

# Record Book Portfolio

This is your time to shine! A critical part of your 4-H project is the completion of your record book, in fact it is required in order to complete your 4-H experiences for the year. The following is a list of target criteria, hints, and examples that will help you complete your record book. It is understood that not all members have access to typewriters or computers, therefore, nice handwriting will be judged equally with typed or computer generated books. Please consult the Example Record Book for ideas, and to answer your questions. The Example Record Book should be in the possession of each club leader as well as a copy in the Extension Office. If for any reason you have additional questions on how to fill out this book, please contact the record book committee, your club leader or the Extension Educator.

A record book must be turned in to the Extension Office in order to be considered complete for the 4-H year. **Record Books are due at the Extension Office the first Friday in October, by 5 pm .**

Your record book is divided into 7 sections, the following pages explain each of these sections.

*Junior Division is 8-10 years old*

*Intermediate Division is 11-13 years old*

*Senior Division is 14 years old and up.*

Remember, your record book is a cumulative portfolio of your 4-H experience. It is designed to assist with scholarship applications and creating resumes as you get older!

Please feel free to ask questions:

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The forms can be downloaded from the 4-H website:

<http://www.uwyo.edu/uwe/county/albany/albany-county-4h/record-books.html>

## Section 1 – Project Record

This section should have the box at the top **completely filled out**.

	<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>
<b>Goals</b>	You should have at least <b>2 goals</b>	You should have at least <b>3 goals</b>	You should have at least <b>4 goals</b>
<b>Size and Scope</b>	A size and scope of <u>any</u> design should be included	A size and scope of <u>any</u> design should be included	A size and scope of <u>any</u> design should be included
<b>Project Description</b>	Briefly describe your project	Briefly describe your project	Briefly describe your project
<b>Knowledge and Skills</b>	Explain what was learned in the project area	Explain what was learned in the project area and address the goals listed	Explain what was learned in the project area and show how you met at least two of your four goals
<b>Summary</b>	Include a list of all the ribbons you earned with your exhibits in this project, or provide an explanation if no ribbons were awarded	Include a list of all the ribbons you earned with your exhibits in this project, or provide an explanation if no ribbons were awarded	Include a list of all the ribbons you earned with your exhibits in this project, or provide an explanation if no ribbons were awarded

**REMEMBER:** You must have a separate section 1 for each project you are enrolled in, for instance if you are enrolled in Fabric & Fashion, Dog project and Market Swine, you will fill out 3 separate section 1 project records.

**NOTE:** A project is an area of study (for example Fabric & Fashion is a project), the individual activities that fall under that project may include a purse, a skirt, a suit, etc. You do not do a separate section 1 for each activity, just 1 for each project. In shooting sports you need a separate section 1 for each type of shooting sport (rifle, pistol, muzzle loading, shotgun and archery)

### The first part is the Goal section:

- ◆ Goals have 3 parts:
  - a) Action (How are you going to do it?)
  - b) Result (What will you do?)
  - c) Time Table (When you plan to accomplish goal)

A goal should describe what you want to learn or do in this project for this year. What new things do you want to learn this year? What things would you like to do with your project? What skills do you want to improve this year?

- ◆ Goals need to be **SMART** (Specific, Measurable, Attainable, Realistic, and Timely).
  - ◇ You can control the end result!
  - ◇ A GOOD example would be “I will work with my dog for 2 hours per week.”
  - ◇ A BAD example would be “I will get a blue ribbon on my bread recipe.”
  - ◇ “To do better than I did last year.” is measurable, but not a really good goal, also the judges don’t always know how you did last year. Do you mean better in competition or just better scores (like in shooting sports). This goal would be okay if you make it very specific and still within your control. A better choice would be “I would like to average 200 points on 4 targets for at least 5 practices.”
- ◆ Goals should be about something you want to learn or a skill you want to accomplish:
  - ◇ I want to learn how to...
  - ◇ I want to learn what to do with...
  - ◇ I want to be able to keep track of...
  - ◇ I want to explore how different feeds affect my animals’ weight gain.
- ◆ Goals should be age appropriate:
  - ◇ A senior in his/her 5<sup>th</sup> year of a project should have a better goal than: “I want my animal to make weight”. That could be rewritten as “I want to learn about feed composition and use that information to help my animal gain X pounds per day in order to make weight for county fair.”

**Examples of Goals Size & Scope:**

Action (how)	Result (what)	Timetable (when)
I want to learn how to photograph	the robotics team in action	before Spring Tournament
I want to train	my beef heifer to lead	before County Fair

**Project Description is the next part:**

This is where you tell about your specific project and your action plan to meet your goals. Write what you will do, who will help you, where you worked on your project and when and how often you worked on your project.

**The next part is the Size and Scope:**

- ◆ **SIZE** - has to do with numbers - i.e. number of hours spent, dollars invested, profits, losses, or savings, time prepared, etc.; you may design tables, charts, graphs, or plot plans to help you explain your activities. Size means anything that can be expressed in quantity.
- ◆ **SCOPE** - indicates the varieties, different types, recipes, plants, or animal breeds with which you worked. You can use charts, graphs, paragraphs or any other format to communicate your size and scope.

