

Wyoming 4-H

UW | EXTENSION



Why Keep 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
- ✿ Compare beginning to end
- ✿ Fun to see how far you've come over the years!
- ✿ Learn how to keep records for when in the “real world”
- ✿ Scholarships/Resumes/Job Applications

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.



4-H COLORS – Green & White

4-H CLUB MOTTO – *To Make the Best Bette*

4-H CLUB EMBLEM – Four-leaf clover with “H” on each leaf

PORTFOLIO RECOMMENDATIONS-

NOTE: Don't wait until last minute! Call and ask questions! We are always willing to help!

-You may print by hand or type on the computer using the UW Website/Z-suite

-Print your book out and use a 3-ring binder.

-NEW pages each year for the cover page and Project Information.

-Add information to the cumulative 4-H Involvement Section.

-Keep all previous year's records in your record book when you turn it in; place the current year's records in front of the previous years!

Links:

<http://www.uwyo.edu/4-h/current-members/portfolios/index.html>

<https://4h.zsuite.org/>

<https://www.youtube.com/watch?v=VaiTHJWZvfI&feature=youtu.be>

Tips:

- ✿ Handwritten vs. Typed: Either is acceptable! (Make sure your handwriting is readable.)
 - ✿ Put your portfolio in a hard cover like a 3-Ring Binders
 - ✿ Use page dividers to clearly separate sections
 - ✿ Page protectors are acceptable but not required
 - ✿ Empty Sections - If you have no information for a section write *none* in that box or line to show that you saw the section and didn't miss it.
 - ✿ Adult Assistance– parents may help guide the youth. Parents shouldn't tell the kids exactly what to say/complete any sections for the child. If parents help with wording/typing that should be noted so the judge is aware.
 - ✿ Use complete sentences.
 - ✿ Please double check grammar, spelling, etc. Have a parent or leader read over your books before turning them in.
 - ✿ Be Detailed - The more you explain, the more the judge will know.
 - ✿ Give credit to people who helped you!
 - ✿ Remember: Record book scores are based on your record keeping ability and how much you learned.
 - ✿ This is the member's chance to keep information throughout the year and to tell their story!
-

Judging:

- ✿ Judging will be completed by volunteers & leaders
 - ✿ Record Books are used to attain Silver and Gold Achievement points for the Wyoming 4-H Honors club membership.
-

State Achievement Program:

- ✿ **Membership Recognition**
 - Member has turned in all required enrollment materials
 - Member has behaved in an appropriate manner at all 4-H activities, events, and meetings
 - Member is enrolled in at least one project
 - Member is enrolled in at least one club or has approval of county 4-H Educator.
- ✿ **Silver Recognition (1 pt)**
 - Member meets Membership Recognition criteria outlined above.
 - Member has exhibited what he/she learned at some point in the current 4-H year.
 - Member provides documentation of setting goals, knowledge/skills gained, and participation in project. (Most likely via the portfolio)
- ✿ **Gold Recognition (3 pts)**
 - Member meets Membership Recognition criteria outlined above.
 - Member has exhibited what he/she learned at some point in the current 4-H year
 - Member provides documentation of participation in *all* essential elements of positive youth development: setting goals, knowledge/skills gained, recognition, leadership, community service, and participation. (Most likely via the portfolio)
- ✿ **Wyoming 4-H Honors Club**
 - The ultimate achievement that a 4-H member can obtain is induction into the Wyoming 4-H Honors Club achieved by receiving nineteen (19) points over the course of the member's involvement. A member receives three (3) points for years in which Gold Recognition is achieved and one (1) point for each year Silver Recognition is achieved. Points are evaluated and recorded through the local County 4-H Program.



Understanding the new record book system!

Go to <https://4h.zsuite.org/> (Open in Google Chrome, not Internet Explorer)

Email: _____

Password: _____

Pins: _____

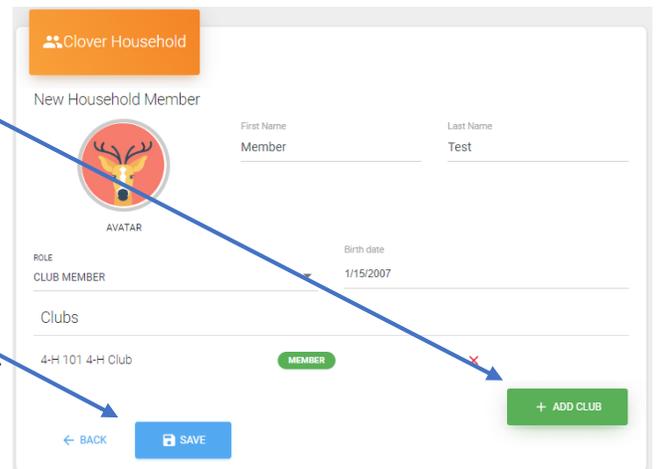
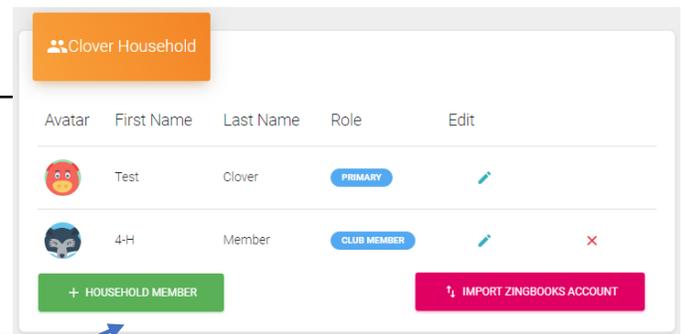
Create a family profile

