg.7).

CLOVER POINTS for CLOVER AWARDS

Year _____

	Activity Done This Year	Brief Description/Explanation	Points (1)
1	Attended 3/4 (75%) of club meetings (See *1 below)	I attended 11 out of 12 meetings	1
2	Attended 3/4 (75%) of project meetings	I attended 3/4 of my project meetings	1
3	Attended 4 or more County Jr. Leader Association meetings	Yes	1
4	Junior or Teen Leader in a project	I am a Jr. Leader in the Cloverbud project	1
5	Participate OR exhibited in a Regional or State 4-H event (i.e. Wash. County Art Discovery Day)	I demonstrated at Washington Cty. Art Discovery Day	1
6	Did a demonstration/led a session at a 4-H event (See *6 below)		
7	Member of club's _____ committee	fundraiser	1
8	Member of a county committee (as defined at JLA)	Night with the Stars	1
9	Chairperson or Co-chairperson of club's _____ committee	Community Service	1
10	Chairperson or Co-chairperson of a county committee (as defined at JLA)	Communication Arts Festival	1
11	Held a club office this year	President	1
12	Held a county office this year		
13	Participated in a county event (see *13 below)	Holiday Ball	1
14	Sold items or donated money for County fundraiser	Yes	1
15	Participated in County Jr. Leader's fundraiser or Service Project (i.e. Call booth at fair)	Call Booth	
16	County 4-H Ambassador (selected through County Interview Process)		1
	TOTAL CLOVER POINTS THIS YEAR	MAXIMUM: 16	13

Please note the following special instructions:

*1 If your club held 12 meetings, you must have attended 9, if they had 10 or 11, you must have attended 8 and if they had 9 you must have attended 6. List these numbers, example: 12 of 12 attended.

*6 A demonstration can be done at a Club or Project Meeting, Communication Arts Festival, or at a County Fair. This could be at a meeting, Fair, Art Discovery Day, Fall Forum

*13 This includes for example: the County Archery Fun Shoot, Cloverbud Fair, Communication & Arts Festival, Night with the Stars, Holiday Ball, Sum Meat judging or any other county project clinics/workshops. This does: Fair Showmanship, or County Fair, or mandatory events such as MAQA

*14 This includes for example participating in: Parades, Leadership Retreat presentations to schools, groups, county officials etc. as a representative

CLOVER POINTS for CLOVER AWARDS

Year _____

CLOVER AWARD REQUIREMENTS

To earn a Clover Award, you must have the following number of points. See page 2 for more information.

Bronze award requires: 6 Clover Points & a total of 45 accumulated Participation Points

Silver award requires: 8 Clover Points & a total of 95 accumulated Participation Points

Gold award requires: 10 Clover Points & a total of 150 accumulated Participation Points

Emerald award requires: 12 Clover Points & a total of 210 accumulated Participation Points

Please indicate your total: Accumulated Participation Points: 154

Clover Points earned: 13

CLOVER AWARD EARNED THIS YEAR: Emerald



Year 2019-20

7. Project Sheets

- You will need 1 project sheet for each project you are enrolled in. A new sheet is required each year.
- If using the digital version, the 4-H year, Name & Club will be auto-filled from the 'About Me' page.
- Effective 2020, the Project Sheet has been modified.
 - Project Leader information
 - Jr. Leader or Teen Leader?
 - Goal for your Project
 - Meeting Attendance
 - Project Results – Project Costs & Project Value columns (replacing the previous version balance sheets)
- (County is recommending Cloverbuds complete the 'My Cloverbud Project' instead of this sheet. Please contact your Club leader for club specific guidance)*

RACINE COUNTY 4-H PROJECT SHEET

4-H Year: 2019 - 2020



 Extension UNIVERSITY OF WISCONSIN-MADISON Name: Clover Racine Club: Clover Fun Club
 Project: Woodworking Number of Years in Project: 5

Did you work independently or with a project leader? Project Leader

If applicable, Project leader name(s) Henrietta Clover

Are you a Teen or Junior Leader for this Project? Junior ☐ x Teen ☒ No ☐

A Junior Leader is a youth who works with an adult in a project. A Teen Leader(s) work independently with no adult leader in a project.

What is your goal for this project? (example: I would like to learn how to take better portraits of people)
 I would like to lead 2 of the project meetings with the 1st year members and help 5 members make a simple puzzle on a scrollsaw. I would like to make a checkerboard with 2 different types of wood along with the playing pieces by the fair.

PROJECT MEETING ATTENDANCE	Number Project Meetings Held	Club	County	Number Project Meetings Attended	Club	County
	10			9		

Project Events: (ie. Talks, Demonstrations, Tours, Shows, etc.)

How to use a scrollsaw demo _____

sawmill tour _____

Project Results				
<small>What did you create, grow, raise and/or show? (add add'l pages if necessary)</small>				
Exhibit Description	Project Costs	Exhibited where	Ribbon	Project Value
Checkerboard	\$150	Racine Cty Fair	State Fair, 1	Priceless

What did you learn from this project?

This year I was able to learn more leadership skills by leading the 1st year members to learn how to use the scrollsaw. I was challenged with my checkerboard as it was very detailed and involved a great deal of detailed work.

Parent Comments

Clover demonstrated initiative and leadership this year. Clover worked on organizational skills preparing for the activities with the 1st year members as well.

Parent Signature _____

Supporting documentation

- Optional – Personalize your record book! Add additional pages
 - Pictures of projects
 - Copy of Media with you being recognized
 - Newspaper clippings
 - Fair results
 - Club/County online pictures or name (Facebook, Instagram, Website)





My Cloverbud Project

This is a time when the youngest members are introduced to 4-H. The Cloverbud project book allows members to record their 4-H year with the option to draw or write.

The County 4-H program, recommends Cloverbuds complete the following:

- 1) [About Me page](#) (pg. 6)
- 2) [Permanent Pages](#) (pg. 9)
- 3) [Participation Points Details](#) (pg. 10)(if required)
- 4) My Cloverbud Project
- 5) [Clover Points](#) (pg. 11)


MY PROJECT FUN


Draw a picture, insert a photo, and/or write about the entries you exhibited at the Racine County Fair.

4-H COUNTY FUN

Fun things I did this year with my county (examples: Cloverbud Fun Day, Rollerskating):

_____ date _____


_____ date _____

_____ date _____

_____ date _____

_____ date _____

Draw a picture or write a story about the county activity you liked best.



Draw a picture or write a story about the club activity you liked best.





YEAR: _____ to _____ NAME: _____


My Cloverbud Project

What did I learn this year?

4-H PLEDGE


I pledge my _____ to clearer thinking, my _____ to greater loyalty, my _____ to larger service, and my _____ to better living, for my club, my community, my country and my world.



The 4-H Motto

To make the _____ Better!



Parent Comments — Tell us what you enjoyed about your child being in the Cloverbud Project. What learning did you see in your child? How can we make this experience better?