4-H Record Book

NAME:		AGE:
DATE OF BIRTH:	GRADE IN SCHOOL:	#YEARS IN 4-H:
4-H DIVISION: ☐ Junior ☐ Intermediate ☐ Senior		
CLUB:		
COUNTY:		
CALENDAR YEAR:		

INSTRUCTIONS

- Use this record book for all the things you do in 4-H this year. Put it in a notebook with your other records.

- Separate each section with a divider with tab where indicated by this symbol ▭. Keep the pages in the gray block together behind a divider with tab for each project.

- You may also want a scrapbook in which to keep ribbons, certificates, and programs.

- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.

- When you complete your 4-H program for this year, write your 4-H story.

- The record book is your personal work. Keep it current as the year progresses. Do your own handwriting or typing.

Record Book Cover

▭ **My 4-H Planning Calendar.** Write down the events and activities that you will be involved in. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities.

▭ **My 4-H Project.** Use one divider with tab for each project you are enrolled. Complete a project goals, project journal, project reflections, project add sheets, and project photos for each section.

Project Goals for This Year. This is an agreement between you, your project leader, and your parents about what you want to learn and how they will help you. Obtain the required signatures.

Project Journal. A generic project journal is included but some projects may require that you substitute specific project journal pages for that project.

If you need more space for the project journal, add more pages. For some projects you may wish to use the journal as a weekly summary of what is recorded in your add sheets or on work sheets you have created.

Headings for the project journal:

Date This is a log of your actions. Keep it up-to-date.

What did you do or make? List, in order, the things you did or made (purchased supplies, cooked dinner, taught my dog to heel).

Comments and what you learned. Briefly tell what problems you had, things you learned, and how you feel about what you did or made.

Time. Estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly or monthly hours spent.

Project Reflections. Look back at your project goals. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now?

Project Add Sheets. There may be add sheets for projects with special planning or recording needs (breeding records, milk records, garden plan). Use the add sheets for your project as well as the project journal.

Project Photos. Use captions with photos (who, what, when, where, why) and have no more than two sides of one page.

▭ **Permanent 4-H Record.** Use this to record your participation in leadership, public presentations, demonstrations, judging, and other activities and contests during the years you are in 4-H.

▭ **My 4-H Story**

Narrative. Write your story for the year in narrative form. Write as though you are actually talking to the reader. Your story should have five parts and be no longer than two sides of one page.

Introduce yourself.

Write about your projects. Do not repeat the project reflections.

Share your 4-H club experiences and how you were involved in your community and school.

Write about how you have changed as a result of your 4-H experience.

Write what you are most proud of in your 4-H project.

▭ **Supplemental Information**

This section is limited to two sides of one page. It should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned.

MY 4-H PLANNING CALENDAR

Use X if attended, C if canceled or leave blank if not attended. ↓

	Date	Location	Event/Activity	Time	Attend
October					

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

	Date	Location	Event/Activity	Time	Attend
November					

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

	Date	Location	Event/Activity	Time	Attend
December					

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

Use X if attended, C if canceled or leave blank if not attended. ▼

January

Date	Location	Event/Activity	Time	Attend

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

February

Date	Location	Event/Activity	Time	Attend

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

March

Date	Location	Event/Activity	Time	Attend

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

Use X if attended, C if canceled or leave blank if not attended. ↓

April	Date	Location	Event/Activity	Time	Attend
	Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter				

May	Date	Location	Event/Activity	Time	Attend
	Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter				

June	Date	Location	Event/Activity	Time	Attend
	Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter				

July

Date	Location	Event/Activity	Time	Attend

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

August

Date	Location	Event/Activity	Time	Attend

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

September

Date	Location	Event/Activity	Time	Attend

Add rows by putting your mouse just outside the border at the end of the row above where you want a new row and hit enter

YOUR 4-H YEAR AGREEMENT

- At the beginning of each year, leaders, members, and parents should agree on expectations for member participation in the club.

- We suggest the following:

- Attend a certain number of club meetings.

- Attend a certain number of project meetings.

- Serve as a committee member or officer.

- Do a public presentation.

- Keep a record book.

- Learn some new skills and knowledge.

- Have an exhibit. Work on a community service project.

- Do leadership activities.

- Participate in an out-of-club activity such as camp or conference.

- Be creative. (This is the leader's and member's opportunity to think of other things that could contribute to the 4-H experience.)

WASHINGTON STATE UNIVERSITY
EXTENSION
4-H Youth Development Program

MY PROJECT GOALS FOR THIS YEAR

Project:	Years in this Project:

This is what I want to learn this year (multiple goals encouraged):

This is what my leader agreed to help me learn:

This is how my parent(s)/guardian agreed to help me learn:

_____   _____
Member Signature   Date
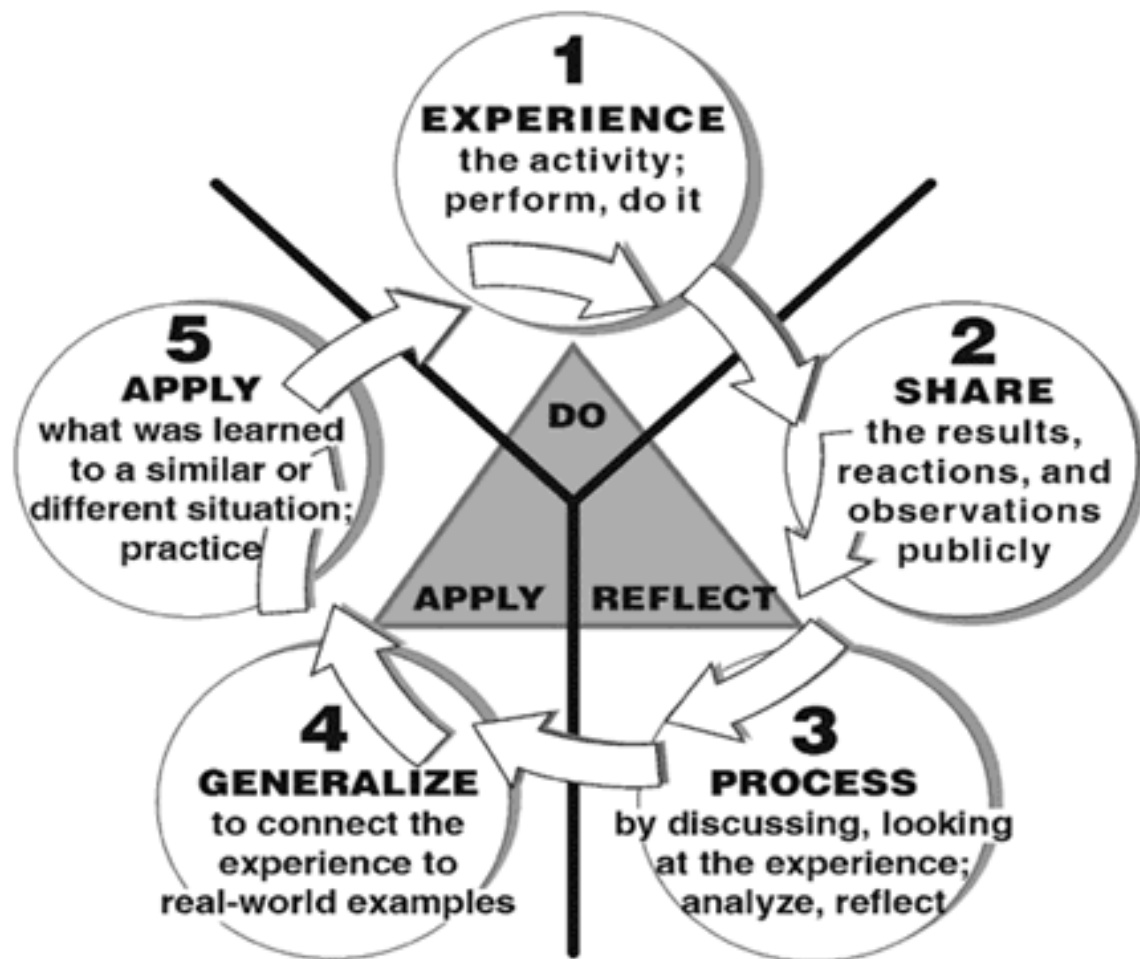
_____   _____
Leader Signature   Date

_____   _____
Parent/Guardian Signature   Date

PROJECT JOURNAL

Date	What did you do or make?	Comments on what you learned	Time Spent
		Total Time Spent:	

To add more rows, put your cursor to the right of the green border of the line above where you want the line and hit ENTER.

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EXPERIENTIAL LEARNING PROCESS

We believe that the most powerful method of learning is through the learning-by-doing approach, also known as experiential learning or adventure education. In its simplest form, the model has three major components - Do, Reflect, Apply.

1 EXPERIENCE the activity; perform, do it

DO

APPLY | **REFLECT**

5 APPLY what was learned to a similar or different situation; practice

2 SHARE the results, reactions, and observations publicly

4 GENERALIZE to connect the experience to real-world examples

3 PROCESS by discussing, looking at the experience; analyze, reflect

PROJECT REFLECTIONS

Total Time Spent on Project from Project Journal (# hours): _____

Review and reflect on your project goals. What did you learn?

Problems.

Successes.

To do differently next time.

HOW HAVE I CHANGED THIS 4-H YEAR?

Please read each item on the list. Then, put a check mark in the column that best describes how much (if at all) being in 4-H this year made a difference for you.

Skill	4-H *did not help* me get better at…	4-H helped me get *a bit* better at…	4-H helped me get *much* better at…
1). Thinking through choices before deciding what to do.			
2). Thinking about what might happen because of what I decide to do.			
3). Planning how to use money.			
4). Using my time wisely.			
5). Taking care of my belongings.			
6). Making a presentation.			
7). Listening carefully to others.			
8). Clearly explaining my ideas.			
9). Settling disagreements in ways that don't hurt others.			
10). Treating people who are different from me with respect.			
11). Working with people who are different from me.			
12). Taking a leadership role in a group.			
13). Working out problems presented to me.			
14). Following instructions.			
15). Accepting responsibility for doing a job.			
16). Keeping accurate and useful records.			
17). Making choices that help keep me healthy.			
18). Carry out a project in a safe way.			
19). Doing what's right for me even when others are doing something else.			
20.) Admitting to my mistakes.			
21). Understanding the importance of following through on commitments.			
22). Being a part of a team.			
23). Completing a new task on my own.			
24). Volunteering to help someone less fortunate than myself.			

25). What's the most important thing that you got from being in 4-H this year? Use an example if you can. (Please use and extra sheet if you need more space).

Project Add Sheets Go Here

PROJECT PHOTOS

Replace the clover with a picture of your own. Replace this text with a caption including time, date, place.

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PROJECT PHOTOS (continued)

Replace the clover with a picture of your own. Replace this text with a caption including time, date, place.

Photos on this SINGLE page should be project-related.

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Permanent Record Goes Here

MY 4-H STORY

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MY 4-H STORY

MY 4-H STORY (continued)

SUPPLEMENTAL INFORMATION

The main record book allows 2 more pages for photos, news clippings, etc. Replace this photo and text with a caption that also includes time, date, and place.

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18 U.S.C. 707

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