

4-H Project Record Books for Beginners

**Created by Sydney Tone
Triangle Troopers 4-H Club
2015**

Goal of This Slideshow

- To explain step by step how to correctly fill out a 4-H record book.
- For more information, also refer to the Dane County 4-H Record Book manual <http://fyi.uwex.edu/dane4hyouth/awards>

What is a Record Book?

- A written record of a 4-H member's project completed by the youth only.
- A way of recording a 4-H member's growth through learning and experience.

What can you Learn From Preparing a Record Book?

- Organizational skills
- Planning and decision-making skills
- Identifying and setting goals
- Evaluating your own work
- Using constructive criticism

How can a Record Book Help?

- By being a valuable tool that 4-H members need as they apply for county, state, and national awards, trips, and scholarships
- By being a useful tool for 4-H members beyond their 4-H years for job applications, and college applications.
- By being a special keepsake of a 4-H member's experience.

Getting Started Basics

- Obtain record book forms from leader or 4-H office or download them from here: <http://fyi.uwex.edu/dane4hyouth/awards>
- Cover should be green cardstock.
- Use grade-level appropriate project record forms.
- For all forms, use suggested paper colors when possible (white is acceptable).

Basics, Continued

- Computer generate in 12-pt Arial font, OR write in pencil if Junior, OR pen if Intermediate or Senior.
- For ink errors, just single line strike-out. Don't use white-out.
- Don't include previous year records.
- Don't include scrapbook items (ribbons, scoresheets, etc.).

Step 1: Front Cover

- Type or write the information on the outside front cover.
- You don't need to fill out the back cover.
- Re-use the same cover each year.

4-H Club Management
MEMBER YEARLY PLAN AND RECORD
Wisconsin Extension Pub. No. RB6

18 USC 707
Wisconsin

Name: Sydney Tone County: Dane
Address: [REDACTED]
Birthdate: Sept. 21, 2004
Name of Club: Triangle Troopers
Name of Parent or Guardian: Steve Tone and Laurie Schellinger

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Step 2: Picture Page

- Fill out picture page each year.
- Attach current photo.
- Include all projects enrolled in.

PICTURE PAGE
This page should be filled out at the beginning of the 4-H year.
Please indicate your grade for the current year.



Hello!

My name is Sydney Tone and I am a member of the
Triangle Troopers 4-H Club.

This is my 2nd year of club work (do not include Cloverbud years). I am
in 5th grade and my birth date is September 21, 2004.

My projects this year are: Archery, Aerospace, Dairy Goats 1, Foods and Nutrition 2, and Poultry 2.

Updated 10/2014

Step 4: Activity Summary

- Summarize activities listed on previous page, not project work.
- Include parent comments & signature
- Include your signature & Organizational Leader signature.

Activity Summary

Explain your 4-H Activity Summary **(from the previous page)** in more detail. Describe what you did, any responsibilities you had and any skills or knowledge you acquired. Add more pages if necessary.

This year, I participated in many 4-H activities, some of which were new to me, and some that I had done before.

For Highway Clean-up, I helped pick up trash along a highway for several hours. During the Food Pantry Challenge, I contributed food to be donated on behalf of my club. At the Holiday Fund event, along with some other members of my club, I helped package food and other items. I also brought an item to give to people for the Host-a-family event. I participated in the Skaalen caroling, where my club and I sang Christmas songs, helped some of the Skaalen residents play Pokeno, and played bingo for prizes. Some other things I did were help tie fleece blankets, plant flowers to make Dunkirk Town Hall more beautiful, and help clean up the Stoughton Fairgrounds after the Stoughton Fair. In addition to those activities, I served at the Dairy Bar, where I had fun serving customers and making ice cream.

I also enjoyed my club's parties. I had a lot of fun bowling with friends during the Bowling party, and also really liked playing Uno during the Uno Party. The bonfire was fun, and I loved going on hayrides. The 4-H Banquet was fun, too. At it, I enjoyed talking with friends, seeing other projects the club's members had made, and eating great food.

I was on several committees this year, too, including the Refreshment Committee, the Banquet Committee, the Euchre Card Party Committee, and the Uno Card Party Committee. As an example of some of my work on these committees, I helped plan, decorate, and set up for my 4-H club's banquet. I also helped set up for the Uno Card Party and the Euchre Card Party. For the Refreshment Committee, my family brought delicious snacks to one of my club's meetings.

As you can see, I really enjoyed this 4-H year's activities, and I hope to do some of the same things, plus more, next year.

Parent comments on club and project work:

Sydney enjoyed the many varied club activities that she participated in this year. Some were more fun based, while others offered her the ability to serve her community. All, though, offered her the chance to add her own twist to them!

Parent Signature

Member Signature

Organizational Leader Signature

Step 5: Activity Summary Photo Page

- Include up to two pages of photos that show you participating in the activities described in your activity summary.

Activity Summary
Picture Page 1
(optional)

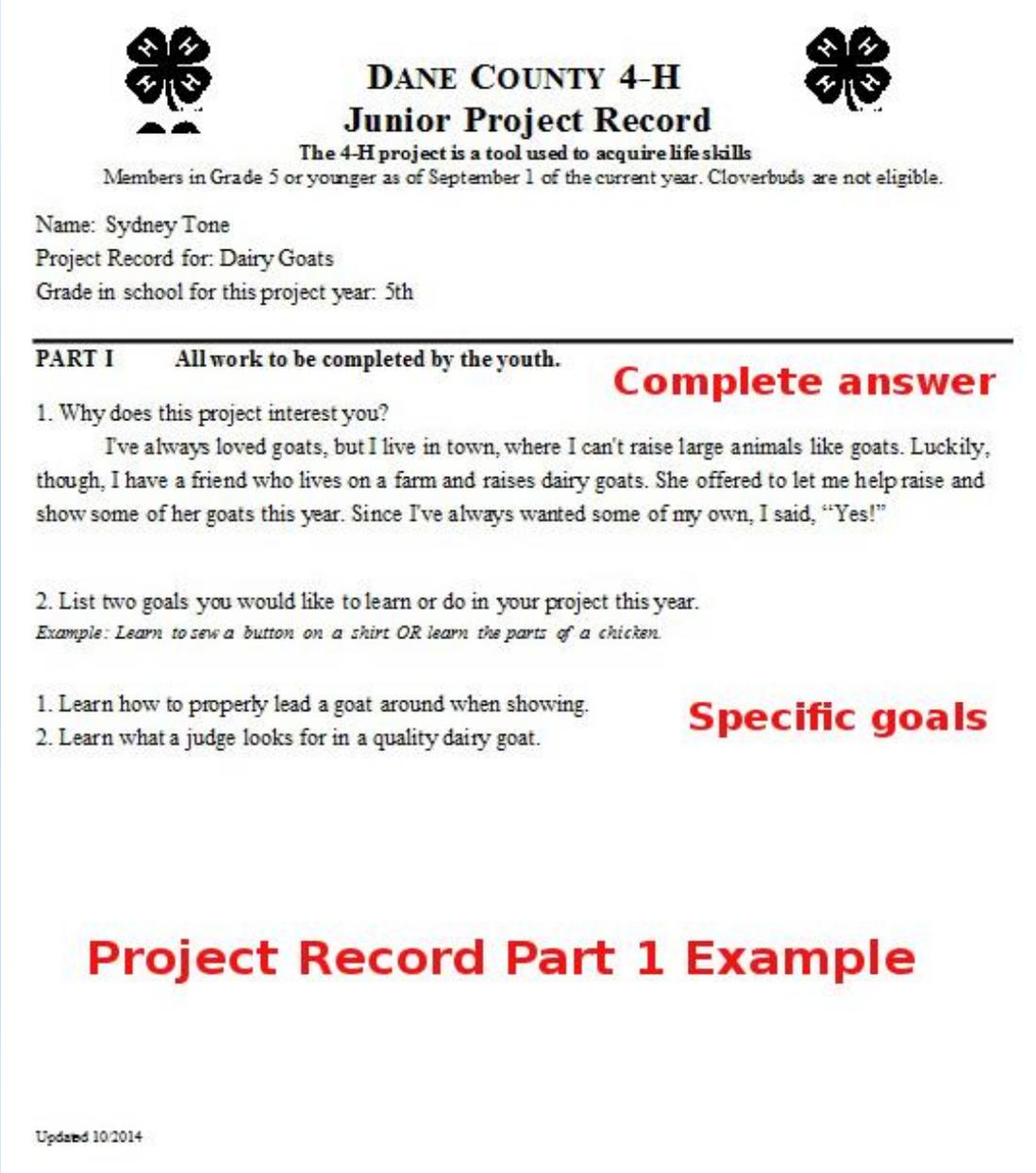


Steps 6-9: Project Record

- Explain project work in detail by filling out 5 sections.
- Questions vary slightly depending on grade level (Junior, etc.).
- This slideshow demonstrates filling out a Junior Project record.

Step 6: Project Record, Part 1

- Complete at beginning of project year.
- Answer questions completely.
- Write specific, measurable, reasonable goals.



