

ZSuite 4-H Record Books & You!

Filling out your record book



Why complete a record book?



- Responsible Record Keeping
- To see where you've been , so you can decide where you're going
- Gives you a place to start with projects
- Head start on how to keep records
- Scholarships
- Gives accurate record of what you've learned
- Resumes
- Job Applications
- Fun to see how far you've come over the years!



Don't Wait!

Portfolios can be time consuming. It's best not to wait until the last minute. Update information as it is happening.



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There are two categories to complete:

- ***Project***

- Goals
- Supplies
- Expenses & Income
- Summary
- Pictures



Complete for
each project

- ***4-H Involvement***

- 4-H Awards & Recognition
- 4-H Leadership
- Community Service
- Participation
- Story
- Pictures & Clippings
- Other Participation



Ongoing- Add
to it each year

Fill out one for
each year



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Project Sheets

Project Sheets • Goals

Goals should be **SMART**:

- Specific
 - What exactly are you going to do?
- Measurable
 - How do you know you've achieved it?
- Actionable/Attainable
 - Do you have control over the outcome?
- Realistic
 - Is it reasonable to accomplish?
- Time Bound
 - When do you want to do it by?



"I want to win showmanship"

vs.

"I want to learn the cuts of my animal so I can better answer questions during the showmanship competition"



"I want to go to State Fair"

vs.

"I want to learn many stitching techniques to be able to sew an apron for the Fabric & Fashion Contest to earn a ribbon to qualify for State Fair."



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Project Sheets • Goals

- What's Your plan to accomplish your goals?
 - Complete this at the beginning of the 4- H Year.
 - If you set **SMART** goals before you start your project this should be easy!
- Think about.....
 - What your plan is to accomplish your goals
 - Who might be able to help you(Juniors only)
 - What materials, equipment, supplies might you need

Project Sheets • Supplies

Project

This is where you will enter any data about your project such as Goals, Supplies, and any other option you see below. Click on the name and then enter data in the menu that opens up!

GOALS SUPPLIES EXPENSES/INCOME SUMMARY PICTURES

Supplies

Add any gear or supplies that you have for this project!

SUIT On Hand	Where did you get it from?	How much suit worth?	Use
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+ SUPPLIES

- Enter
 - Items you have on hand
 - Equipment
 - feed
 - materials
 - Where it came from
 - How much its worth

Write N/A if it does not apply
Do not leave it blank



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Project
This is where you will enter any data about your project such as Goals, Supplies, and any other option you...

GOALS SUPPLIES EXPENSES:INCOME SUMMARY PICTURES

Project Sheets

Project Sheets • Expenses & Income

- What were your expenses?
 - What did you have to pay for?
 - Cost of project item (steer, pottery, fabric, notions, frosting, etc...)
 - Feed
 - Supplies, equipment, material
 - Fuel
 - Participation Fees (contest fees, enrollment fees, etc..)
 - Were any expenses covered?
 - Ex: bows/ammo for county shoot is provided by the county
 - 4-H Shooting Sports Committee. This expense is valued at \$30.

Expenses ⓘ
What materials, equipment, supplies did you purchase this year?

Type of Expense	Description of Item	Cost or Value	Source? Where did you get it?	Edit
+ EXPENSE				

Income ⓘ
What materials, equipment, supplies, animals, or projects did you sell this year?

Description of Item	Where is it now?	To Whom?	Value?	Edit
+ INCOME				

- What was your Income?
 - What did you bring in or start with?
 - Sale Price-did you sell your animal, equipment, supplies?
 - Value of previously owned equipment





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Project
This is where you will enter any data about your project (such as Goals, Supplies, and any other options you want to add).

GOALS SUPPLIES EXPENSES/INCOME **SUMMARY** PICTURES

Project Sheets

Project Sheets • Summary

Summary

What is something new that you've learned to do or learned ABOUT?

Reflecting on your project experiences, what did you do differently or better than last year?

Exhibit
Not all sharing experiences will have a placing award.

Date	What did you share/show?	Where?	Ribbon/Placing (if applicable)?	Edit
+ Exhibit				

Look back at your goals and explain how you accomplished them.

Think about...

1. What you did to achieve your goals
2. What skills someone may have taught you
3. Where you got the information you needed to succeed
4. What is something new you have learned?
5. How will you apply or use what you have learned?

Use full sentences and punctuation!

How did your project do at each level of competition?

- What ribbons, awards or placing's did you receive for that project?

What a great year!



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4-H Involvement

My 4-H Year Involvement

This is where you will enter any data about your 4-H Year such as Awards, Leadership, and any other option you see below. Click on the name and then enter data in the menu that opens up!

