

4-H MEMBER'S PERMANENT RECORD BOOK

Directions and aids for filling out the permanent record.

The 4-H Record Book is a permanent record of what you have done as a 4-H member. It is important that you get the experience of filling it out. You will be keeping records all your life, so start now and get a head-start on record keeping. You should keep this book for the entire time you are enrolled in 4-H, since it will be your representative, on paper.

There are three sections to the Record Book.

Section One is the Permanent Record

Section Two Honors Tab

Section Three is the Tally Sheet

Section Four are the Project Sheets

SPECIAL HINTS

These special hints will make it easier for you and your club leaders to find information in your Record Book.

- Put a red line between each year of 4-H club work.
- When adding pages, place the newest page behind the others, so they fall chronologically.
- Use subject dividers to separate sections, Tally Sheets and each of the projects you carry.
- Be sure to read the information about what not to include in your Record Book.
- Enter the events and activities in which you participate in only one place in the Permanent Section.
- Only 4-H work should be recorded in the Record Book. The only exception is # 19 & 20.

Now you are ready to begin. Ask your leader for help if you cannot understand your Record Book.

I. SECTION ONE - PERMANENT RECORD fill out all the pages that you can each year. Download new pages as needed from the Waukesha County 4-H website under Record Book forms.

#1 LOCAL CLUB MEETINGS ATTENDED (#1 & #2 are both on page one)

Take one (1) point for each year that you attend 75% of the general meetings held by your club. If 12 are held, you must have attended 9, to earn 1 point. If 10 or 11 are held, you must have attended 8, to earn 1 point. If 9 are held, you must have attended 7, to earn 1 point. Put the year in the column, then fill in the number of meetings held by the club and the number you attended for the year. This ratio will determine if a point will be entered in #1 on the Tally Sheet.

#2 PROJECT YEARS COMPLETED (#1 & #2 are both on page one)

Record the number of projects that you are enrolled in for the current year, in the column for that year. You must complete a project to count it. **NOTE:** A completed project requires a county fair entry. Do not count project meetings attended here, that is recorded on #9.

#3 LEADERSHIP RESPONSIBILITIES (Other option #14, #15)

This page is used by 4-H members when you assist with, or have any responsibilities with, leadership in the 4-H program. Also, if you have performed any other youth leadership record it here. Give the number of members you assist, your specific project, or activity, responsibilities, and your leadership role. The more detail the better. Enter total number of leadership roles on #3 of the Tally Sheet.

Some examples of what could be listed under #3 (Can be a one-time event or a season long coordinated activity)

- Lead game at club meeting
- Lead station during the animal toy making project at club meeting
- Club annual planning meeting
- Lead 4H Booth at County Fair, Open House . . .
- Organized season long coin drive for K9 Unit
- Coordinated season long flag collection and organized flag retirement ceremony

#4 ATTENDANCE AT 4-H CLUB EVENTS (Other option #14)

Some examples of what could be listed under #4:

- Club achievement night
- All parties or club functions (bike hike, car wash)
- All club trips
- Drama practice (list number of times – count as 1 if you attended ½ of the meetings)
- Sports practice (list number of times – count as 1 if you attended ½ of the meetings)
- New member's night
- County Fair kitchen
- Any craft fair participated in as a club
- Any other similar local club event

#5 ATTENDANCE/PARTICIPATION AT OTHER 4-H EVENTS (Other options #3, #4, #11, #12, #13, # 14, #15)

Some examples of what could be listed under #5:

- Leadership training series
- 4-H promotional event attendance
- Council of Teens Activities/Outings
- ME Interviews
- County Speaking Contest (#6- Critiqued or #15- Participated)
- County Sports Tournaments
- Record book workshop
- State Youth Conference Orientation Meeting
- Any annual project mandatory meetings
- County Demonstration Day (#5-attendance only or #6-participated, #15 promotional)
- Waukesha County Fair/Fair Superintendent
- County Honor Recognition Program
- County Drama Events (#5 attend or participate, #13-Participated)
- County Solo Contest (#5 attend or participate, #13-Participated)
- Wisconsin State Fair
- Project educational clinics or seminars
- 4H Community service events #14

#6 PUBLIC SPEAKING, DEMONSTRATIONS OR ILLUSTRATED TALKS

Report here the number of times you gave a critiqued demonstration, public speech, or illustrated talk, either alone, or as a member of a team. (NOTE: Record non-critiqued speech, demonstration, or illustrated talks on #15, NOT HERE.) Add up and enter your total number for the year on the Tally Sheet for #6. Some examples of what could be listed under #6:

- Demonstration or Speech at County Demonstration Day
- Demonstration, or speech, on the Youth-In-Action Stage at the County Fair

#7 AND #8 COMMITTEES (Share same page)

Some examples of committees that could be listed under #7:

- Drama
- 4-H window display
- Clean up - 2X (count as 2 on Tally Sheet)
- Refreshment - 3X (count as 3 on Tally Sheet)
- Christmas ornaments
- Nominations
- Parade float building
- Program planning
- Achievement night project display
- Trip planning
- Club parties
- Teen Council (County)
- Camp planning (County)
- Jr Project Leader (Club or County depending on project)

Any other similar club, council, county, state or national committees - list in proper column

Chairperson: would only count on **Tally Sheet, #8 - Chairmanship of Committee**. Do not count Chairman again as #7.

