



Outagamie County 4-H Record Book Guide

NEW for 2025 – Two Options

- ✿ EZ Form – Fulfills the Record Book requirement but does NOT qualify for awards.
- ✿ Record Book – Can be nominated for county awards

Who does a 4-H Record Book?

Each 4-H member in grades 3-13 is highly encouraged to do a 4-H Record Book every year.

Cloverbuds may complete the special 4-H Cloverbud Record Book.

Also available in 2025 is a 4-H EZ Record Book Form. The EZ Form is NOT eligible for awards.

Why do a 4-H Record Book?

The 4-H Record Book is a valuable part of the 4-H program. This book will be a record of your activities, challenges, and accomplishments, as well as documentation of what you have learned throughout your project work and club year. Your record book will also help others to know and understand you and to evaluate your progress and achievements. It gives you the opportunity to be recognized on the club and county levels.

Over the years, your record books will reflect your growth in project work, as well as in leadership, citizenship, and community service. That information will be extremely useful to you when completing future award, scholarship, college, and/or job applications. Record books will help you to develop skills in goal setting, planning, organizing, evaluating, and writing.

This guide gives tips on completing your record book. The Record Book Awards and Recognition Committee, your club leader, and other 4-H youth may also provide assistance.

When to do 4-H Record Book:

Start Now!! Plan Ahead!!

Work on your record book throughout the year. Record your goals and plan what you are going to do at the start of the 4-H year. When you do a 4-H activity or something in a project, write it down. Save receipts to record expenses.

Records are like journals; they help you remember. Record your efforts from September 1 through August. Give your completed record book to your main leader by the date they request (usually in mid-August).

Don't Wait! Don't Hesitate! Start Now!



Record Book Criteria

- NEATNESS MATTERS!!
- Record books are completed by YOU, not your parents!
- Every member is given a 4-H Record Book cover their first year. You can reuse that cover each year or you may purchase a new cover at the Extension Office for a small fee.
- Records may be handwritten or typed. The key is to be consistent throughout the book. Even if you type your forms, you may hand write by your photos.
- Proofread your work! Check spelling, punctuation, and grammar!
- Rubber cement or 2-sided tape works well for mounting photos. You may also print photos right onto your paper.
- Your record book should only include the current year's 4-H work.
- There is no need to include memorabilia in your record book. Please add things like ribbons, programs, and certificates after your record book is returned.



What's Included in a 4-H Record Book?

- ✿ Record Book Cover
- ✿ Picture/Photo Page
- ✿ Cumulative Project List (Yearly Plan and Record)
- ✿ Activity Plan with photos
- ✿ Project Plan and Record with photos
 - A Project Plan and Record needs to be included for every project that you enrolled in for the year – Example: Clothing, Foods, & Home Environment
 - If you take more than one clothing project (tote bag and a skirt), you can put both exhibits on the same Project Plan.
 - Even if you do not exhibit at the fair, you must still complete a Project Plan and Record for that 4-H project.
 - It is recommended that you use tabs to separate your projects, but they are not required.

All forms may be downloaded from [4-H Member Resources – Extension Outagamie County](https://outagamie.extension.wisc.edu) or <https://outagamie.extension.wisc.edu> – click on 4-H Youth and then on 4-H Member Resources.

Record book forms are available as a google doc, Word document, or a fillable PDF.

More Details about Your 4-H Record Book

4-H Record Book Cover

The Record Book cover may be reused each year or you may purchase a new cover.

When turning in your Record Book, only include the current year's pages.

Photo Page

Fill in the blanks and add a picture of yourself. School photos work great.

Cumulative Project List

This is the record with information added each year. List each 4-H project that you take.

List the years at the top of the chart.

Mark each year that you take a project.

Sample Cumulative Project List:

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Arts	X	X	X	X	X	X	X			
Mechanical Science	X	X	X	X	X					
Sheep	X	X	X	X	X	X	X			
Woodworking				X	X	X				
Youth Leadership					X	X	X			

Member Activity Plan

Members are encouraged to fill out this record monthly.

Notes about the Member Activity Plan

- ✿ Fill in all the information at the top of the page.
- ✿ List all the 4-H events that you participated in at the club, county, state, or national level.
 - Club activities might include community service (bell ringing, food pantry donations, blanket tying, etc.), recreation, demonstrations, etc.
 - County activities might include Sunflower & Pumpkin contest, Camp, Family Learning Day, Dairy Bar, Action Center Stage, etc.
 - State or national activities might include educational experiences, etc.
- ✿ You can write these activities in brief phrases or complete sentences.
- ✿ Members are encouraged to include photo pages with captions.
- ✿ Photos documenting activities must be included to be eligible for a "Golden Book" award.



Project Plan & Evaluation Form

Complete the basic information at the top of the form.

“Year(s) in Project” refers to how many years that you have enrolled in this project.

“Project” refers to what you enrolled in at the start of the 4-H year, not what you enter at the fair. For example: Foods is the “Project”, not each exhibit such as cookies, cake, bread, etc.

At the beginning of the 4-H year, write at least 3 goals of what you hope to do and learn for the coming year.

✿ A goal can be anything that you want to accomplish.

- Maybe it is something you want to learn, build, make, grow, or something you want to achieve in some other way.
- A goal is something to guide you.
- Goals help you to plan your time and your activities.
- Goals help you to see the future.

✿ Maybe there is something that you worked on last year that you would like to improve.

✿ Please make sure that your goals reflect the number of years that you have been in the project. For example, if you have been in the Swine project for 6 years, your goal should not be that you want to learn the parts of a pig. After 6 years in this project, you should already know the parts of a pig.

✿ S.M.A.R.T. Goals

- S – Specific
- M – Measurable
- A – Attainable
- R – Realistic
- T – Timely



Answer the following questions for the project that you are setting goals for. You may have more than one answer to some questions and no answers for others... That is okay!

- Something I would like to SEE...
- Something I would like to DO...
- Something I would like to LEARN...
- Something I would like to EXPERIENCE...
- Something I would like to EXPLORE...
- Something I would like to MAKE...



As you start working on your projects, begin filling in the section about “What I did learn and do”.

Your comments can be written as bullet points or in story form.

✿ **Ideas to help you write about your projects:**

- What did you learn and accomplish this year?
- What did you do this year in the project?
- What did you learn from your mistakes?
- What did you learn from your successes?
- Did you have any leadership roles with this project?
- How might you apply what you have learned to future situations?
- What might you want to learn more about or try?
- Will you enroll in this project again?

✿ **Ideas to help write about your animal projects:**

- How, and from where or whom, did you obtain these animals?
- Why did you choose them?
- What feeds make up your animal’s ration?
- What is the housing for your animal?
- What chores do you do for these animals?
- What did you have to do to train, exercise, groom, fit, etc.
- Was any healthcare needed for your animal?
- What project activities have you participated in? Include public presentations, fitting & showing activities, and other experiences.

✿ **Ideas to help write about your plant projects:**

- What did you grow?
- Did you purchase your seeds or plants, or did you save seeds from last year’s plants?
- Did you start your plants indoors from seeds?
- What kind of care did you give your plants? (weeding, mulching, watering, insect control, etc.)
- Would you do anything differently for next year?
- How do you feel you did financially? Why? Was it worth it?
- Tell us anything else that you learned or experienced or had problems with in your plant project.

✿ **Ideas to help write about your static exhibits (art, clothing, foods, etc.):**

- Why did you choose this project or item to make? Or where did you get this idea?
- Did you learn any new skills?
- What was the hardest part of this project?
- Did you attend any project meetings? Did you give a presentation about this project?
- Remember to include information about the cost of making the project.

At the end of the year, if you did not do and learn all that you wanted, give the reason.

Maybe there is something that you want to dig deeper into next year, tell us. This also could be a great place to start with your goals for next year. 😊

“Financial” information ideas to write about:

- What costs or expenses were involved in this project?
- Did you have any income? Do you think that you could sell what you made?
- Did you have any financial agreements?
- Did anyone support your project work with money, time, or expertise?

“Activities / Tours / Continuing Education / Events / Demonstrations in this Project”:

Example for a Foods Project -

<i>What was done</i>	<i>Where or with Whom</i>
Attended Foods workshop	Kelsey's Kountry Kitchen
Foods Revue	Center Town Hall
How to Set a Table - demonstration	May club meeting

“Exhibiting / Sharing Your Project Work”:

Example for a Foods Project –

<i>What was done</i>	<i>Where or With Whom</i>	<i>Placing</i>
Foods Revue - Dessert	Center Town Hall	1 st
Chocolate Chip Cookies	Outagamie County Fair	1 st & Merit
Recipe Book	Outagamie County Fair	1 st
Yeast Dinner Rolls	Outagamie County Fair	2 nd
Cherry Jam	Outagamie County Fair	1 st

To finish your Project Plan and Evaluation:

- Answer the three questions at the bottom.
- Don't forget to sign the page and have a parent add their signature.



Final Checklist & Order for your 4-H Record Book

- Cover with Name and Club information completed
- Photo Page with information completed and a photo
- Cumulative Project List (This list could be attached to the front cover.)
- 4-H Member Activity Record
- Project Plan and Record for every 4-H Project that you are enrolled in.
- Turn in Record Book to your Main Leader by the due date requested.

What Happens After Your Record Book is Turned in?

- ❁ Leaders in your 4-H Club will review your Record Book. They will complete the score sheet and add comments. If the book is of very high quality and meets the requirements, they will recommend your book for one or more county level project awards. There is a maximum of 4 project award nominations.
- ❁ Your club will turn in all nominated Record Books to the Extension Office.
- ❁ The Awards and Recognition Committee will then review the nominated project areas and decide if an award is earned.
- ❁ All Record Books that receive awards in at least 2 project areas will then be considered for a Golden Book award.
- ❁ There will be a Member Recognition program in October. This event is usually held at Seymour High School. Invitations will be sent to all members receiving awards.



County Record Book Awards

Project Discs will be awarded to those who excelled in completing their Project pages.

First time recipients will receive a plaque to display the project discs.

Golden Book Awards are given to those who received at least 2 Project Discs and had an excellent Record Book overall. The Golden Book Awards are decided by the Awards & Recognition Committee.

GOLDEN BOOK Criteria

- ❁ Neatness counts!
- ❁ Must have Activities Section completely filled in. Please add photos to document Activities that you participated in. The committee would like to see that you participated in several club, county, and/or state 4-H activities.
- ❁ Must have a Project Plan & Record for EVERY project enrolled in even if you did not exhibit an item at the fair. Members must have at least 3 good, solid goals. Please make sure that your goals reflect the number of years that you have been in the project. Add photos to show us what you learned and what you did. We do not need a photo of every step, but a couple of photos showing your progress as well as a finished project is perfect.



Outagamie County 4-H Projects

- **Adventures** includes Backpacking/Hiking, Bicycling, Camping, Canoeing, & Winter Travel
- **Art** includes Arts & Crafts, Basketry, Ceramics, Creative Stitchery, Drawing & Painting, Jewelry, Leathercraft, Paper Crafting, Stencil Painting, & anything entered under “Art” at the Fair
- **Beef**
- **Cats**
- **Child Development**
- **Citizenship**
- **Clothing**
- **Communications**
- **Computers**
- **Crocheting**
- **Crops**
- **Dairy**
- **Dogs**
- **Electricity**
- **Exploring Your Environment** includes Birds, Entomology, Fishing, Forestry, Recycling, & Wildflowers
- **Foods & Nutrition** includes Food Preservation and Cake Decorating
- **Goats**
- **Home Environment**
- **Horse & Pony**
- **Horseless Horse**
- **Horticulture** includes Flowers, Houseplants, Home Grounds, & Plant Crafts
- **Knitting**
- **Mechanical Sciences** includes Aerospace/Rocketry, Automotive, Geospatial, Handyman, Scale Models, Small Engines, Tractor, & Welding
- **Music**
- **Pets**
- **Photography**
- **Pigeons**
- **Poultry**
- **Rabbits**
- **Robotics**
- **Self-Determined**
- **Sheep**
- **Shooting Sports** includes Archery, Firearms, and Hunting
- **Swine**
- **Theatre Arts includes Dance**
- **Vegetables**
- **Veterinary Science**
- **Woodworking**
- **Youth Leadership**



If you have any questions, please contact the Awards & Recognition committee.

Their names and contact information are listed in the 4-H Family Handbook.