



UW-MADISON EXTENSION  
DANE COUNTY



# Dane County 4-H Project Record Book Manual

## 4-H Record Book Submission Dates for Review

- **For youth:** Each 4-H Club will have their own deadline for Record Book award submission collection. This deadline will be in August so the club volunteers can review and sign the submissions before submitting to the county for review.
- **For club leader:** Award submissions, including Record Books, are submitted to the Dane County 4-H office by your club leader or designee, not individually. Due Date for Award Submission from club leader or designee: **On or before 4:30 p.m. on the Tuesday after Labor Day.**

## 4-H Project Record Book

- A way of recording a 4-H member's growth through learning and experience
- A written record of a 4-H member's project completed by the youth only.

## Benefits of preparing a 4-H Project Record Book

- Organizational Skills
- Planning and decision-making skills
- Identifying and setting realistic goals
- Learning to objectively evaluate and critique their own work
- Accepting and applying constructive criticism
- Project Awards (pins and certificates) are considered when evaluating scholarships and special awards

## Are Record Books required?

- Some 4-H clubs require all members to complete Project Record Books. Check with your Club Leader for your club requirements.
- Dane County 4-H encourages, but does not require 4-H members to complete Project Record Books.

## Project Record Book Submission Guidelines

- Youth must be enrolled in the project area in 4HOnline by March 1st to apply for a project award.
- Youth may apply for a **maximum** of 4 project awards in a 4-H year.
  - Four project award maximum may include: 2 different project pins and 2 project certificates
  - Youth in 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grade may only apply for 2 project pins. No certificates.
- Youth applying for a project certificate must have already received a pin in that same project in a previous year and in same level (e.g. Jr. level youth may only apply for a Jr. Clothing certificate if youth received Jr. Clothing project pin in a previous project year).
- Youth may only receive one project pin per project per level. When a youth moves from one level to the next (e.g. Jr. to Intermediate), the process begins all over again.
- Youth who receive a Senior level project pin may apply for up to 4 consecutive certificates in the same project.

# Let's Get Started!!

1. **Locate the Project Record Book forms needed.** Forms are available at no cost to 4-H members.
  - a. Your Organizational Leader or another volunteer in the club may have some forms on hand.
  - b. Download Project Record Book forms. Forms can be found on the Dane County 4-H website ([danecounty4H.org](http://danecounty4H.org)) > 4-H Record Keeping, Awards and Grants page.
  - c. Order forms from the 4-H Office using this QR code.  
Please email [4Hinfo@danecounty.gov](mailto:4Hinfo@danecounty.gov) or call 608-224-3700 before coming to the office to get your forms to confirm they are ready. The 4-H office (5201 Fen Oak Drive, Madison) is open Mon-Fri 8:00am-4:30pm.



2. **Be sure to get the correct forms for your grade.**

- a. Junior - Grades 3-5
- b. Intermediate - Grades 6-8
- c. Senior - Grades 9-13

3. **All forms are printed on colored paper so they are easy to distinguish when completing and reviewing.** Colored paper is available at no cost from the 4-H Office if you are downloading forms at home or printing if youth complete the form on the computer. If printing at home, colored paper that matches your level is preferred but not required.

- ☐ **Awards Request form** - print on white paper
- ☐ **Front and Back Cover** - **not available for download.** Printed on green cardstock. The front and back cover can be reused each year. (Order through the 4-H Office.)
- ☐ **Cumulative Record of Awards Received sheet** - **not available for download.** Printed on light green cardstock. This cumulative record form should be sent each year with the Project Record Book. (Order through the 4-H Office.)
- ☐ **Picture Page** - print on [light green paper](#).
- ☐ **Activity Summary** - print on pink paper.
- ☐ **Project Record Pages**
  - ☐ Junior Project Record (Grades 3-5) - print on [cream paper](#)
  - ☐ Intermediate project Record (Grades 6-8) - print on [light blue paper](#)
  - ☐ Senior Project Record (Grades 9-13) - print on [light green paper](#)

4. **ALL WORK MUST BE COMPLETED BY THE YOUTH** - not by parents/ guardians, leader, etc. Any record book that isn't written / typed by the youth will not be considered. If special assistance is needed by the youth, please provide written explanation. In the event of a question, the youth may be called for an interview. Contact the 4-H Office if you have any questions - 608-224-3700.

# Project Record Book Form Reminders

## Front Cover

- Type or write the information on the outside front cover only.
- Inside cover information does not need to be completed.
- Re-use the same cover each year

## Award Request Form

- Write in all of the awards that you are requesting.
- See Award Request Form for maximum number of submissions per level.
- You may only receive one pin per project per level.
- After you receive a project pin, you may apply for up to 2 consecutive certificates in that same project in the Junior or Intermediate level. In the Senior level, however, you may apply for up to 4 consecutive certificates in that same project.
- **Note:** Moving up a level (e.g. Jr to Int and Int to Sr) starts the above process all over again.