**NOTE:** It is helpful to keep a calendar to count money spent, time, animal illnesses, vaccines, weights, deadlines, etc.

**Knowledge and Skills section is the next part:**

Address how your goals were met or why they weren't met but what you learned instead. (This is the area that ties together your project 1 section. We want to know what you learned or how you addressed your goals.)

- ◇ **Juniors** should explain what they learned in the project area.
- ◇ **Intermediates** should explain what they learned in the project area and address the goals listed.
- ◇ **Seniors** should explain what they learned in the project area and show how you met at least two of your four goals.

**The last part is the Summary section:**

Include a list of all the ribbons you earned with your exhibits in this project, or provide an explanation if no ribbons were awarded. You do not list trophies, plaques, medals, or other awards in this section. List the exhibits that you exhibited somewhere at the county, regional, state, or national level.

**HELPFUL HINTS FOR PROJECT RECORD SECTION 1:**

- ◇ You may choose to use and include the "Wyoming 4-H" mini record books for animals, self-determined, etc. with your section 1 project record.
- ◇ Helpful to have tabs separating (and labeling) sections.
- ◇ Format book so each 4-H year is separate (each year's project record is in it's own section).
- ◇ Helpful to have a section with records from their discontinued projects.
- ◇ Match knowledge and skills section to the goals for that project and explain the ideas clearly.
- ◇ If you indicated that you met a goal last year, do not re-use that goal, create a new one. The judges look for growth and more challenging goals as you get older and have more experience.

**Section 2 – Awards and Recognition**

This section is for any other awards or recognitions (cash awards, certificates, trophies, belt buckles, trip awards, scholarships, etc.) received, **OTHER** than ribbons. These can come from club meetings, fairs, achievement night, etc. An award is something won in a competition or contest, a recognition is earned through your actions (for example, best

<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>
You should have at least <b>1 award or recognition</b> per 4-H year	You should have at least <b>2 awards or recognitions</b> per 4-H year	You should have at least <b>3 awards or recognitions</b> per 4-H year

attendance, etc.)

Here are some suggestions for items that you will want to list in your awards and recognition section of your record book: Certificate and pin and/or 4-H sticker for yearly completion, certificates of participation, certificates of completion, award certificates, award banners or cards, any money awards, books or other items received for being on a team, medals, pins, plaques, etc., jackets, hats, t-shirts (that you do not pay for), trips (that you do not pay for) for example: the Raton, New Mexico trip for shooting sports, state fair trips, etc., scholarships, trophies, pen sets, sewing kits, drawing sets, or other awards for specific areas, belt buckles, Savings Bonds, garment bags, halters, blankets, chairs, etc. grooming equipment, rosettes (these are the only “ribbons” you can list on this page)

**REMEMBER:** These are awards, not things you have purchased—for instance you WOULD NOT count 4-H camp as an award trip since you pay for it yourself (or your club pays for everyone).

**NOTE:** You do not need to restart this page every year, just add the current year’s experiences to the end of this section.

This area is only for 4-H special awards at any level. This could include record book awards, grand and reserve Champion awards, Most Improved awards, cash awards, specials certificates, trophies, trip awards, scholarship, or any other special 4-H honor.

DO NOT LIST RIBBONS OR FAIR EXHIBIT PLACING HERE - List those in Section 1.

### Section 3 - Leadership

This section is for leadership actions performed throughout the 4-H year. This section is not limited to elected offices held. Please refer to the Example Record book and the Footnotes for qualifying leadership actions.

<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>
You should have at least <b>2 leadership actions</b> per 4-H year	You should have at least <b>4 leadership actions</b> per 4-H year	You should have at least <b>6 leadership actions</b> per 4-H year

In sections 3 and 4 be **VERY SPECIFIC** - how did you do the action and how does it apply to leadership or community service. Include “size and scope” of your leadership. Size is the frequency, time, dollars, etc. Scope is exactly what you did (chaired, were a member, organized, etc.) For example: Instead of just listing “Fair Basket” for leadership you could put “served on club committee” (CL); for community service you could put “asked for donated items” (CO) Some additional examples may be: Promotional (doing a radio spot, or newspaper article), serving on a committee, giving a presentation (within or outside of 4-H), mentoring, teaching, Ag Expo, etc.

Specify your role in committees—chairperson or member.

**NOTE:** You do not need to restart this page every year, just add the current year’s experiences to the end of this

<i>Date</i>	<i>Type</i>	<i>Description of Leadership Responsibilities</i>	<i>Level</i>
10/6/16	E	County Jr. Representative at County Commissioners Meeting for November meeting (1 hour)	CO
3/11/17	V	Mentored junior member on meats judging team 2 times a month for 3 months (total 9 hours)	V
4/2/17	V	Motioned for club to donate \$25 for fair awards	CL

section.

