

## Columbia County 4-H Record Book Process

Each 4-H member in Columbia County (CC) is encouraged to complete a 4-H Record Book to showcase their project development throughout the year. The following documents and procedures are encouraged for everyone, although each 4-H club may or may not choose to participate. If a 4-H member intends to have their 4-H records considered for an Overall Outstanding Performance Award, he/she must complete:

- a 4-H project record for 80% of their 4-H projects carried annually and
- a demonstration at the club level and/or the county level.

Each Club will choose when as well as whether or not to annually conduct a club 4-H record book review of all member 4-H records. Then, by September 1<sup>st</sup> each year nominations for Overall Outstanding Performance Awards will be made by forwarding 4-H records to the UW-Madison Extension Columbia County Office. Note: Cloverbud record books need only be reviewed at the 4-H club level as all Cloverbud project members are recognized annually.

### General Outline for Record Books (complete both 1 and 2)

1. Submission of **one** of the approved Record Book Formats. These formats may include:
  - CC Traditional 4-H Record Book
  - PowerPoint, Prezi or Similar Presentation
  - Webpage or Website
  - Other, as approved by the 4-H Positive Youth Development Educator
2. CC 4-H Record with Activity Record (*annual*) OR 4-H Portfolio (*completed for at least the current year*)

### Approved Record Book Formats

- A. **CC Traditional 4-H Record Book** – A Traditional 4-H Record Book using the latest requirements and forms available. The latest and current version of the traditional record book will be posted on the UW-Madison Extension - Columbia County website under 4-H Forms.
  - a. Submission must be in paper format with a cover page in a three ring binder.
  - b. Recommended for 4-H members in grades 3-5 who are completing a CC 4-H record for the first time.
- B. **PowerPoint, Prezi or Similar Presentation** – A visual software or web application presentation of 4-H records and member's learning and reflection.
  - a. 4-H Project Records should be incorporated in to the presentation for each project.
  - b. All components of a CC Traditional 4-H Record Book should be included, though a different format (i.e., re-typing table) is acceptable.
  - c. PowerPoint, Prezi or similar presentations can be submitted via flash drive or web link. Members must ensure the files/links have correct security so all evaluators can access them.
  - d. Recommended for 4-H members grades 3-13 who are interested in using technology to visually represent their 4-H year.

- C. **Webpage or Website** – A visual software or web application presentation of 4-H records and member’s learning and reflection.
- Should include a navigation bar to organize your webpage(s).
  - All components of a CC Traditional 4-H Record Book should be included, though a different format (i.e., re-typing table) is acceptable.
  - 4-H Project Record should be incorporated into the webpage or website for each project.
  - Recommended for 4-H members grades 9-13 who are interested in format.
  - Members must turn in web link for review and must ensure the files/links have correct security so all evaluators can access them.
- D. **Other format** – with approval of 4-H Positive Youth Development Educator by no later than January 1<sup>st</sup> of the submission year.

### Columbia County 4-H RECORD BOOK CRITERIA:

All 4-H Record Books in Columbia County will be evaluated based upon the following criteria, which should be included in the appropriate format selected by the member and/or club:

- ❖ 4-H Member Portfolio / Annual 4-H Activity Record
- ❖ Evidence of Goal Setting
- ❖ Financial Records
- ❖ Reflections
- ❖ Evidence of Effort

#### 4-H Member Portfolio / Annual 4-H Activity Record:

- All pertinent information about member, club and member 4-H experience.
- Traditional 4-H Record Books can use 4-H record book cover and Annual 4-H Activity Record OR 4-H Portfolio.
- Non-traditional 4-H records should include all information on these pages, but may do so in an alternate format. A table of 4-H projects enrolled in for the current year should also be included.

#### Evidence of Goal Setting:

- Purpose is to illustrate that the member has set goals for their 4-H year; examples may include goals for 4-H activities or 4-H projects.
- Goals should be more than simply being awarded a ribbon or showcasing at the fair. Examples would include: increase responsibility or teach other project members or learn a specific skill.
- Members should indicate what resources will help them meet these goals.

#### Financial Records:

- Purpose is to illustrate that the member has documentation of financial records for each 4-H project (i.e. budget with record of income and expenses).
- Complete the specific financial record that is pertinent to your 4-H project(s). These forms are found on the county 4-H website.
- If creating a non-traditional 4-H Record, make sure you have all aspects listed in each project’s specific financial record.