## Cumulative Record of Awards Received

- **Do not write on this form!**
- After you have received your award/s the Awards Committee will record this information.
- This form remains with your Record Book from year-to-year.

## Picture Page

- Complete each year with your updated information.
- Attach a current photo.

## Activity Summary

- This is a summary of all of your activities.
- Do **not** report on 4-H project work in the Activity Summary as this is included in your Project Record forms.
- Please include 1-2 pages of pictures related to the reported activities.
- Include parent comments and signature.
- Include Organizational Leader signature.
- Include your signature.

## Project Record (Junior, Intermediate, Senior)

- Complete the appropriate sheets based on grade level.
- The Project Record has 5 pages and is divided as followed:

### Part 1:

- Complete at the beginning of the project year.
- Answer all questions completely.
- Use SMART (Specific, Measureable, Attainable, Realistic, Timebound) Goals. For example, I want to teach my dog how to shake using a voice command by February 23rd. Do not write goals that are outside of your control (i.e. "I want to get a blue ribbon at the fair").

**Part 2:**

- Complete at the end of the project year.
- Answer all questions completely.
- Look at your goals and explain in detail how you did or did not accomplish them.
- Use complete sentences.
- Add more pages as needed.

**Part 3: Project Meetings and Project-Related Activities**

- To be completed during the year.
- Include all project activities and meetings.
- Be sure to list all costs related to your project.
- If you are reporting about an animal project do not forget to add daily animal care.
- Remember to fill in what you learned about your project.

**Part 4: Project Picture Page**

- Include one page of pictures of your project in progress.

**Back Cover**

The back cover does not need to be completed because the information is documented in other locations throughout the Record Book.

## **I finished filling out my Record Book, NOW WHAT?**

1. Proofread and make sure your record book is complete.
2. Be sure that you have all signatures needed.
3. Turn your record book in on time to your club leader by your club's due date.
4. Your Project Record Book will be taken to the 4-H Office by your club leader or designee.
5. Volunteer evaluators will read your Record Book, complete your Evaluation Form, and may provide you with constructive criticism and feedback.
6. If you have a question about your Record Book you may call the 4-H Office at 224-3700. Your question will be referred to a member of the 4-H Awards Committee and they will help you.
7. If you receive an award you will be notified by your club leader.
8. Your club leader will return your Record Book.

**Celebrate the time you spent reflecting on the work you completed this year!**

**GOOD JOB!!**

# Record Book Special Instructions

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|----------------------|--|
| Pencil or Ink        | 1. If computer generated, use Arial font size 12 - no script. <b>Senior record books must</b> be typed or written in pen.  |
| White Out            | 2. Please, no white out should be used in the record book. Corrections should be made by drawing a straight line through the error and rewriting the entry.  |
| Adding Pages         | 3. More lines or pages may be added if necessary. This <b>does not</b> include photo pages.  |
| Goals                | 4. Complete all information indicated. If form asks for four goals, four must be listed.   |
| Old Forms            | 5. Project records from previous years must not be submitted. Members are advised to keep their records from previous years in a separate binder for future reference.   |
| Scrapbooking         | 6. Ribbons, awards, programs, rating sheets or trip mementos are scrapbook items and must not be included.   |
| Comments             | 7. Activity Summary — Parent comments should be provided. All signatures should be present.  |
| Photo Pages          | 8. Please include pictures related to the reported activities. Photos that show project work in progress (for example, sewing, mixing dough, washing dog, grooming cattle) are preferred. You will lose points if you do not submit photos.  |
| Financial Records    | 9. Detailed financial records are not expected at the Junior or Intermediate levels. If a project is an income generating project, the individual may want to keep detailed records for their own information. <b>Cost Incurred/ Income Received information is REQUIRED at the Senior level. If no expense was recorded, indicate reason.</b>   |
| Comments & Signature | 10. On the Project Record leaders should provide comments and signature. If there is <b>NO</b> project leader in your club for this project, the Organizational Leader or parent/guardian should write the project leader comments and provide their signature.  |
| Photo Project        | 11. Photography Project — Submitting 10 photos, and special camera information for the Photography project award is no longer required.  |
| Page Order           | 12. Record Books must be put together in the following order. <ol style="list-style-type: none"> <li>1. Front Cover - name and club information mandatory - Information on inside of Front Cover does <b>not</b> have to be completed</li> <li>2. Award Request Form (white) Included at the front of the Record Book.</li> <li>3. Cumulative Record of Awards Received (green cardstock)</li> <li>4. Picture Page (light green)</li> <li>5. Activity Summary (pink) with 2 pages of activity pictures (pink, optional) 2 pages constitutes the front and back of 1 sheet of paper.</li> <li>6. Project Record (5 pages) (Use the correct corresponding colored paper listed on pg 2)</li> <li>7. Back Cover - information inside the back cover does <b>not</b> have to be completed</li> </ol> |
| Signatures           | 13. Turn in your completed Record Book and Award Request form to your club leader and make sure all signatures are in place.   |
| Evaluation           | 14. Project record books will now be awarded based on a point scale. See appropriate level forms.  |