4-H AWARDS & RECOGNITION

4-H LEADERSHIP

4-H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

PICTURES & CLIPPINGS

OTHER PARTICIPATION

4-H Involvement • Awards & Recognition



Ongoing-add to it each year

- Annual Achievement points
 - based on your score from previous year's Portfolio
- What have you accomplished in your 4-H career?
- Only include ribbons from fair if it was an additional award such as "Overall Champion" or "Best of Show"

4-H Awards and 4-H Recognition ⓘ

- List any special or additional 4-H awards or 4-H recognition you may have received
(List any project specific awards in the awards section of that project)
- 4-H Ribbon placings should not be listed here. Record them in the Project Summary

Date	Description of the Award or Recognition
7/15/2010	Learned the Green mand award
8/13/2019	These are test phrases for trial to make sure everything is working properly
11/12/2019	This is a test phrase for today.

+ YEAR

Wyoming 4-H Annual Achievement ⓘ

Points are given for each year (Green=0, Silver=1, Gold=3)
Inclusion in the Wyoming 4-H Honor's Club requires 19 points

Year	Select what you received
2010	Silver
2017	Green
2019	Green

+ YEAR



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- 4-H AWARDS & RECOGNITION
- 4-H LEADERSHIP**
- 4-H COMMUNITY SERVICE
- 4-H PARTICIPATION
- MY 4-H STORY
- PICTURES & CLIPPINGS
- OTHER PARTICIPATION

4-H Involvement • 4-H Leadership

Ongoing-add to it each year

- Include any 4-H leadership role you held. Do NOT put experiences outside of 4-H in this section.
- Teaching, leading, helping
- Age appropriate

Think about...

- Have you volunteered?
- Have you helped other members?
- Were you elected as a club officer?

Leadership ⓘ

Types of Leadership:
 V= Volunteered A= Appointed E= Elected

Date	Leadership Type	Description of Leadership Responsibilities	Edit
10/10/2009	Elected	President	✍
8/13/2019	Volunteered	These are test phrases for trial to make sure everything is working properly.	✍
11/6/2019	Elected		✍

+ LEADERSHIP



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4-H LEADERSHIP

4-H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

PICTURES & CLIPPINGS

OTHER PARTICIPATION

4-H Involvement • 4-H Community Service

Ongoing-add to it each year

- Include any 4-H community service activity you have done as a 4-H member.
- Leader or participant
- Not helping your own family

Think about...

- Have you volunteered?
- Have you helped other members?
- Were you elected as a club officer?

4-H Community Service ⓘ

This section is for you to list the community service activities that you took part in like when and what the activity was that you did.

Date	Description of 4-H Community Service	Edit
7/10/2014	Training new members how to hold a meeting	
3/21/2019	These are test phrases for trial to make sure everything is working properly	
11/13/2019	This is a test phrase for today	

+ SERVICE

For my club, my community, my country & my world



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4-H Involvement

My 4-H Year Involvement

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- 4-H AWARDS & RECOGNITION
- 4-H LEADERSHIP
- 4-H COMMUNITY SERVICE
- 4-H PARTICIPATION**
- MY 4-H STORY
- PICTURES & CLIPPINGS
- OTHER PARTICIPATION

4-H Involvement • 4-H Participation

Ongoing-add to it each year

Think about...

- Club Opportunities: These are activities you participated in that were not a leadership role.
- County Opportunities: Events you attended through the county
 - County Fair
 - Achievement Night
- State and National Opportunities
 - State Shoot
 - State Horse Camp
 - Wyoming State Fair

4-H Club Opportunities

This is where you will input information about different activities you participated in with your Club.

Date	Describe the 4-H Club Activity or Event
2/18/2018	Walkthroughs
8/14/2018	These are test prizes for trial to make sure everything is working properly

[+ PARTICIPATION](#)

County 4-H Opportunities

This is where you will input information about different activities you participated in at the County level.

Date	County 4-H Activity or Event
6/5/2018	County conference
8/8/2018	These are test prizes for trial to make sure everything is working properly

[+ PARTICIPATION](#)

State and National 4-H Opportunities

This is where you will input information about different activities you participated in at the State and National level.

Date	State/National 4-H Opportunities	Edit
8/14/2018	2018 Livestock Judging Series	✎ ✖
8/7/2018	State Fair Time Demo Hunt	✎ ✖
11/5/2018	2018 State - Biology Contest	✎ ✖

[+ PARTICIPATION](#)



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4-H AWARDS & RECOGNITION

4-H LEADERSHIP

4-H COMMUNITY SERVICE

4-H PARTICIPATION

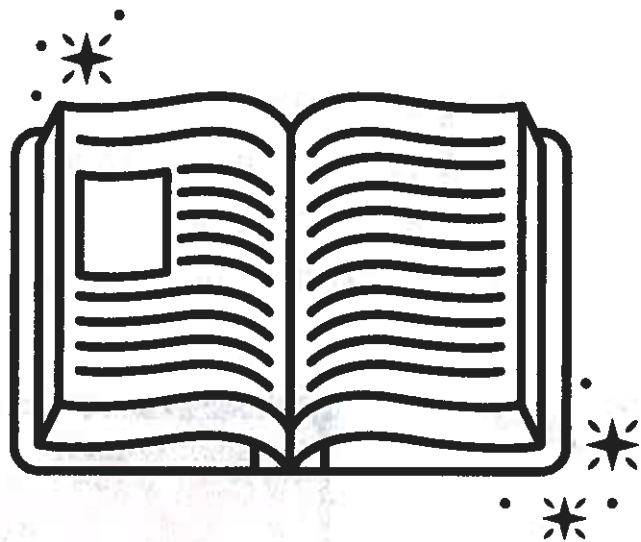
MY 4-H STORY

PICTURES & CLIPPINGS

OTHER PARTICIPATION

4-H Involvement • My 4-H Story

- Introduce yourself
- Highlight all your 4-H projects and activities, not just the Fair.
- Explain how 4-H helped you become a better leader and citizen
- Describe how 4-H participation made you feel
- Tell about your future plans in 4-H and beyond!



My 4-H Year Story

Describe your year in 4-H. Suggestions to consider: What did you like? What went well? What did you learn? What will you apply to your life? What challenges did you experience? How was your year important to you?

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My 4-H Year Involvement

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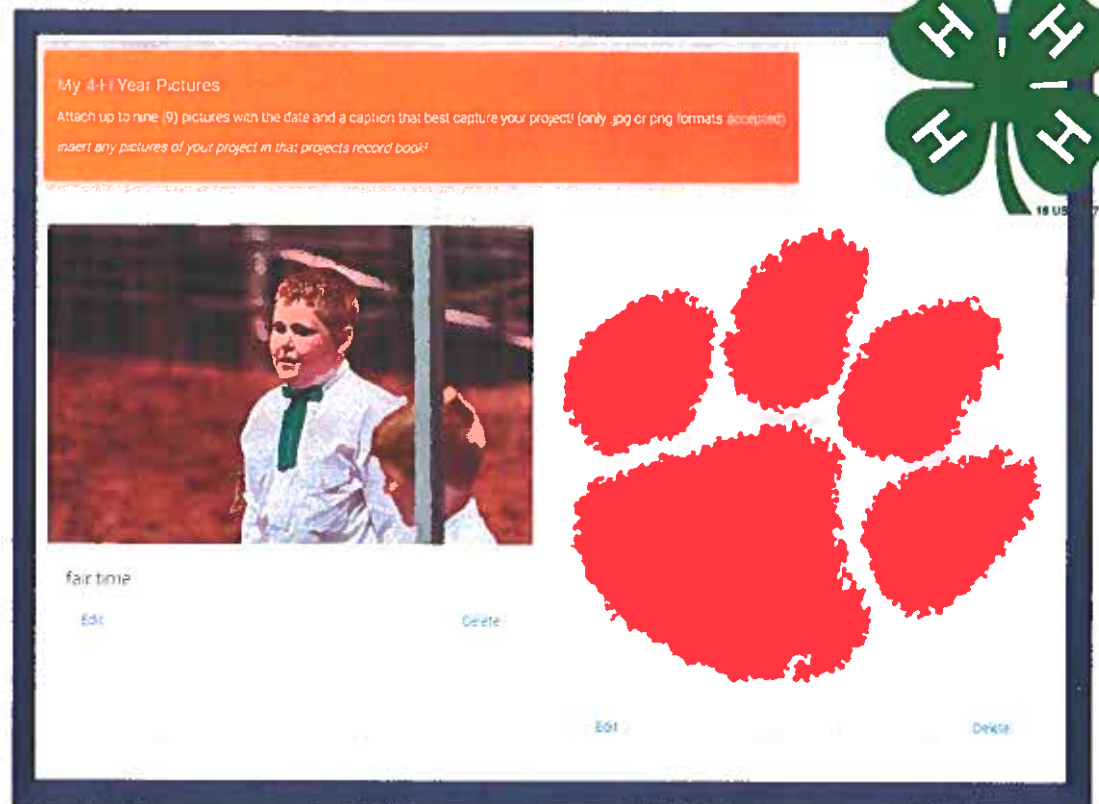
4-H Involvement • Photos & News Clippings

DO:

- Use Action shots- let's see you working with your animal or creating a project!
- Add Captions-What's happening?
- Use Newspaper Clippings
- Make sure to date and caption all photos

DONT:

- Use only photos from Fair
- Use only posed shots
- Treat these two pages like a scrapbook





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OTHER PARTICIPATION

4-H Involvement • Other Participation

On-Going – Add to it each year!

- Information about participation in any organization outside of 4-H can be entered here.
- Include organization name and applicable information:
 - Leadership role
 - Community service
 - Awards

Other Participation ?

Share how you are involved in other aspects of your life in your community. For examples and more information click on the white help button.

Date of Participation	Description of Participation	Participation Type	Edit
10/9/2019	This is a test phrase	Awards	✎ ✖
	These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly.		✎ ✖

+ PARTICIPATION

