

# *Record Book Information and Tips*

## **Getting Started:**

- Record book pages can be found on the Extension Racine County website.  
<https://racine.extension.wisc.edu/4-h-youth-development/join-4-h/4-h-record-books/>
- Record books may be completed digitally or a paper copy may be printed.

## **Pages to Include:**

- **Permanent pages** are added each year. (projects, activities and awards)
- **Annual pages** are specific to the current 4-H year.
- \*Members 3rd grade and up:
  - About Me/Cover Page
  - Personal Goal
  - Year End Summary
  - Permanent Record Book pages
  - Participation Points -Additional Details
  - Clover Points
  - Project Page for each project EX: Goat, Photography, Woodworking, Horse, etc.
- \*Cloverbuds
  - About Me/Cover Page
  - Permanent Record Book pages
  - Participation Points -Additional Details
  - Cloverbud pages

## **You May Wish to Include:**

- \*Photos- It is helpful to start a folder for photos related to 4-H. Adding to it throughout the year will help you to be ready when it is time to put your record book together. You could include photos of: club meetings, project meetings, work on projects, judging or show day at the fair, camp, club or county events, etc.
- \*Programs, certificates, club newsletter articles, newspaper clippings, or other media references- If you keep all of your awards, certificates in your record book throughout the year, they will be ready to add when you are completing it.

## **Don't Forget:**

- It is a good idea to get started on your record book when you receive it so you can understand expectations, record smart goals, and keep track of expenses, dates, etc.
- Remember to take your time, recording accurately and neatly.
- Members should always complete as much of the record book as possible on their own taking into account age and skill level.
- **4-H members and parents both need to sign the record book!**

## **Turning in your Record Book:**

- Each club sets its own record book due dates. This is typically in the month of August. Watch for specific information from your club regarding turning in your record book.
- If you have any questions, be sure to ask a 4-H leader. We're here to help!

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## **Reflection Questions for Year End Summary:**

This is a list of questions to get you started in thinking about your year.

There is no need to answer every question, just do your best to incorporate some of the ideas related to your experiences this year. Focusing on at least 3-5 topics will make a well rounded summary.

- What did you do in 4-H this year?
  - Activities could be listed chronologically or by 4-H level
    - club, county region or state.
  - Did you speak at a club, project our county meeting?
  - Did you assist a younger member with a project or during an activity?
  - Did you hold an office or chair an event?
- What projects did you participate in this year?
  - Why are your projects important to you?
  - What are your most/least favorite aspects?
  - What are the easiest/most challenging aspects?
  - What problems came up and how did you handle them?
  - Can you use the skills you've learned in 4-H in other life situations?
  - What advice would you have for someone who is new to your project?
- Did you try anything new this year?
  - Describe the new experience or skill.
  - What did you learn through the new experience?
  - How will you use this skill in the future?
  - What did you learn about yourself by trying something new?
  - What new experiences will this lead you to try in the future?
- What parts of your 4-H experience did you enjoy this year?
  - What worked well? What would you change?
  - What made you laugh?
  - What will you remember forever?
- How does your participation in 4-H activities relate to other parts of your life?
  - What skills are you able to use in other areas?
  - Has developing a skill through 4-H benefitted you or others?
- How has your participation in 4-H helped you to be a good community member?
  - What 4-H community service projects did you assist with?
  - Has your experience in 4-H led you to help in other areas?
  - What have you learned about helping others?
- How has your participation in 4-H changed over the years?
  - Have you learned new skills in a project you've been in for many years?
  - Are there new projects you have tried?
  - Have you taken on some leadership responsibilities?
- What new project or opportunity in 4-H will you try next year?