**NOTE:** For a Jr member even making nominations at club meetings is leadership.

### Section 4 - Community Service

<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>
You should have at least <b>2 community service</b> experiences per 4-H year	You should have at least <b>3 community service</b> experiences per 4-H year	You should have at least <b>4 community service</b> experiences per 4-H year

This section is for any service done in the community that you or your club or organization did not benefit financially from.

**Remember:** List 4-H related community service experiences. Include things that contribute to the welfare of your club or group members, other individuals, or community citizens **without** reimbursement or trade. Indicate the size and scope of what you did. List numbers of participants, recipients, items prepared, etc.

**Size** (How many times, how often, how many hours) **Scope** ( What you specifically did)

Anything you have done to contribute to the welfare of your club or group members, other individuals, or community citizens can be included here.

**NOTE:** You do not need to restart this page every year, just add the current year’s experiences to the end of this section.

### Examples of Community Service:

<i>Date</i>	<i>Description of Activity</i>	<i>Level</i>
11/20/16	Ushered for 2 hours at county symphony orchestra	O
12/16	Rang bell outside for Salvation Army 2 hours	CL
10/2016-09/2017	Played flute 2 times a month for residents at local ladies home (1 hour each time, 24 hours total)	O

Activities that are required for 4-H are NOT a community service nor leadership. Working a club booth at carnival is not leadership nor community service. However, chairing your club carnival committee is leadership, as well as making a promotional radio ad. If you donate tickets to a children's home to attend carnival, that would be community service.

### Section 5 - Participation & Non 4-H Experiences

Judges would like to see experiences at the club, county, or state level (preferably a combination of levels). The Non 4-H Experiences section will not be judged, however it may be used to determine a higher award as it addresses a whole experience and broadening of horizons.

	<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>
<b>4-H Experiences</b>	You should have at least <b>2 experiences</b> per 4-H year	You should have at least <b>4 experiences</b> per 4-H year	You should have at least <b>6 experiences</b> per 4-H year
<b>Non 4-H Experiences</b>	It is recommended that you have at least <b>2 outside experiences</b> per 4-H year	It is recommended that you have at least <b>2 outside experiences</b> per 4-H year	It is recommended that you have at least <b>2 outside experiences</b> per 4-H year

Include each projects' meeting attendance in the spaces provided on this form.

Describe what type of presentation you attended. Any presentation you have given in 4-H belongs in the leadership section. Non 4-H experiences may include but are not limited to Boy Scouts, Pep Club, German Club, FFA, football team, track team, church groups, band, key club, mime class, dance, etc. Include offices held or any special events or activities.

For Sections 3, 4, and 5: Note the level of 4-H the activity was done at Club (CL), County (CO), State (S), Regional (R), National (N) or Other (O), if not a 4-H activity.

### Section 6 - My 4-H Story

This section will be judged solely on content.

- ◇ Make sure to include your name, date, age and age division (Junior, Intermediate or Senior) at the top of the Story Page.
- ◇ Include information about your life outside of 4-H, parents, brothers &/or sisters, school or other activities you participate in. (Probably no longer than 1 paragraph)
- ◇ Elaborate on your projects, talk about your highs and lows in your 4-H year, tell about any funny or strange happenings in the course of your 4-H experience, etc.
- ◇ Have a paragraph about each fair and competition you participated in, your experiences there and what you learned from the judges.
- ◇ You may want to elaborate on the leadership and community service things you participated in, and how it made you feel.
- ◇ You may want to mention plans that you have for the next 4-H year.
- ◇ This is the section that really tells the story of your year in 4-H; use it to fill in the blanks from the rest of your record book.
- ◇ Make sure to include something about every project you were enrolled in for the year.
- ◇ Use the 5 W's (who, what, when, where, why) and "how much", "how long", "how did", etc.
- ◇ Identify the projects boldly in your story by highlighting, bolding, or starting a new paragraph for each project.

## Section 7 – My 4-H Photographs

This section is not to be longer than 4 pages total (2 pages front and back) for each 4-H year. Any combination of clippings and photos are acceptable but they need to be separated.

<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>
You should have a minimum of <b>1 page</b> per 4-H year	You should have a minimum of <b>2 pages</b> per 4-H year	You should have a minimum of <b>2 pages</b> per 4-H year

- ◇ Make sure you use captions on section 7 and use pictures that are applicable to 4-H.
- ◇ Action pictures are a good idea.
- ◇ Take pictures while working on the project, not just the final result.
- ◇ You may include more pages at the end of this section.
- ◇ Do not put ribbons or certificates in your record book; the record book is not a scrapbook.
- ◇ Use captions and dates by your pictures.

### **Helpful hints for your record book--**

- ◇ Creative use of page tabs or simple dividers is encouraged.
- ◇ Using a 3-ring binder is strongly recommended.
- ◇ Update your cover sheet each year.
- ◇ Start your record book at the BEGINNING of the 4-H year.
- ◇ Keep a calendar!!! (See the notes with scope and sequence for what to keep track of on your calendar).
- ◇ Keep all previous years records (including story and pictures) in your record book.
- ◇ Place your current year at the front of the book.