

# Columbia County 4-H Record Book Guidelines

All Columbia County 4-H members are encouraged to complete a 4-H Record Book to showcase their project development throughout the year.

Record books are a useful tool to track what a 4-H member has done and learned. Project records, combined with other documentation, create a complete record book. Completing a record book is the true completion of a project, because it tracks the project from the moment of setting goals, to what was learned, and then to planning for the next year.

Individual 4-H clubs will decide if they will require club members to complete a 4-H record book. Clubs that participate in the record book process will nominate completed record books to be submitted to the county for judging. Record books being submitted to the county for judging must be turned into the Extension office by Sept 1<sup>st</sup>.

## Keeping 4-H record books help 4-H members:

- ❖ Identify leadership and project goals and set priorities.
- ❖ Establish good organizational and planning skills.
- ❖ Develop responsibility.
- ❖ Gain financial literacy skills by tracking project profit and loss.
- ❖ Explore careers and life goals.
- ❖ Measure project progress and evaluate project growth over the years.
- ❖ Learn to compare and evaluate success or learn from mistakes.
- ❖ Tell a complete story of projects, activities, and leadership positions.

## Through completion of record books, 4-H members:

- ✓ Plan and organize their work.
- ✓ Improve written communication skills.
- ✓ Pay attention to detail and follow instructions.
- ✓ Set priorities.
- ✓ Meet deadlines.
- ✓ Understand the value of keeping records.

## Completed record books are useful in the future for:

- Creating a resume.
- Applying for employment and/or college applications.
- Completing 4-H, School, and Community awards and scholarship applications.



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The University of Wisconsin-Madison Division of Extension  
provides equal opportunities in employment and  
programming in compliance with state and federal law.

There are 2 types of record books that can be submitted for review at the county: **4-H Record Book** and **4-H Club Officer Record Book**. Important guidelines for each are provided below.

### **4-H Record Books**

To be considered complete, 4-H record books must contain the following:

- a. Record Book Cover
- b. 4-H Activity Record
- c. 4-H Project Record\*
- d. 4-H Project Financial Record\*

**\*Note:** County evaluators will only review one project record. The member should indicate which project they would like the county to review on the record book cover page.

**\*Note:** Many projects can use the generic project financial record form, but some projects require a unique form. Refer to the project financial record options on the Extension website and choose the one that best fits the project.

Use a 3-ring binder to compile the record book with the cover page on the outer binder cover. Electronic option: Compile record pages into a PDF file and submit it via email.

Completed 4-H record books reviewed at the county level are eligible for the Outstanding 4-H Record Book Award and Outstanding Project Record Award. See the Record Book Award Policy on page 5 of this document for details. Also, review the attached judging rubrics.

All required record book pages are available on the Columbia County UW-Extension website.

### **Club Officer Record Books**

Club Secretary and Club Treasurer record books may also be submitted for review at the county.

#### **Secretary**

To be considered complete, Secretary record books must contain the following:

- a. Secretary Book Cover Page
- b. Attendance Record
- c. Jr. Leader and Officer Summary\*
- d. 4-H Club Adult Leadership Summary\*
- e. 4-H Club Members Summary\*
- f. Calendar of Club Activities\*
- g. Club Meeting Minutes\*

\*Sample forms are available on the Columbia County UW-Extension website, however any format will be reviewed.

## **Treasurer**

To be considered complete, Treasurer record books must contain the following:

- a. Treasurer Book Cover Page
- b. Treasurer Book Index Sheet
- c. Dues Form(s)
- d. Monthly Treasurer's Reports
- e. Record of Club Finances

## **RECORD BOOK CRITERIA:**

Review the Columbia 4-H Record Book Rubric to determine the weight of each component.

### **4-H Member Annual 4-H Activity Record:**

- All pertinent information about member, club and member 4-H experience.

### **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.

### **Reflections:**

- A reflection is a story of what the member learned and accomplished, sharing highlights and challenges. It tells what was tried, learned, discovered, and achieved in the project during the year.
- Complete this section either as an essay (attach another page if needed) or in bullet form with short statement.
  - Describe skills learned, frustrations experienced, work required to complete your project, leadership you provided if any, and if project goals were met.
  - List the most important knowledge and skills acquired in this project during the year. Be specific about the project goals that were reached, what was learned, and what skills were gained.
  - Project Youth Leaders should describe what was accomplished in that role.