Tally Sheet #7 should be ONLY committees on which you **served and did not Chair**.

#9 PROJECT MEETINGS ATTENDED

Take 1 point for each year you attend 75% of the project meetings held. List each project that you carry in the column provided. Only list the project once. Put the year in the appropriate column. Print the number of meetings held in the "H" column and the number you attended in the "A" column under the current year. Total the number and enter 1 point for attending 75% of the meetings. Do not count project meetings led by yourself. Enter "SL" if a self-led project (no club or county project leader or meetings). Do not take credit for meetings attended in any project in which you led yourself.

#10 OFFICES HELD IN 4-H ORGANIZATION

Include offices held in local 4-H club, Council of Teens, State Leaders' Council, etc.

Examples of main officers:

- President
- Vice-President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Reporter
- Historian
- Sergeant-of-Arms

Examples of appointed offices:

- Photographer
- Librarian
- Refreshment coordinator
- Games at Meetings
- Attendance

#11 PROJECT EXHIBIT SUMMARY (Other options #5, #15)

Report the number of PLACES, not the number of entries, where you exhibited project work. Count the PLACES and enter total on #11 of the Tally Sheet. List first year first.

Examples of PLACES where project work could be exhibited:

- Project meetings
- General club meetings

- Style shows
- Club achievement or parent nights
- County Fair
- State Fair
- Promotion events (I.e. club display at library)
- Special animal shows

#12 PROJECT WORKSHOPS OR REVUES (Other option #5)

Report participation in 4-H Style Revue, Judging, Showmanship, special project tours, or workshops, at Local (L), State (S), or National (N) events. When you fill out the “where” column for all events, use the code letter to define where the event was held. List first year first. Record the total for the year on the Tally Sheet for #12.

Some examples of what could be listed under #12:

Project educational Clinics

4H Leader Training

4H Youth Fall Forum

#13 DRAMA, MUSIC, PUBLIC SPEAKING AND SOLO CONTEST PARTICIPATION

Report participation in 4-H drama, music, public speaking and/or solo contest(s). List first year first.

- Curtain Call
- Showcase: Instrument/Vocal/Dance
- Public Speaking: Speech (Traditional or Impromptu) or Declamation (Dramatic Reading or Forensics)

#14 COMMUNITY SERVICE ACTIVITY (Other option #3, #4, #5)

Report your participation in a club planned activity when you take an active part with others from your club. Explain any leadership role you may have had in any of these activities.

Examples:

- Fox River clean up
- Retzer Nature Center scarecrows
- Adopt-A-Highway clean-up
- Recycling
- Nursing home bingo or caroling
- Food Pantry donation

#15 PROMOTIONAL TALKS DEMONSTRATIONS, AND ACTIVITIES (Other option #3, #4, #5, #11)

Report non-critiqued prepared talks and demonstrations promoting 4-H club work given before school, 4-H clubs or community groups. List first year first.

Examples:

- Demonstration at club or project mtg.
- Wearing 4-H clothing (Count ONE time per year)
- School Open House
- Poster display for public
- Parades
- On-the-Street interviews at County or State Fair
- 4H Christmas tree display-made ornaments

#16 ATTENDANCE AT 4H CAMPS

List attendance at summer, winter or other 4-H camps.

#17 ATTENDANCE AS A CHOSEN DELEGATE TO A 4-H TRIP

State Youth Conference, American Spirit Trip, Citizenship Washington Focus, International Leadership Camp, National Congress, or National Conference.

#18 COUNTY REPRESENTATIVE AT A STATE ACTIVITY OR STATE ENTRY

Be specific. Enter total on the Tally Sheet for #18.

Examples:

- State Team Participant
- State Horse Show
- State Fair Action Center
- State Livestock Exhibit
- State Fair Music Presentation
- State Fair Demonstration
- State Fair Rocket Launch
- State Dog Show
- State Fair Drama Presentation
- State Fair Style Revue
- County Fair item selected for State Fair entry

#19 PARTICIPATION OTHER THAN 4-H: CHURCH/SCHOOL

Report activities in other organizations, listing each under appropriate category. Report offices held, committees, honors received, etc., in any and all groups. Each year’s, or season’s, participation in an organization is 1 point earned. Each honor, or office held, is 1 point earned. List first year first. Add up BOTH listing categories and enter your total number for the year on Tally Sheet for #19.