The image shows a sample of a 'Dane County 4-H Junior Project Record' form. At the top, there are two 4-H clover logos. The title is 'DANE COUNTY 4-H Junior Project Record'. Below the title, it states 'The 4-H project is a tool used to acquire life skills' and 'Members in Grade 5 or younger as of September 1 of the current year. Cloverbuds are not eligible.' The form is filled out with the following information: Name: Sydney Tone; Project Record for: Dairy Goats; Grade in school for this project year: 5th. The form is divided into 'PART I' which is 'All work to be completed by the youth.' There are two questions: 1. Why does this project interest you? The answer is 'I've always loved goats, but I live in town, where I can't raise large animals like goats. Luckily, though, I have a friend who lives on a farm and raises dairy goats. She offered to let me help raise and show some of her goats this year. Since I've always wanted some of my own, I said, "Yes!"'. 2. List two goals you would like to learn or do in your project this year. The answer is '1. Learn how to properly lead a goat around when showing. 2. Learn what a judge looks for in a quality dairy goat.' The form is titled 'Project Record Part 1 Example' and has a footer that says 'Updated 10/2014'.

 **DANE COUNTY 4-H** 
Junior Project Record
The 4-H project is a tool used to acquire life skills
Members in Grade 5 or younger as of September 1 of the current year. Cloverbuds are not eligible.

Name: Sydney Tone
Project Record for: Dairy Goats
Grade in school for this project year: 5th

PART I All work to be completed by the youth. **Complete answer**

1. Why does this project interest you?
I've always loved goats, but I live in town, where I can't raise large animals like goats. Luckily, though, I have a friend who lives on a farm and raises dairy goats. She offered to let me help raise and show some of her goats this year. Since I've always wanted some of my own, I said, "Yes!"

2. List two goals you would like to learn or do in your project this year.
Example: Learn to sew a button on a shirt OR learn the parts of a chicken.

1. Learn how to properly lead a goat around when showing. **Specific goals**
2. Learn what a judge looks for in a quality dairy goat.

Project Record Part 1 Example

Updated 10/2014

Step 7: Project Record, Part 2

- Complete at end of project year.
- Explain how you did/did not accomplish goals.
- Answer all questions completely.

PART II All work to be completed by the youth.

Years completed in project as Member (3rd grade and up) 1

1. Explain how you met your goals this year. If you did not meet your goals, please explain.

Example: My leader taught me how to sew a button on a shirt, and I used my dad's shirt to practice. OR I learned the parts of a chicken by going to a demonstration given by one of our youth leaders. Then I practiced by pointing to the parts on my chicken.

1. I learned how to lead a goat properly by listening to the Dairy Goat project leaders, and then trying it myself. All you do is hook your fingers into the goat's collar and steadily move forward. Leading is not hard with a trained goat, but if a goat has never been led before, it can be a struggle.

2. I learned what a judge looks for in a quality dairy goat by reading dairy goat books, talking to my project leader, and watching dairy goat shows. A quality dairy goat has a well-formed udder, sharp withers, strong topline, deep body, and a broad barrel.

2. What else would you like to tell us about your project?

Example: It was hard to make the needle go into the hole I wanted it to go in. OR I really liked learning the parts of the chicken and it helped me get more comfortable holding her.

I learned that goats are actually pretty easy to care for, no matter their age. Their feed needs are simple, and their grooming requirements are few. In the months that I helped care for my friend's goats, the goat kids were bottle-fed until they were weaned, and the rest of the herd ate mostly hay, with some grain. They were allowed outside to eat grass throughout the summer. As for grooming, all we had to do was clip them a few days before the fair. They didn't need any special daily brushing like many other animals.

Project Record Part 2 Example, Page 1
See next slide for example of Page 2

Project Record Part 2, Page 2

- Answer all questions completely.
- Include project leader comment & signature.
- Include your signature.

3. Why are you happy with the way your project turned out this year? If you are not happy with the way your project turned out this year, please tell why.

I'm happy with my project because I finally got to help raise and show dairy goats, which is something I always wanted to do. With my friend's help, I cared for goat kids, taught goats how to lead, and milked a goat for the first time. I can't wait to show goats again next year!

4. Did you talk about your project with anyone else or help anyone else learn about your project?

Example: I showed my dad how I fixed his shirt. OR I gave a demonstration to my club showing them the parts of a chicken.

Whenever I learned something new about goats, I talked to my family about it. I gave my sister help when she was having a difficult time leading her goats. While I was at the Stoughton Fair, I showed some other members of my 4-H club how to milk a goat and feed goat kids.

5. Have you ever received a Dane County 4-H Project Award for this project?

_____ Junior Pin _____ Junior Certificate X I have not received any awards

6. I would like to be considered for a Junior Project Award. X Yes _____ No

7. Project Leader Comments

If there is no project leader in your club for this project, then your Organizational Leader or parent should write the project leader comments and provide the signature below.

Sydney was very excited to join the dairy goat project and worked hard all summer, caring for her goats and preparing them to show. She learned how bottle feed kids, milk does and coax stubborn goats around a ring. Her patience really paid off. This was a terrific project for her all-around!



Member Signature



Project Leader Signature

Step 8: Project Record, Part 3

See next two slides for examples

- Complete during project year.
- Include all project related activities & meetings.
- If an animal project, include daily animal care.
- Listing costs is required for Senior records, and recommended for Juniors and Intermediates.

Project Record Part 3 Example #1

PART III - Project Meetings and Project-Related Activities. To be completed during the year. Add pages if needed.

1. List your project meetings and project-related activities in the space below. If you had to pay for an activity or project, you can include that in the "What I Did and Learned" column. Detailed financial records are not required for the Junior level.

Date	Meeting/Activity	Time Spent	What I Did and Learned
<i>Ex. 10-5-13</i>	<i>Project Meeting</i>	<i>2 hours</i>	<i>Learned to sew button. Cost \$1.00.</i>
<i>Ex 6-13</i>	<i>Daily feeding for month</i>	<i>15 hours</i>	<i>Daily feed needs of my animal</i>
9/22/14	Talked with Wendt family about dairy goat project.	45 minutes.	Learned about a small dairy goat operation.
11/2014	Read several Dairy Goat books.	5 hours total.	Learned about raising goats.
5/4/14	Dairy Goat project meeting.	1.5 hours	Learned how to lead a goat and set it up during judging. Also learned how to trim goat hooves.
5/5/14	Worked on teaching dairy goats how to lead.	20 minutes.	Learned why lead-training is important, and how to get a stubborn goat to walk.
5/29/14	Milked goat for first time.	Approx. 10 minutes.	Learned how to milk a goat.
5/29/14	Fed newborn goat kids.	10 minutes.	Learned how to feed young kids.
6/1-7/20/14	Helped feed, water, and milk various ages of goats.	Approx. 30 min/day	Learned how to take care of newborn kids, yearling goats, and milking does.
6/10/14	Bought dairy goat show clothes.	2 hours.	Learned what clothes I needed for dairy goat showmanship.
5/5-7/14/15	Practiced showing dairy goats.	Approx. 2.5 hours/week.	Learned more about leading goats.

Project Record Part 3 Example #2

PART III - Project Meetings and Project-Related Activities. To be completed during the year. Add pages if needed.

1. List your project meetings and project-related activities in the space below. If you had to pay for an activity or project, you can include that in the "What I Did and Learned" column. Detailed financial records are not required for the Junior level.

Date	Meeting/Activity	Time Spent	What I Did and Learned
6/30/-7/1/15	Clipped/prepared dairy goats for show.	Approx. 10 hours total	Learned how to clip dairy goats for show (what size of clipper to use, correct method, etc.). Also learned more about correctly trimming goat hooves.
7/5/15	Showed dairy goats at Stoughton Fair.	Approx. 1 hour.	Learned how to do touch-ups before goat judging and how to compete in dairy goat showmanship. Also learned more about dairy goat judging.
7/13/15	Clipped goats for Dane County Fair	Approx. 3 hours total	Learned more about properly preparing goats for show.
7/19/15	Showed dairy goats at Dane County Fair.	Approx. 1 hour.	Learned more about showing goats.

Step 9: Project Record Part 4

Photo Page

- Include photos related to your project.
- Do not add more pages.

Project Picture Page

USE THIS PAGE FOR PHOTOGRAPHS

(Do not add extra pages.)



Assembling your Record Book

Assemble book in following order:

- 1) Front cover.
- 2) Cumulative record for awards received (green cardstock filled out by 4-H office).
- 3) Picture page.
- 4) Activity Summary and photo pages.
- 5) Project Activity record (5 pages).
- 6) Back cover.

You're Done!

- Submit your book to your general leader for review.
- If you want to apply for county awards, fill out an Awards Request Form and submit it along with your book to your leader.
- This request form is found on the county website, along with all other county forms: <http://fyi.uwex.edu/dane4hyouth/awards>

Credits

- The work contained in this slideshow is based on my own 4-H experience, as well as information found in the Dane County 4-H Record Book Manual.