

Building Your 2018 Record Book

**A Guide for
Members**

Why should I do a Record Book?

- It is a detailed record of your 4-H experience and provides a place to track project goals, knowledge and skills learned, and other accomplishments.
- Long-term, it can provide solid information for college, scholarship, and job applications.
- Record keeping and following directions is an essential life skill.
- A completed record book is required in order for you to enjoy full 4-H membership benefits next year. This includes being able to show at the fair.
- Completing a record book makes you eligible for recognition.



How do I get started?



START

The county *4-H Awards Policy* is the first **best** resource.

This document is available on the UW-Extension website at <http://walworth.uwex.edu>. It tells exactly what your record book must consist of. It allows you to choose between two different formats:

- 1) **Minimum Record Book Requirements** *(required for 4-Hers who want full membership privileges next year)*
- 2) **County-level Record Book Requirements** *(required for 4-Hers who wish to be eligible for special county awards)*



What are the Minimum Record Book Requirements?

1. Completed *Record Book Cover* in a 3-ring binder
2. Current *County Record Book Checklist*
3. Current *County Intro Page* (with current picture included)
4. Completed *Permanent Participation Record* (PPR) with supporting materials (if desired)
5. A minimum of **one** project area record (with supporting materials, if desired)



If you follow Minimum Record Book Requirements, you will...

- ❖ Enjoy full membership privileges next 4-H year
- ❖ Be eligible to earn bronze, silver, and gold pins when you accumulate the appropriate number of points on your PPR
- ❖ **Not** be eligible to earn annual date bars to attach to your 4-H membership pin
- ❖ **Not** be eligible for special county awards



What are the County-Level Record Book Requirements?

They includes all of the Minimum Record Book Requirements and all of the following:

1. Tabbed dividers
2. Table of Contents (designed by the member and updated annually)
3. Current *County 4-H Awards Policy*
4. One project area record **for each project area enrolled.**



If you follow County-Level Record Book Requirements, you will...

- ❖ Be eligible for all of the recognition available to members who completed Minimum Record Book Requirements
- ❖ Be eligible to earn a date bar to add to your 4-H membership pin
- ❖ Be eligible to be nominated for special county awards
- ❖ Be eligible to win the *4-H Key Award* (grades 10-13 only)



Record Book Forms

Must be **COMPLETED BY YOU** (the 4-H member) unless there are special circumstances.

Please label your book if there are special concerns.

You may handwrite or type using fillable on-line forms.



Must be **COMPLETELY** filled in. Incomplete books will not be considered for special awards.

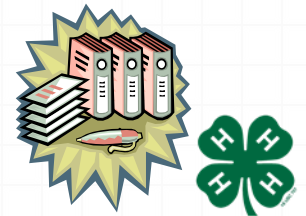
Be aware that:

- o **SPECIFIC** explanations of each form can be found in the *County 4-H Awards Policy*.
- o **QUALITY** is always better than quantity!



The Permanent Record (PPR)

- ❖ This is the only form that will remain in your record book every year of your 4-H career. It is designed to provide a **long-term summary** of your participation and involvement.
- ❖ Take notice of point maximums for some sections, and be sure to check your math for the point totals on the last page.
- ❖ Add extra pages if you need to.



PPR Support Materials

Support materials may be placed directly behind your PPR if you would like to use them to help tell your story.

- ❖ These materials should be representative of the **current year only**.
- ❖ You are limited to **three sheets** of support materials, any combination of items that best represent your experiences.
- ❖ When including newspaper clippings, **highlight or mark where you appear** in the article/photo. When using photos, please **provide captions**.
- ❖ Clippings and photos **must be affixed to a 8.5" X 11" piece of paper** and may be presented in a plastic protector if desired. Do not scrapbook.



Project Records

- ❑ Complete a separate *Project Report Form* for each **project area** you signed up for. Use the correct form for your 4-H age (when applicable).
- ❑ Answer the questions **completely and honestly**. Tell a true story about your experiences this year.
- ❑ Use support materials to help tell your story, but don't turn your record book into a scrapbook. You may include up to 3 sheets of support materials per project area.



Project Records

- For these projects—beef, sheep, swine, rabbits, and poultry--place the *Project Summary Form* you turned in at the fair directly behind the appropriate *Project Report Form* in your 4-H Record Book.
- For the dairy and goat projects, place the dairy record form(s) you turned in for the fair directly behind the appropriate *Project Report Form* in your 4-H Record Book.
- If you were a “youth leader” in one or more of your projects this year, check the appropriate box on the front page of the appropriate *4-H Project Report Form*. Then, place a *Youth Project Leader Report* behind your *Project Report Form* and support materials for that project. You can add additional sheets of support materials documenting your youth leader work.



Tips for Stress-free Record Book Completion...

- ❖ Keep a calendar or list of activities, meetings, etc.
- ❖ Ask questions if you don't understand something about the record keeping process!
- ❖ Take photos and save news clippings.
- ❖ Don't procrastinate! Start filling out forms early in the year!
- ❖ Familiarize yourself with the county *4-H Awards Policy*.





Special County Awards



Is My Record Book Ready for County Competition?

- Is it assembled according to the county-level requirements?
- Is it one of the most complete books in my club?
- Does it meet the checklist criteria for the award/s I would like to be considered for?
- Is it complete? Are all forms included? Are they all filled in?



Record Book Recognition

Record Books that meet county-level record book requirements are eligible to receive a record book recognition pin (first year clover pin or annual date bar to be added to it)

These pins are awarded at the individual club banquets.



Bronze, Silver, & Gold Pins

Points are earned for involvement in 4-H activities and events.

Running point totals are tallied on the back page of the *Permanent Participation Record* (PPR).

Bronze, silver and gold pins are a prerequisite for some county-level awards.



Outstanding Achievement Awards



Age categories are: Junior (grades 3-4); Intermediate (grades 5-6); Intermediate (grades 7-8); Senior (grades 9-10); and Senior (grades 11-13).

Nominees cannot have won the award previously in the age group.

One award per category per age division.

At the county level, evaluators will be looking for youth...

- Quality of work in projects and activities, not quantity
- If member does not win, member is still eligible for a leadership award
- Well-rounded, completing projects and participating in activities
- Non-4-H participation balanced with project work





Intermediate Leadership Awards

Open to youth in grades 6-8 who are enrolled in the *Youth Leadership* project or who are currently enrolled as youth project leaders in one or more project areas. **Must have been in the Youth Leadership Project or served as a project area "youth leader" for at least two years (including this year).** Must have completed a *Youth Project Leader Report* or *4-H Project Report Form* for the *Youth Leadership* project this year.

Cannot have won the award previously in the category for which nominated. (One award per category per age division.) Evidence of leadership must be obvious in the category **(Agriculture, Home Economics, or Miscellaneous)** nominated in.

At the county level, evaluators will be looking for youth...

- Quality of work in projects, not quantity
- Sharing information and teaching what they know vs. just being involved and participating



Senior Leadership Award



Open to youth in grades 9-13 who are enrolled in the *Youth Leadership* project or who are currently enrolled as youth project leaders in one or more project areas. **Must have been in the Youth Leadership Project or served as a project area "youth leader" for at least two years (including this year).** Must have completed a *Youth Project Leader Report* or *4-H Project Report Form* for the *Youth Leadership* project this year.

Cannot have won the award previously in the category for which nominated. (One award per category per age division.) Evidence of leadership must be obvious in the category **(Agriculture, Home Economics, or Miscellaneous)** nominated in.

At the county level, evaluators will be looking for youth...

- Quality of work in projects, not quantity
- Sharing information and teaching what they know vs. just being involved and participating



4-H Key Award



All 4-H Record Books that meet County Level Requirements and were submitted by members completing grades 10-13 will be considered for the *4-H Key Award*.

This honor may be received once in a 4-Her's career.

At the county level, evaluators will be looking for youth...

- Who have demonstrated consistent growth in 4-H involvement
- Developed and applied their leadership skills
- Actively participated in their clubs and local communities.

Recipients must have at least three years of 4-H experience and one year as a youth leader.

Less than 1% of all 4-Hers in the U.S.A. receive this award.



Other Special County Awards



Questions?



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