

*A Guide
for
Members*

Building Your 2020 Record Book

Why should I do a 4-H Record Book?

- *The 4-H Record Book is a detailed accounting 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*
- *Completing a record book makes you eligible for participation pins and special county awards*



How do I get started?

The county 4-H Awards Policy, updated annually, provides a complete overview of what to include in your 4-H Record Book so you can qualify for various awards. The slides that follow are based on that document.



All 4-H Record Books should be bound in a 3-ring binder, report cover, or clasping traditional 4-H Record Book Cover.



The Most Basic Book...

Building the most basic type of 4-H Record Book makes you eligible to earn participation points and participation pins. These pins are bronze, silver, gold, and platinum and can be earned once each during a member's career. You receive pins by accumulating a minimum number of 4-H participation points for each level.



To be eligible, include these things in your 4-H Record Book in order...

- 1) 4-H Record Book Cover
- 2) Introduction Page (with a current picture)
- 3) Permanent Participation Record (PPR)



A "Date Bar" Book...

If you're interested in applying for achievement, leadership, project, or service awards, in addition to the participation pins already noted, you'll want to build a "Date Bar" 4-H Record Book. The first year that you build a date bar book, you will earn a Walworth County clover pin (pictured). Each year after that, you will earn a "date bar" to attach to the rings.



Attach an Award Application Checklist and any completed special county Award Application (as required) to the top of your "Date Bar" book to be eligible for special county awards.



Special County Awards

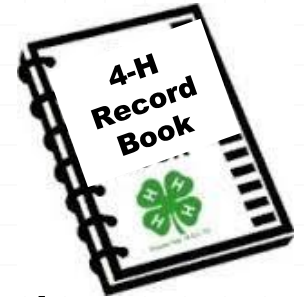
What special county awards can you apply for?

- ❖ ***Outstanding Achievement***
(grades 3-4, 5-6, 7-8, 9-10, 11-13)
- ❖ ***Youth Leadership Awards*** *(grades 6+)*
(Intermediate or Advanced Agriculture, Home Economics, Miscellaneous)
- ❖ ***WI 4-H Foundation Community Servant Award***
- ❖ ***Elaine Papke Memorial Foods Award***
- ❖ ***Florence Sweno 4-H Club-level Leadership Award***
- ❖ ***Cornelison Arts & Communication Award***



Date Bar Book Contents

“Date Bar” books should include these things...



- 1) 4-H Record Book Cover
- 2) Introduction Page (with a current picture)
- 3) Permanent Participation Record (PPR)
- 4) A minimum of ONE grade based *Project Report Form* (grade is the one you completed during the 4-H program year being reported on)

*Grades 3-5

*Grades 6-8

*Grades 9-13



Key Award Consideration

4-Hers, grades 10-13, will automatically be considered for the prestigious 4-H Key Award if they turn in a Date Bar Record Book.

- *Members may receive this award once in their 4-H career.*
- *Recipients must have at least three years of experience in 4-H and one year as a youth leader.*
- *Note that you are eligible for this on your Award Application Checklist.*



Special County Award Requirements

If you are applying for a special county award, pay close attention to what is required when you apply and be sure to include those elements in your book.

All requirements are listed on the 4-H Awards Policy document. All award applications are available HERE.



Submission Deadline

- For 2020, completed 4-H Record Books being submitted for recognition must be turned in directly to the Extension office.
- **Mail them with a postmark date of no later than September 30.** Mailing address is:
Walworth County Extension, 100 W Walworth Street, Suite 201, POB 1001, Elkhorn, WI 53121.

OR

Drop them off in the no contact drop box next to the Extension Office door (Room 201 of the Walworth County Government Center) between September 29 and October 2 from 8 a.m. to 2 p.m. daily.



Tips for Success

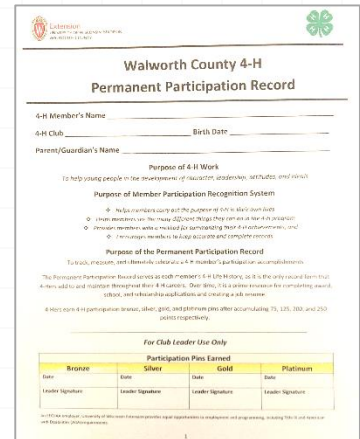


- Your 4-H Record Book should be **COMPLETED BY YOU** (the 4-H member) unless there are special circumstances. (Please place a note with your book if there are special circumstances judges should be aware of when reviewing your book.)
- You may *handwrite* or *type* using fillable on-line forms.
- Forms must be **COMPLETELY** filled in. Incomplete books will not be considered for special awards.
- **QUALITY** is always better than quantity!



The Permanent Record (PPR)

- ❖ The PPR is the only form that will remain a part of your 4-H 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.



The image shows a sample of the Walworth County 4-H Permanent Participation Record form. The form is titled "Walworth County 4-H Permanent Participation Record" and includes fields for Member Name, Club, Birth Date, and Parent/Guardian Name. It contains sections for the purpose of 4-H work, the purpose of the Member Participation Recognition System, and the purpose of the Permanent Participation Record. At the bottom, there is a table for recording participation pins earned, with columns for Bronze, Silver, and Platinum, and rows for Date and Leader Signature.

For Club Leader Use Only					
Participation Pins Earned					
Bronze	Silver	Gold	Platinum		
Date	Date	Date	Date		
Leader Signature	Leader Signature	Leader Signature	Leader Signature		



PPR Support Materials

You may place up to three sheets (both sides) of support materials behind your PPR if you would like to use them to help tell your story. Any combination of items may be included.

- These materials should be representative of the current year only.
- When including newspaper clippings, highlight or mark where you appear in the article/photo. When using photos, please provide captions.
- All items smaller than 8.5" X 11" should be affixed to a 8.5" X 11" piece of paper and may be presented in a plastic protector if desired. Do not scrapbook (no embellishments)



Project Records



- Complete a separate grade-based *Project Report Form* for each project area you plan to report on. Complete the grade form that corresponds to the grade you completed during the 4-H year you are reporting on.
- 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.



If You Were a Youth Project Leader...



If you were a “youth leader” in one or more of your projects this year, you can report your efforts using a “Youth Project Leader Report.”

- Check the appropriate box on the front page of your *4-H Project Report Form* for this project.
- Then, place your *Youth Project Leader Report* behind it.
- You can add up to three additional sheets of support materials documenting your youth leader work behind this form.



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 book process.*
- *Take photos, and save news clippings.*
- *Start filling out forms early in the year!*



Still Have Questions?

Contact a 4-H Staff Member for assistance.

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Debbie Harris, Deborah.harris@wisc.edu, 262-741-4959

Janel Heidelmeier, janel.heidelmeier@wisc.edu, 262-741-4960



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