**4-H Project Participation:**

- List attendance in project meetings, other project activities, fair exhibits in this project.
- Demonstrations may be given at any level – project meeting, club level, or county level.

**Evidence of Effort:**

- Must have evidence of effort including but not limited to: neatness, organization, thoughtfulness, creativity.
- Must include all the required components and address each area of criteria.

## RECORD BOOK AWARD POLICY

*(from 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. Repeat winners will be recognized with additional disks to be affixed to the project award plate. **Note:** club leaders need to inform the Extension office if plates are needed.
2. Project disks (based on 4-H record book review) will be awarded on the 4-H club selection process. **Note:** this is determined at club level judging. Leaders should submit the project disk order form to the Extension office.
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. **Note:** club leaders should submit the order forms for pins.
4. Overall Outstanding 4-H Performance Awards, as received by nominations from 4-H Club leaders, will be awarded to 15% of enrollment for each grade. Note: nominees must have a 4-H project record for at least one of the member's 4-H projects carried annually 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.

COLUMBIA COUNTY 4-H RECORD BOOK RUBRIC

Member Name: \_\_\_\_\_

**For Evaluation Use Only – Please circle one:**      **Club Evaluation**      or      **County Evaluation**

**Rubric Directions:** There are four components to evaluating Record Books: the cover page, 4-H Portfolio or Annual Activity Record, Project Page(s), and Evidence of Effort/Supporting Documentation. Each has specific sections to be evaluated. Please review each section and grade accordingly. Please circle the components missing.

Excellent (5 pts): If section is complete, 5 points are earned. Good (3-4 points): If 1 or 2 items are missing, 3-4 points are earned. Fair (1-2 points): If more than 2 items are missing, 1-2 points are earned. "I cannot find this" or comments- if you cannot find an entire section, mark with an X. You may also use this space for comments.	Excellent – 5 Points	Good – 3-4 Points	Fair – 1-2 Points	"I cannot find this section" and/or comments. Mark with 'X' to indicate.
<b>RECORD BOOK COVER PAGE</b>				
Cover Page includes: member name, member photo, current year, grade, years in 4-H, club meetings held and attended, demonstration given				
<b>4-H Annual 4-H Activity Record</b>				
4-H Club Participation/Activities				
4-H County Activities				
4-H District, State, National Activities				
4-H Leadership				
4-H Project List				
4-H Project Junior Leader				
4-H Community Service				
Non 4-H Leadership				
Non 4-H Community Service				
<b>First Page Total Points</b>		+	+	=

(Continue Evaluation on Back)

<p>Excellent (5 pts): If section is complete, 5 points are earned.                  Good (3-4 points): If 1 or 2 items are missing, 3-4 points are earned.                  Fair (1-2 points): If more than 2 items are missing, 1-2 points are earned.                  "I cannot find this" or comments- if you cannot find an entire section, mark with an X. You may also use this space for comments.</p>	<p>Excellent – 5 Points</p>	<p>Good – 3-4 Points</p>	<p>Fair – 1-2 Points</p>	<p><b>"I cannot find this section" and/or comments. Mark with 'X' to indicate.</b></p>
<b>PROJECT PAGES</b>				
<p>Goal Setting – includes a clear statement of goal, why interested in particular project, what member hoped to learn (more than "I want a blue ribbon at fair")  <b>Refer to 1a &amp; 1b on project record page</b></p>				
<p>Reflection – includes highlights of project and lowlights of project.  <b>Refer to 2a on project record</b></p>				
<p>Reflection - includes growth and how member shared project information and lessons. <b>Refer to 2b on project record</b></p>				
<p>Reflection – includes what can be improved for next year and why  <b>Refer to 2c on project record</b></p>				
<p>4-H Project Activity - includes information about meetings, activities, completed a demonstration(s), completed a fair or public exhibit?  <b>Refer to 3-6 on project record</b></p>				
<p>Financial Records – includes expenses and income. Specific Project financial guidelines followed.</p>				
<p>Written &amp; Visual Component - Can be written or visual (pictures, newspaper clippings, certificates, etc.), labeled visuals if appropriate</p>				
<b>Evidence of Effort</b>				
<p>Is work thoughtful, organized, &amp; neat?</p>				
<p>Does work show creativity?</p>				
<p>Overall, is work complete &amp; accurate?                  Spelling and grammar correct?</p>				
<p><b>TOTAL POINTS:</b>                  Points from front page here: _____</p>	+	+	+	= / 100

