

# Polk County 4-H Record Book Guide

Every 4-H club member is expected to keep a record of what is done during the year. Learning to keep good records is a difficult task. One doesn't learn how to do this overnight. As a member grows in 4-H, records should improve.

Former 4-H members who completed good record books rate them as a very important learning experience. Importance of the 4-H record book makes more of an impact twenty years later. Looking back through one's record book traces the 4-H experiences that helped establish a self-identity and history of oneself.

A family approach to record keeping is appropriate. Helping each other with ideas or suggestions can be challenging and interesting for everyone. Use the recommendations in this guide to plan and organize your 4-H record book.

## PARTS OF THE 4-H RECORD BOOK

**Record Book Covers** - Information on the outside front cover should be printed neatly so it is easy to read. Each year the inside front cover and inside back cover information should be completed. Inside cover information gives the reader a year by year listing of projects taken, judging, demonstrations, service or leadership in club and other 4-H activities. This is a thumbnail sketch of the 4-H history of the member.

**Cover Page or Forward** - It is optional for a member to include a cover page or forward. This page or sheet of paper could include a picture of the member and information which would introduce the member to the reader.

**Table of Contents** - After all record forms and stories have been completed and put in the suggested order, each page should be numbered. A sheet listing the contents of the book and page number can then be made. A table of contents helps the reader find location of different projects or forms.

**MPE (4-H Member Project Plan-Evaluation-Story Form)** - One of these is provided for each project. It has two parts. One part is for writing down plans for the project. The rest of the form is for writing down what was learned, made and done. This is the evaluation part which helped tell where you are and have been. It can give some ideas for future plans and direction.

Tips for deciding:

## SOME THINGS I WOULD LIKE TO DO & LEARN IN THIS PROJECT DURING THE YEAR

- a. List reasons why you signed up for this project.
- b. Discuss project opportunities with parents, home helpers and leaders.
- c. Talk to friends and family members who have been in the project.
- d. Review project literature, booklets and materials available through 4-H.

Here are examples of doing and making things:

- a. I want to make a bookshelf.
- b. I want to increase my bee project to five hives.
- c. I want to improve the yearly production of my cow by 300 pounds of milk.

Here are examples of learning-things to write down:

- a. I would like to learn how to select a pattern for making clothing.
- b. I would like to learn how to sew a hem.
- c. I would like to learn how to put in a zipper.

Here are some tips for completing the PROJECT SUMMARY

- 1) Get a notebook to make notes about your project during the year.
- 2) Keep a log of everything you do related to the project.
- 3) Write out your project story on sheets of paper. Ask someone to read it over to help improve sentence structure, spelling and suggest additions or deletions.
- 4) Rewrite into MPE form - MY PROJECT STORY. Add additional pages to really tell the whole story.

**FR (Financial Record) Form** - The FR provided includes management agreement, beginning inventory, expenses, receipts, labor - machinery - equipment use and closing inventory. This form can be used or one can be designed to fit the project situation. There is some expense connected with every 4-H project so some type of financial information should appear in the record book.

**Youth Leadership Record** - Members taking youth leadership units should complete this record and include it in their record book. Be sure to include the 5W's as suggested when writing what was done as a leader.

**PEF (Project Evaluation Form)** - This form is used by the project leader to evaluate what was done in the project during the past year.

**My 4-H Activity Participation Story** - This record sheet provides an opportunity to identify and describe activities and events a member participated in during the year. Nothing related to projects should be reported in this story.

**Member achievement Evaluation Form** - This form is used by advisors and leaders in the club to determine if the member is to be awarded an Achievement Certificate.

## RECOMMENDED ORDER FOR ORGANIZING YOUR 4-H RECORD BOOK

Here's An Example: A member is enrolled in 3 projects:

1. Dairy
2. Photography
3. Youth Leadership

- A. Cover Page
- B. Table of Contents
- C. MPE - for project #1 (Dairy) -- Add your own pages to continue MPE story for project #1. Use pictures, clippings and materials to help tell your story.
- D. FR - for project #1 (Dairy)
- E. PEF
- F. Repeat - C, D, & E above for project #2 (Photography)
- G. Youth Leadership Record (project #3 Youth Leadership)
- H. PEF
- I. My 4-H Activity Participation Story (don't include anything related to your 4-H projects ) -- Add your own pages to continue telling about your 4-H club activities. Use pictures, clippings, and materials (don't include anything related to your 4-H projects).
- J. Member Achievement Evaluation Form

### **When turning in the record book in August, do not include:**

- Previous years' records, stories, clippings, pictures and materials
- Project booklets, literature, and materials
- Literature, booklets or materials having little or not relation to what you did and learned

Put these in a binder for future reference.

***"Make Your 4-H Record Book Portray The Real 4-H You"***