Sauk County 4-H
Record Book Guidelines

Everyone keeps records of one thing or another. As a 4-H member, you will keep project records to track of what you have done and learned. Project records combined with other documents create a Record Book. **Completing a project record 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, or portfolios are just some tools for keeping 4-H records as a 4-H member. Keeping record books helps 4-H members:
- 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
- Measure your progress in your projects and evaluate project growth over the years
- 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, activities you participated in, and leadership positions you held

Through completion of Records Books 4-H members learn to:
- ✓ Plan and organize their work
- ✓ Improve written communication skills
- ✓ Pay attention to detail and follow instructions
- ✓ Meet deadlines
- ✓ Set priorities
- ✓ Appreciate life skills they are developing
- ✓ Understand the value of keeping records

Completed Record Books are very useful in your future when you are:
- ❖ Creating a resume.
- ❖ Applying for employment and/or college applications.
- ❖ Completing 4-H, School and Community award or scholarship applications.

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

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.

Sauk County 4-H Record Book – Document/page order from Cover to Cover
1. **Cover:** The green cover can be used over every year or make a photocopy onto green cardstock. You can also put all of your documents in a 3 ring binder.

2. **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.

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

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

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

6. **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.

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

8. **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.

9. **OPTIONAL 4 Pages Support Materials.** These would be things such as photos, newspaper clippings, or other documentation of the last year: Include photos of things you did as a Club, such as community service, activities, business meetings, etc.

10. **Project Record Section :**
    a. EXAMPLE: If you are enrolled in sheep, poultry, gardening, and cooking, you would complete include all of the items listed below in b. for EACH project area.
    b. **For EACH Project you are enrolled in and wish to receive recognition of completion on, you will need to submit:**
       i. **Project Record –** Provide information in EACH section of the project record.
       ii. **Two support pages:** 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.
    11. **Back Cover:** The back cover page can be used from year to year. Or again, you can put all of your documents in a 3 ring binder.

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