# Columbia County 4-H Project Record Rubric

Member's Name: \_\_\_\_\_

Years in Project: \_\_\_\_\_

Project: \_\_\_\_\_

Category	Excellent (3 Points)	Very Good (2 Points)	Good (1 point)	Needs work (0 pts)	Points
Project Goals (Section 1a)	Excellent, consistent with years in project and skill level	Very good, lacks challenge consistent with years in project and skill level	Project goals were not challenging for years in project and skill level	No project goals listed	
Resources (Section 1b)	3-5 specific resources	2 specific resources	1 specific resource	No resources listed	
Project Discovery (Section 2a)	Described & detailed	Described, not detailed	Listed but not described or detailed	None listed	
Important Knowledge & Skills Acquired (Section 2b)	Solid and exact examples of learned skills	Good examples of learned skills	Was not significant for years in project	No knowledge acquired listed	
Improvement for Next Year (Section 2c)	Described & detailed	Described, not detailed	Listed but not described or detailed	None listed	
Project Meetings & Work At Home (Section 3)	Three (3) or more	Two (2) or more	One (1)	No project meeting attended	
Project Activities Attended (Section 4)	Three (3) or more	Two (2) or more	One (1)	No project activities attended	
Project Exhibits (Section 5) <i>Choose only one</i>	Exhibited	n/a	n/a	No exhibit	
Demonstration (Section 6)	One (1) Demonstration	n/a	n/a	No demonstration	
Project Expense	Completely	Mostly	Missing information	No project expense	
Project Record Overall	Project form is completely filled in	Project form is partially completed with all pertinent information	Project form is missing pertinent information	Project form is not completed	
<b>BONUS POINTS</b>	Knowledge acquired essay or bullet points is exemplary (Section 2b) 4 pts. Max				
	Project Exhibit is exemplary (Section 5) 2 pts. Max				
	Project demonstration was presented (Section 6) 2 pts. Max				
	Supporting material such as photos, newspaper clipping, etc. are displayed 2 pts. Max				
<b>33 Category Points + 10 Bonus Points = 43 Possible Total Points</b>				<b>TOTAL:</b>	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Secretary's Book



4-H Club: \_\_\_\_\_

Points Awarded	Points Possible	
		<b>Completeness</b>
	10	Attendance Roster
	5	Club Meeting Sheet
	10	* Jr. Leader & Officer Summary
	10	* Adult Leadership Summary
	10	* Calendar of Club Activities
	20	Minutes of all Club Meetings
	20	Completeness of Minutes
	10	<b>Neatness</b>
	5	<b>Effort</b>
	<b>100</b>	<b>SUBTOTAL POINTS</b>

		<b>Bonus Points (10 possible)</b>
	10	* 4-H Club Members Summary
	<b>10</b>	<b>TOTAL BONUS POINTS</b>

	<b>110</b>	<b>TOTAL POINTS</b>
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*\* If the above requested information is included in the club booklet, the booklet may be added instead of the attached forms.*

**Comments:**

# Treasurer's Book



4-H Club: \_\_\_\_\_

Points Awarded	Points Possible	
		<b>Completeness</b>
	5	Index Page Completed
	15	Dues Form
	35	Monthly Treasurer's Report
	30	Record of Club Finances
	10	<b>Accuracy</b>
	5	<b>Neatness</b>
	<b>100</b>	<b>SUBTOTAL POINTS</b>

		<b>Bonus Points (20 possible)</b>
	10	Bank Statements Included
	10	Audit Documented
	<b>20</b>	<b>TOTAL BONUS POINTS</b>

	<b>120</b>	<b>TOTAL POINTS</b>
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Comments: