

# Brookings County 4-H Record Book

## Tips and Tricks

A new format for the 4-H record book was created to provide a more comprehensive record book experience for our members and provide all of the necessary information to leaders and the extension office for completion of each 4-H year as well as a member's 4-H career.

**4-H Motto: "To make the best better"**

You might be asking yourself...why is a record book required each year? One of the skills that 4-H teaches 4-H members is the art of setting goals and record keeping. By completing this book, members will gain skills such as writing goals, documenting a plan and recording accomplishments. This format also allows members to record his/her community involvement, community service and youth in action events for the year. The county also uses this as the official end to the 4-H year and is required to receive premium money as well as be eligible for county awards/trips. The livestock form shows members how to keep track of inventory, expenses, labor, production levels (for applicable species), income and the net gain/loss for the year for their project.

### **Why Keep a Record?**

This Member's Record gives you a personal inventory of your 4-H achievements which reflect your hard work, positive qualities, and personal growth. Keep your record in a Member's Record Cover or in a three ring binder. You will return to this record continuously throughout your 4-H career, updating and adding every year you participate in the program. Documenting your progress helps you track your goals and promote life-long record-keeping skills.

At the conclusion of each year turn in your record to either your club leader or the Brookings County 4-H Office (for independent or special interest club members). It will help your club leader or the reviewing party to identify the accomplishments you have made in 4-H project areas, personal development, and involvement. Additionally, most awards presented at the annual 4-H Recognition Event (including premium awards and member year pins) require a record book be turned in.

The following document is full of helpful hints for filling out your member record book each year. The format of the record book is in pdf for ease of completing electronically. It may also be printed and members are able to fill in the blanks with pen/pencil. The livestock portion is in Excel to allow for automatic totaling and completion of the net gain/loss page as well as totals for many portions of the document. For younger members, it is acceptable for a parent to assist by filling in the blanks. While this is acceptable, this should be done with the 4-H member by your side and in his/her own words...even if they don't state them the way that you would! Guiding the member on what each page or section means is part of the learning process.

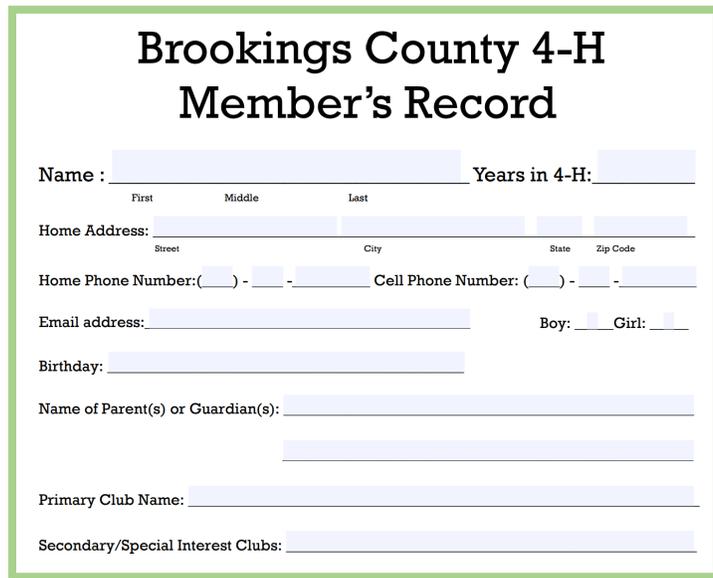
# Brookings County 4-H Cumulative Member Record

## ❖ What is considered a complete record book?

Criteria for a complete record book
Member record cover page
Signed record book review
Member signature
Parent signature
Club leader signature
4-H Club Information
4-H Club Meetings and Participation and/or Special Interest Event/Participation
Project Area Enrollment Summary
Project Area Report (minimum of 1)
Sections A, B and C for static exhibits
Section A, B, C and D for livestock exhibits
4-H Activities & Promotion
Leadership & Community Involvement
My 4-H Story

## ❖ Member Record Cover Page

- This will need to be completed each year and indicate the number of years in 4-H the member has been in 4-H....include the current year.



The form is titled "Brookings County 4-H Member's Record". It contains the following fields:

- Name : \_\_\_\_\_ Years in 4-H: \_\_\_\_\_  
First Middle Last
- Home Address: \_\_\_\_\_  
Street City State Zip Code
- Home Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_
- Email address: \_\_\_\_\_ Boy: \_\_\_\_ Girl: \_\_\_\_
- Birthday: \_\_\_\_\_
- Name of Parent(s) or Guardian(s): \_\_\_\_\_
- Primary Club Name: \_\_\_\_\_
- Secondary/Special Interest Clubs: \_\_\_\_\_

## ❖ Cumulative Member Record Content Summary

- This page carries forward from year to year.
- All signatures are required for each year...Member, Parent and Club Leader
- This page also indicates which sections need to be added annually as well as the order that the record book should be put in when completed.



❖ **2A. Club Meetings and Participation**

- Independent 4-H members may omit this page
- Use this page to record what you did at each club meeting and a brief summary of what was discussed at the meeting (important things to note).
- A new page should be used for each year

**2A. Club Meetings and Participation**

Record your 4-H club meetings and make minor notes about the business meeting and any project meetings you attended. Include date of the meeting, if you attended, and brief notes about major topics discussed. **Complete a separate page for each 4-H year.**

**4-H Club:** \_\_\_\_\_ **Year:** 20\_\_ - 20\_\_

Month	Business Meeting	Club Activity
October		
November		

○  
❖ **2B. Special Interest Events/Participation**

- This page is required for those enrolled in Brookings County 4-H as an Independent Member.
- Member part of a club can use this to record involvement in special interest events.
- Should be used for recording participation in county events such as YQCA training, Horse training, Shooting Sports training, Shooting Sports practices, Dog practices, Horse practices, etc

**2B. Special Interest Event & Participation**

\* To be used by any and all members to record individual participation in events or activities related to their project areas that are not listed anywhere else (ex. trainings, practices, etc.) . Please list events or activities attended and special interest projects (Shooting Sports, Horse, Dog, etc.) . Include personal role, date, and brief notes about the event or activity. **Complete a separate page for each 4-H year.**

Month	Special Interest Event or Activity
October	
November	

○  
❖ **3. Project Area Enrollment Summary**

- This is the comprehensive listing of all project areas a member has exhibited in and can be utilized when filling out paperwork for exhibits to show years in the project area.
- Project Areas should be alphabetized.

### 3. Project Area Enrollment Summary

This is a summary of all the Project Areas that you have enrolled in during your 4-H career. This record can be used in evaluating your progress and planning future work.

Name: \_\_\_\_\_ Year I Joined 4-H: 20\_\_ - 20\_\_

List the project areas that you are enrolled in on the left. Label the years at the top of the table for every 4-H year you are enrolled, then check the box below for each year that you continue participation in a project area.

Project Area (List Below)	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__
Ex: Photography	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### ❖ 4. Project Area Report

- Minimum of one project area is required
- Youth in Action participation should be recorded under each project area it applies to. For example, Special Foods is under Foods and Nutrition or Swine Showmanship is under Swine. This will allow leaders to quickly see if a member qualifies for a project area pin as well as the county to see if he/she qualifies for county awards.
  - Section A – Project Area Plans & Goals
    - Member should record Goals and Plan at beginning of the 4-H year
    - Member should complete accomplishments during the 4-H year

#### 4. Project Area Report

A.) Project Area Plan & Goals

**Project Area:** \_\_\_\_\_

In this project area plan and journal you will be able to set goals for your 4-H project area and keep track of your accomplishments during the 4-H year. Document what you learned at 4-H club meetings, on your own or at 4-H events.

**Project Area Goals & Plans**  
Using the spaces below, set goals for your 4-H project area. Goals can be things that you want to make or events that you want to attend. For each goal set a plan for accomplishment. As you reach your goals, make brief notes about how you achieved them and what you could do next to keep making the best better. Return to this project page each year as you progress in the area. Each report is dedicated to one project area only. Insert an additional copy of this section for every additional project area you report.

Year	Goal <small>SMART: Specific, Meaningful, Achievable, Reasonable, &amp; Timely</small>	Plan	Accomplishment <small>Complete this during the 4-H year</small>
20__ - 20__			
20__ - 20__			

- **Section B – Project Accomplishments**
  - List each exhibit you entered for the year and indicate what ribbon/award at each level achieved
  - Members may also record non-4-H exhibits

### 4. Project Area Report

#### B.) Project Accomplishments

**Project Area:** \_\_\_\_\_

Begin with your first year in 4-H. Identify the project area at the top of the page, ie Music/Dance. Between each 4-H year, indicate the 4-H year as a two year span and write **NEW 4-H YEAR** to indicate when there is a new year beginning. List the display or animal exhibits you exhibited at **County (C)**, **State (S)**, **National (N)**, or **Other (O)** events. Place a check (✓) in the proper column if no ribbons were awarded. If ribbons were awarded, indicate the ribbon with a **P** - purple, **B** - blue, **R** - red, and **W** - white. To indicate a Grand Champion use **GC** and Reserve Champion use **RC**. Use the last column for any other comments. Non 4-H exhibits may also be included.

Date	Exhibit and Event	Level & Ribbon				Other Comments
		C	S	N	O	
—	———— <b>NEW 4-H YEAR 20__ – 20__</b> ————	—	—	—	—	—
5/12/18	Piano Performance Solo, Music, Chester Piano Contest				1	1=Superior ribbon My first piano contest
7/30/18	Piano Performance Solo, Music; Brookings County Achievement Days & SD State Fair	p	p			Solo performance from Chester Piano Contest
7/30/18	Still Life Photography Exhibit, Photography, Brookings County Achievement Days; SD State Fair	p	B			Picture of a stack of old tires
8/1/18	California Satin, Rabbit, Brookings County Achievement Days	GC,P	P			Ear Tag 4H01

- **Section C – Project Area youth in Action/Awards**

### 4. Project Area Report

#### C.) Project Area Youth in Action/Awards

**Project Area:** \_\_\_\_\_

Record participation in all Youth in Action events and awards that are relevant to the project area. Non 4-H sponsored events and awards may also be included. List the name in the event/award column of the table. For events, add supplemental information i.e. recipe title, presentation type, presentation title, award sponsor, recognition event title, etc. in the description column. For awards, the description information should indicate the type (recognition, medal, trophy, plaque, trip, scholarship, etc.), why it was received (record, judging, exhibiting, etc.), and from where/whom it was awarded.

**Youth in Action Events include:**

- Fashion Revue
- Special Foods
- Showmanship
- Public Presentations (*Demonstrations, Illustrated Talks, Project “Whys”, Public Speaking*)
- Horse Quiz Bowl & Hippology
- Judging (*Consumer Decision Making\*, Dairy, Horse Horticulture, Livestock, Poultry*)
- Skill-a-thon (*Consumer Decision Making\*, Horticulture, Livestock, Rabbit*)

\* Consumer Decision Making consists of Child Development, Clothing & Textiles, Foods & Nutrition, and Home Environment.

Indicate whether it was a 4-H **County (C)**, **State (S)**, **National (N)**, event/award or **Other (O)**. Place a check (✓) in the proper column if no ribbons were awarded. If ribbons were awarded, indicate the ribbon with a **P** - purple, **B** - blue, **R** - red, and **W** - white. To specify Grand Champion use **GC** and Reserve Champion use **RC**.

- List participation in youth in action events and awards received for the project area

Year	Youth In Action Event or Award, Honor, Recognition	Description	Level & Ribbon			
			C	S	N	O
—	———— <b>New 4-H</b> ————	Year 20__ - 20__	—	—	—	—
2018-19	Special Foods Contest	Bold Beef Enchiladas	p	p		
2018-19	Public Presentation	Illustrated Talk — “Who’s Your Daddy?”	p	B		✓
2018-19	Livestock Judging	Judged Beef Classes for 4-H and FFA	✓	p		✓
2018-19	4-H Junior Beef Award	Plaque awarded for an excellent record at the Brookings County Recognition Event	✓			
2018-19	Jackrabbit Memorial Jackpot Calf Show	Jr. Showmanship Class				GC

- **Section D - Animal Project Financial Record**
  - Should be included for all animal species exhibited in for each year
  - Click the “Enable Content” button before beginning work in your document. This will allow macros, links and totals to work appropriately.
  - *Instructions Tab*

Section	Tab name and Link to tab	Instructions
4.D.1	<a href="#">Inventory Record</a>	Select your species on this tab. This tab will be used to track your beginning inventory, purchases, losses, sales and ending inventory in terms of quantity of animals.
4.D.2	<a href="#">Labor Record</a>	Use this tab to record the effort that you put into your project area for the entire year. For example: mixing feed, bedding, cleaning stalls, show prep, etc.
4.D.3	<a href="#">Income Record</a>	This tab should be used to record your income for the project area either of animals sold or products from those animals sold.
4.D.4	<a href="#">Feed Expense Record</a>	Recording purchases for feed should be recorded on this tab.
4.D.5	<a href="#">Other Expense Record</a>	Other expenses such as Taxes, Interest, Marketing, Transportation, Show Expenses, Insurance, Health Care should be recorded on this tab.
4.D.6	<a href="#">Breeding &amp; Production Record</a>	Use this tab to record breeding and production information for this project area.
4.D.7	<a href="#">Commodity Record</a>	If applicable to your project area, record the amount of commodities that were produced for Wool, Milk, or Eggs.
4.D.8	<a href="#">Project Summary</a>	This tab should auto-populate from the previous tabs as you fill them out. There is a summary box that you should use to write a brief summary of your project area for the year.
	<a href="#">Email Questions about filling out this form</a>	
	<a href="#">Email Improvement Suggestions</a>	

- This is used to navigate your animal project file
- Clicking on the blue links for each of the sections will take you directly to that tab so you can enter information.
- The Email links will provide you a means to email questions or improvement suggestions to the leaders association.
- The following tabs also have a link to return to the Instructions



tab at any time.

- **Inventory Record Tab**
  - Select your species for this workbook on this tab. The choices will reflect on all subsequent tabs.

**Project Area: Select Species**

- Recording beginning inventory, purchases, sales and loss as well as ending inventory for the qty of head the member has for that species will be recorded on this tab.
- Result should be a 0 at the end:

Inventory check (should be zero): **0**

- **Labor Record Tab**
  - Keeping track of time spent in a project area is important to understand how much time is devoted to each species. The hours will total up as you enter time in the tab.
  - Before members enter after line 35, the button can be clicked to add more rows for entry.



### 5. 4-H Activities & Promotion

Begin with your first year in 4-H. List the 4-H activities and select the level at which you participated: **County (C)**, **State (S)**, **National (N)**, or **Other (O)**. Include activities such as workshops, summer camps, and any other 4-H activity *not included* in the project report. List 4-H promotional work done outside of your local 4-H Club (i.e. talks before 4-H groups; 4-H talks before other groups); radio appearances; TV appearances; news stories written; other 4-H appearances. Between each 4-H year, indicate the 4-H year as a two year span and write **NEW 4-H YEAR** to indicate when there is a new 4-H year beginning. Use the last column for any additional comments.

Date	Activity/Promotion	Level				Other Comments
		C	S	N	O	
_____	NEW 4-H YEAR 20__ - 20__	—	—	—	—	_____
_____						
_____						
_____						

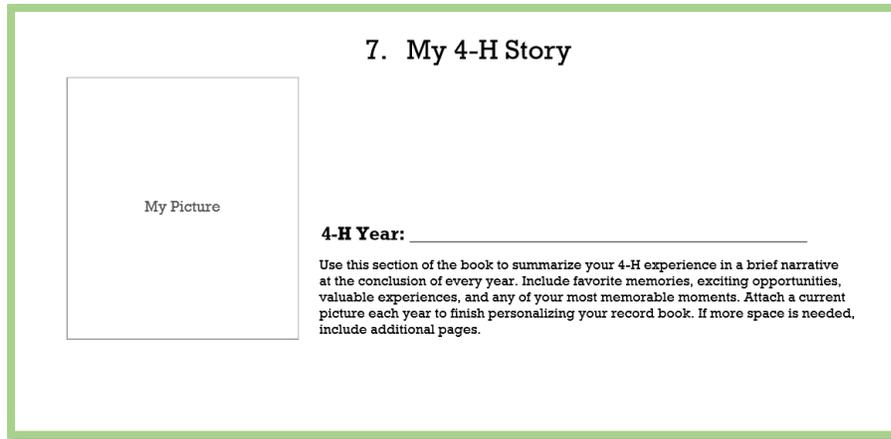
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- ❖ **6. Leadership & Community Involvement**
  - Indicate any leadership roles held.
  - Make sure to include community involvement as well.
  - Volunteer opportunities can be recorded here if not listed under a specific project area such as for community service project area.

### 6. Leadership Development & Community Service

Use this section of the book to keep track of your leadership roles in and out of 4-H. Summarize church, school and community involvement. Report participation, volunteer work, leadership, and recognition. Indicate your role, your responsibility, and leadership level **County (C)**, **State (S)**, **National (N)**, or **Other (O)**. Between each 4-H year, indicate the 4-H year as a two year span and write **NEW 4-H YEAR** to indicate when there is a new 4-H year beginning.

Date	Leadership Role	Responsibilities	Level			
			C	S	N	O
_____	New 4-H	Year 20__ - 20__	—	—	—	—
_____						
_____						
_____						

- 
- ❖ **7. My 4-H Story**
  - This should be a description of what your whole 4-H year was about. This should be more than 2 sentences long and describe what you liked most about the past year, what you learned, etc.



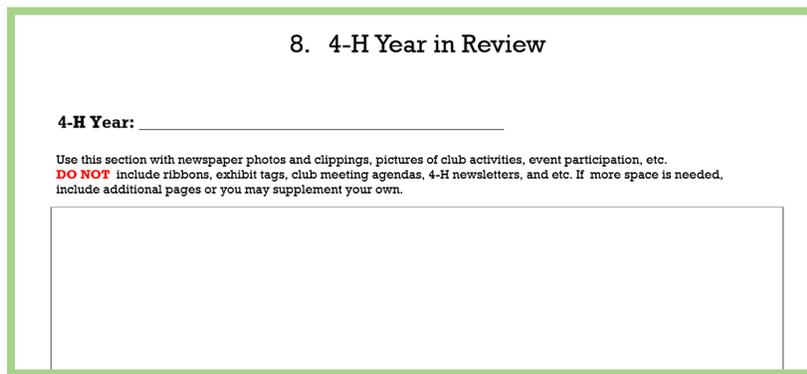
7. My 4-H Story

My Picture

4-H Year: \_\_\_\_\_

Use this section of the book to summarize your 4-H experience in a brief narrative at the conclusion of every year. Include favorite memories, exciting opportunities, valuable experiences, and any of your most memorable moments. Attach a current picture each year to finish personalizing your record book. If more space is needed, include additional pages.

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- ❖ 8. 4-H Year in Review
  - We do not require a single format for this, but offer up a variety of ways that members can use if they wish to do so.
    - Excel version, Word version, print photos and glue to pages, copy and paste into pdf or other ways that you creatively use.
  - Make sure 4-H member put captions on the photos.
  - Somehow indicate where the member is in large group photos, such as arrow, sticker, etc.
  - Newspaper clippings should fit within the 8 1/2" x 11" page and not folded
  - Highlight member name in any newspaper articles
  - Organize photos in a way that makes sense....community service, youth in action, showing, etc.



8. 4-H Year in Review

4-H Year: \_\_\_\_\_

Use this section with newspaper photos and clippings, pictures of club activities, event participation, etc.  
**DO NOT** include ribbons, exhibit tags, club meeting agendas, 4-H newsletters, and etc. If more space is needed, include additional pages or you may supplement your own.

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- ❖ Other tips and tricks
  - Members should fill out his/her record book as the year goes on....don't save it all to the end!
  - To keep files organized from year to year, you can utilize a USB to save the files onto and name them accordingly.
  - *Where does CDM Judging go?* – This can fall under multiple project areas if 4-H members participate in this youth in action event. For participation prior to 2020, the project areas covered include Foods & Nutrition, Clothing & Textiles, Consumer Education, Health, and Leisure Ed & Recreation. Starting in 2020, the project areas for

the CDM Skillathon are Child Development, Clothing & Textiles, Foods & Nutrition, and Home Environment.

- *Where do I add this year's information?* – Some pages will be new each year and others are cumulative. Depending on the page, it may have a slightly different format and should be added to the end of the list that you already have created in the document.
- ❖ **Links to how-to videos, templates and example documents**
  - These can be found at this website
    - <http://www.brookingscountysd.gov/364/Award-Applications>
- ❖ **Questions/Feedback/Improvement Suggestions**
  - Email us at: [bc4hleaders@gmail.com](mailto:bc4hleaders@gmail.com)

## **4-H Club Pledge**

**I pledge my head to clearer thinking,  
my heart to greater loyalty,  
my hands to larger service,  
and my health to better living,  
for my club, my community, my country, and my world.**