Examples:

- Bible School/Sunday School/Catechism/CCD
- Choir

- Church Youth Groups
- National Honor Society
- School Clubs/School Sport Teams
- Student Council

#20 PARTICIPATION OTHER THAN 4-H: COMMUNITY/OTHER

Report activities in other organizations, listing each under appropriate category. Report offices held, committees, honors received, etc., in any and all groups. Each year's, or season's, participation in an organization is 1 point earned. Each honor, or office held, is 1 point earned. List first year first. Add up BOTH listing categories and enter your total number for the year on Tally Sheet for #20. (More examples on page 4)

- Badger Girl's or Boy's State
- Open Barn Tours (record under OTHER)
- Park & Recreation activities, such as sports
- Scouts
- Club Sports
- YMCA & YWCA activities
- Job

HONORS AND RECOGNITION EARNED IN 4-H

List on this page your most important recognitions or honors given in club, county, district, state or national. Include awards such as project pins or medals, out-of-country trips, etc. List first year first. Indicate year in box on sheet when participation medals are earned. Other examples:

- Club Honor Delegate - Junior or Senior Honor Event
- County Bronze, Silver and Gold Medals
- Project Medal
- Project Honors,
- Special Merit award(s) at County Fair
- Grand Champion award(s) at County Fair

II. SECTION TWO - TALLY SHEETS You will need to complete a New Tally Sheet each year. The number of points that you acquire each year are cumulative and help determine if you qualify for a medal for 4-H work.

The 4-H Club Tally Sheet is designed to help you report your accomplishments at the close of the year. It lists items and opportunities in 4-H. This sheet will be used to determine winners of the participation recognition medals (Bronze, Silver, Gold). You must complete the required items needed to earn 10 points for a Bronze Medal, 12 points for a Silver Medal and 15 points for a Gold Medal. For each rank, you must complete 5 of the first 7 items. The first 7 are of importance in the careers of all successful members.

The requirements listed for each item are the minimum number, well within the reach of every ambitious 4-H member. Try to build your record by completing many items, rather than just the minimum number.

SPECIAL HINTS:

Use numbers at all times in all the spaces on the Tally Sheet, rather than checks or X's. Use a new Tally Sheet each year. Additional sheets are available on the Waukesha County 4-H website. Put the MOST recent one LAST - this year's Tally Sheet should be the last Tally Sheet in the section. ALL year's Tally Sheets should remain in that section as they are part of the permanent record you are maintaining.

III. SECTION THREE - PROJECT AND FINANCIAL SHEETS You should fill out a Project Sheet for each of the projects you carry, each year. There are separate forms for Animal and non-Animal projects. The project sheets should be printed 2-sided. Keep all the Project Sheets together. HINT: Use subject dividers to separate each of your projects. Have the current year Project Sheet last, this way you can see the GROWTH over the years in the project. You can have ONE page of pictures to illustrate what you did in the project for the year. This is not a requirement, but it does tell a lot about your project. If you use pictures, put them on one plain piece of paper following your Project Sheet for the year. (If you have to include a FINANCIAL SHEET, the picture page follows the Financial Sheet.) FINANCIAL SHEETS should be used for all animal projects. Use the Animal Science Project Sheet for the year. Check with the club organizational leader or your project leader for the forms requiring Financial Sheets. Keep all Project Sheets together in your Record Book for all the years you are enrolled in 4-H.

The purpose of the Project Sheets is to make it easier and, hopefully, fairer to determine a project medal or project honors recipient. Additional project sheets are available on the Waukesha County 4-H website.

ADDITIONAL NOTES:

Record Books should be completed at the end of each 4-H club year.

The books must be turned in to your Club Leader by the Club due date.

The leader must review each book before submitting to the 4-H Office for further review by the Awards committee.

Record Books may be typed, but the original formatting must be maintained.

AWARDS

Big Three Awards

**Leadership
Citizenship
Achievement**

Award Trips

Completing and turning in the Membership Evaluation (ME) forms by the end of August is the first step in applying for a trip award. The second step is an in-person interview conducted in September. The following guidelines explain the use of the forms, who can apply, and the qualifications.

[Waukesha County Member Evaluation Guidelines](#)

[Higher Awards ME Form](#)

[State Conference ME Form](#)

<https://www.waukeshacounty.gov/UWEX/4H/RB/>