

Green County 4-H County Record Book Assembly Guidelines

4-H members who fill out the Green County 4-H Record Book can use this sheet as a guide to help them put it together in the correct format. For more information on proper record book guidelines, please contact Awards Committee members: Pat Sleiter (325-1464), Valli Brauer (934-5678), Connie Hiemann (943-5377) or Roxanne Klossner (527-2654) or your club general leader for more information. Additional copies of record book forms can be obtained by calling the UWEX Office at 328-9440 or on the Green County 4-H Website at <http://green.uwex.edu/4h/forms.html>.

Tips to Remember!

1. The Green County 4-H year runs from September 1 to August 31. Any records reported **MUST** be a result of the member's efforts during the current 4-H year.
2. Remove all past year's records **EXCEPT** for the **PERMANENT RECORD**. (Members will use new participation report form each year.)
3. Only those members with completed records are eligible for project, **BRONZE, SILVER, GOLD and EMERALD** awards. Members are to have their book read and verified by their club general leader.
4. If your record book is in a 3-Ring Binder without a plastic sleeve to place the front cover of the record book on it, please write your name on the outside of the binder somewhere so it can be more easily identified.
5. Project Area Clipping/Picture pages will enhance the overall appearance of your record books and will earn you more points in the evaluation process. The use of ribbons or scrapbooking items is not encouraged and will lose points.
6. Members who are enrolled in 3 or more project areas are encouraged to put divider tabs in their record book to allow for easy access to record book readers.
7. Members who sold in the Green County Fair Fur & Feather and/or Livestock Auction must complete **BOTH** the livestock financial form (one for the record book) and the **ORANGE** form requested by the Auction Committee. **The ORANGE Auction form DOES NOT go into the record book and is DUE to the UWEX office by October 1st each year.**

Here is the correct format to put your county record book together. Please follow directions carefully!

I. General Activities

- a. Personal Information Page (Picture Page) – 1 per member – new each year
- b. MPE-A – My 4-H Activity Program – 1 per member
 - i. My plans for this year – write down plans early in the 4-H year.
- c. 4-H Activity Clipping/Picture Pages (no limit on number of pages)
 - i. It is recommended to include clippings/pictures in this section
 - ii. Include general 4-H activities, internet/newspaper/picture pages

II. Combined Activities (both club and project)

- a. **4-H Club Member PERMANENT RECORD** – 1 per member – Revised 2005
- b. Used members entire 4-H career
 - i. This form is given 1 TIME – as a new member
 - ii. Add information to this form on an annual basis to update progress
 - iii. **Youth in grades 10-13 as of 10/2005 are grandfathered in from the new PR.**
- c. **4-H PARTICIPATION REPORT** – 1 per member – Use a new sheet each year (**REV. 2005**)
 - iv. Use PERMANENT RECORD to complete this page
 - v. Continuing members use last year's record to complete past year column.
 - vi. Members using old permanent record are to use the old participation report form.
 - vii. Picture Page- -Limit to 1 page (both sides) per project. Pictures should project specific.
 - viii. Clippings page – Limit 1 page (both sides) per project. Clippings can be from a variety of sources: Newspaper, Internet, Alphorn, etc. Clippings also should be project specific.

III. Specific Project Activity Forms

- a. **Project Reports** – Complete the following for **EACH** project enrolled in.
 - i. **MPE-** Member Planning and Evaluation Form- Fill in both sides. Don't forget parent comments!
 - ii. **FINANCIAL RECORD** – **all ages use the same forms.**
 - FRNL01 – Financial Report for all **NON-Livestock** – one per each project (yellow form)
 - FRNL02 – Financial Report for **LIVESTOCK** projects – beef, swine, sheep, goat, rabbit, poultry, horse, cat, cavies
 - iii. **SPECIAL PROJECT FORMS**
 - **ALL DAIRY MEMBERS:** "Lifetime Dairy Records" – 1 per animal
 - **ALL DAIRY MEMBERS:** "4-H Dairy Project Records" – 1 per member
 - **ALL DOG MEMBERS:** "4-H Member Dog Project Report: 1 per member
 - **ALL CLOTHING MEMBERS:** "My 4-H Clothing Project Record" – 2 per member
 - **ALL FOODS MEMBERS:** "My 4-H Foods Project Record" 1 per member
 - **ALL YOUTH IN JR. LEADERSHIP:** "4-H Youth Leadership Plan" 1 per Jr. Leader.
- (If enrolled in just the Jr. Leaders Association this does not apply)

**Have fun with your record book. It will be a great learning tool and keepsake for years to come.
Good Luck!!!**