



Extension
UNIVERSITY OF WISCONSIN-MADISON



Sauk County 4-H Record Book Guidelines

Everyone keeps records of one thing or another. As a 4-H member, you will need to keep track of what you have done and learned. **Completing a 4-H record book is the true completion of your project work, since it tracks your year from setting goals, to what you learned, to planning for the next year.** Record Books, scrapbooks, memory books, blogs or portfolios are just some tools for keeping 4-H records for you as a 4-H member. Those tools include the following information:

- ✿ Identify your leadership and project goals and set priorities.
- ✿ Establish good organizational and planning skills
- ✿ Develop responsibility in record keeping
- ✿ Learn if money is made or lost
- ✿ Explore careers and life goals
- ✿ Learn to compare and evaluate success or learn from your mistakes
- ✿ Experience personal satisfaction and growth through completion of worthwhile tasks
- ✿ Tell a complete story of the projects you took, leadership positions you held and activities you participated in

Sauk County has Project Records and Record Book pages available on the Sauk County website.
<https://sauk.extension.wisc.edu/>

Click on the 4-H Youth Development tab, then scroll down to Record Books and Awards.

From cover to cover and in the correct order, here are some suggestions to make your 4-H record book meaningful. Photos, sketches, and newspaper clippings are always a great way to spice up your record book and make it personal. Feel free to use extra pages to capture the project or experience. Your record book is a personal reflection of your 4-H year. Use the sheets provided as a guide, but use your creativity and imagination to make the record book your own.

Cover: The green cover can be used over every year or make a photocopy onto green cardstock. The 4-H office will not be able to provide each member with a new cover annually.

Permanent Record: The page will be used year after year and will save you time because you won't have to rewrite this important information. Your general leader needs to know your list of projects at award time.

Information Page: This is the place to insert a recent photo of yourself along with other information it requires.

Club Activity Summary Sheet: Write down information at the club level, such as a description of each monthly meeting you attended.

Sauk County 4-H Activity Summary: Indicate your participation in the county activities with a checkmark, date and add comments about what you learned.

District, State and National 4-H Activity Summary: Indicate your participation in district, State and National 4-H events and activities with a checkmark, date and add comments about what you learned.

Non 4-H Activities: List your other community service or school activities.

Take a Look Back: Write down your thoughts and comments about your 4-H year. Ask your parents to share their comments as well as your general or project leader.

Project Sheets:

- There is ONE Project Record, to be used for ALL project areas.
- Use one project record per project. For example, if you are enrolled in sheep, poultry, gardening, and cooking, you would complete 4 project record sheets, along with the supplemental material for each project area.
- For EACH Project you are enrolled in and wish to receive recognition of completion on, you will need to submit:
 - Project Record – Please make sure to provide as much information as you can.
 - One Page Story - Your one page story will share the worth or value of your 4-H project work which can be measured by new things learned; successes you have had; goals achieved; time spent; enjoyment; challenges you have overcome; in addition to the economic loss or gain.
 - Optional - Each project record may also be accompanied by an optional two pages of pictures or newspaper articles to help describe your project work for the year.

Back Cover: The back cover page can be used from year to year.

Note: Prior year information should not be included in the same book as the current year.

Additional Page for Junior Leaders – No longer included IN the Basic Project Record Book. But available upon request.

- **Sauk County 4-H Junior Leader Activity Summary Sheet:** List activities you participated in at the club, county, district and state levels. These do not have to be “official” Junior Leader activities, but if you are serving as a youth leader. It is important to be descriptive as possible.