**Reflections:**

- A reflection is a story of a member's learning or a way of looking back on what happened and what was accomplished; sharing highlights and challenges.
- This is what I tried, learned, discovered, and achieved in my project this year:
  - Complete this section either as an essay or in bullet form (short statements).
  - Describe what you did, skills learned, any frustrations experienced, work required to complete your project, leadership you provided if any, and if you met your project goals.
  - List the most important knowledge and skills that you have acquired in this project during the 4-H year. Be specific about the project goals you have reached, what you have learned, and skills gained.
  - If you are a project Junior Leader, describe what you accomplished in that role.

**4-H Project Participation:**

- List attendance in project meetings, other project activities, fair exhibits in this project. The Traditional 4-H Record Book project form can be used as a guide.
- Demonstrations may be given at any level – project meeting, club level, or county level.

**Evidence of Effort:**

- Each 4-H record must have evidence of effort including but not limited to: neatness, organization, thoughtfulness, creativity.
- Each 4-H record should include all the necessary components, address each area of criteria and be complete.

## 4-H Member Record Book Check List

Use the list below to make sure that you are ready to submit your record book. Check off that you have completed all of the needed sections below before you submit your record book to your 4-H club general leader. See page 5 "Record Book and Award Policy" taken from Columbia County 4-H Standing Rules for a list of awards members are eligible for.

**Cover Page**

- Photo of 4-H Member and Member Name
- 4-H Club
- Current Year
- Grade
- Years as a Cloverbud project member and Years in 4-H (grade 3 and above)
- Club Meetings Held
- Club Meetings Attended
- Demonstration Given

## 4-H Portfolio OR Annual 4-H Activity Record

- 4-H Club Participation
- 4-H County Activities
- 4-H District, State, National Activities
- 4-H Leadership Responsibility
- 4-H Project List
- 4-H Project Junior Leader
- 4-H Community Service
- Non 4-H Leadership
- Non 4-H Community Service

## 4-H Project Record

- Goal Setting
  - Include a clear statement of your goal
  - Why did you pick this project area
  - What do you want to learn or do
  - Did you go beyond "I want a blue ribbon at the fair"?
- Financial Records
  - Did you include how much money was spent?
  - Did you include any money earned?
- Reflection Part 1
  - Did you include highlights of your project (consider labeling this section so evaluators know this is your highlight)
  - Did you include lowlights of your project (consider labeling this section so evaluators know this is your lowlight)
- Reflection Part 2
  - Did you include how you grew (what changes have happened because of what you learned)?
  - Did you include how you shared what you learned?
- Reflection Part 3
  - What could you do to do better next year?
  - Did you include why you would do this to improve?
- 4-H Project Activity
  - Did you include information about meetings and activities?
  - Did you do a demonstration(s)?
  - Did you complete a fair or public exhibit?
- Written & Visual Component
  - Do you have all the parts? (If you check off all the items here; you have all the parts!
  - Your Evidence parts can be written or visual (pictures, newspaper clippings, certificates, etc.)
  - Did you label visuals if appropriate?
- Evidence of Effort

- When your work is evaluated, will the evaluator see that you spent time completing and thought about each part?
- Is your work neat and organized?

*Adapted from "Dunn County 4-H Record Book Process"*

## Record Book and Award Policy

*(a part of the Columbia County 4-H Leader's Association – Standing Rules)*

1. First time 4-H Project Award Winners will be recognized by a permanent plate and project disk, and repeat winners will be recognized with additional disks to be affixed to the project award plate.
2. Project disks (based on 4-H record book review) will be awarded on the 4-H club selection process.
3. The Columbia County 4-H Leader's Council will pay for Cloverbud awards and bronze 1<sup>st</sup> year, silver 5<sup>th</sup> year, and gold 10<sup>th</sup> year member pins.
4. Overall Outstanding 4-H Performance Awards, in addition to the club selected project awards, will be awarded to 15% of enrollment for each grade. Nominees must have 80% of their project records complete and must have given a demonstration.
5. The following awards will be given for club officer books:
  - Outstanding Secretary's Books - 15% of clubs submitting
  - Outstanding Historian's Books - 15% of clubs submitting
  - Outstanding Treasurer's Books - 15% of clubs submitting
6. Each club *MUST* send one (1) leader to help check county record books for every ten (10) overall, treasurer, secretary, & historian books nominated. Failure to do so will mean not all your club's record books will be considered for a county award.
7. Self-Achievement Award applications are to be completed and submitted to the Columbia County Extension office no later than September 1<sup>st</sup> annually.
8. Overall Outstanding 4-H Performance Award nominees are due to the Columbia County Extension office no later than September 1<sup>st</sup> annually.