- ✿ As a family creating a new profile, select **Sign Up**.
 - a. Fill in the required fields (you can use your same email and password from 4honline).
 - b. Create a pin number (we recommend an easy to remember four-digit number).
 - c. Select Wyoming and your home County.
 - d. Click **Let's Go**.

Add Members of Family:

You should now be directed to the **Dashboard** Screen

1. To add members, in the black drop-down menu, select  **Household Members**
2. On the next screen, select 
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click 
5. Finish by clicking 



You will return to the Household Members screen. The member you added should appear in the list along with yourself. Repeat this process for the other members of your household needing to complete a record book.

If you have any questions you can always use the **Live Chat** located at the bottom the screen

There are two categories to complete for your Record Book:

✿ Project

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

} **Complete for Each Project Area**

✿ 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**

Project Sheets

A separate form is to be completed for each project each year in which the member has enrolled.

A **Project Record** is a record of what you did in each individual project. You will record goals and supplies, then throughout the year, complete the summary with your expenses/income and a summary of your exhibits and placings.

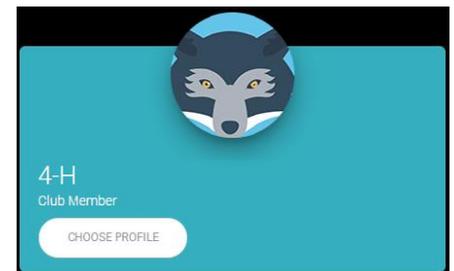
Place the current years' project records in front of the previous years'. This will make your Project Sheets appear in reverse-chronological order.

- ✿ The judges really like when the knowledge and skills sections are matched to the goals for that project and the ideas were explained clearly.
- ✿ If you indicated that you met a goal last year, do not re-use that goal, create a new one. The judges look for growth and more challenging goals as you get older and have more experience.

NOTE: A project is an area of study (for example Fabric & Fashion is a project), the individual activities that fall under that project may include a purse, a skirt, a jacket, etc. In Shooting Sports, you need separate Project Sheets for each style of shooting sport (archery, muzzle loading, pistol, rifle and shotgun).

Adding a Record Book Project Sheet:

- Whether you are on the Dashboard screen or Household Members screen, you will need to click on  located at the top right of the screen.
- Click on Choose Profile of the member you wish to add a record book for.
- The next screen is the Dashboard for that member's profile.



- In the black dropdown menu, select  Record Books.
- The next screen is the Record Books screen. Click on .
- The next screen should look like this. Fill in the required fields for the project record book you wish to add.

Example:

Project Name: Market Lamb

Club: 4-H 101 Club

Primary Category: Animal Science

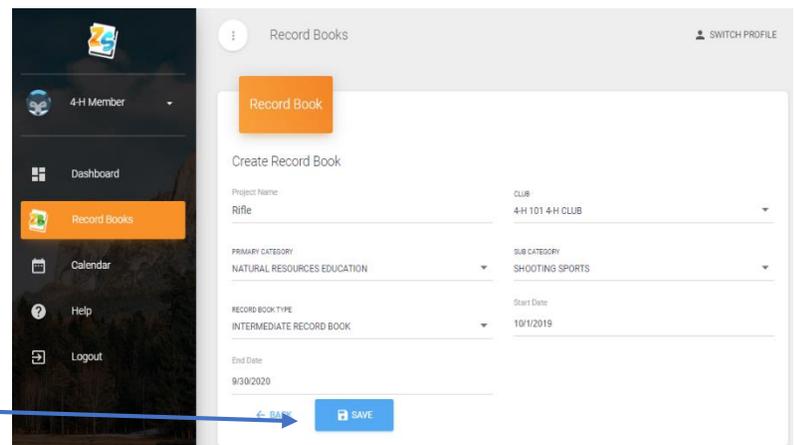
Sub Category: Sheep

Record Book Type: Junior Record Book

Start Date: 10/01/2019

End Date: 09/30/2020

- Finish adding this record book by clicking



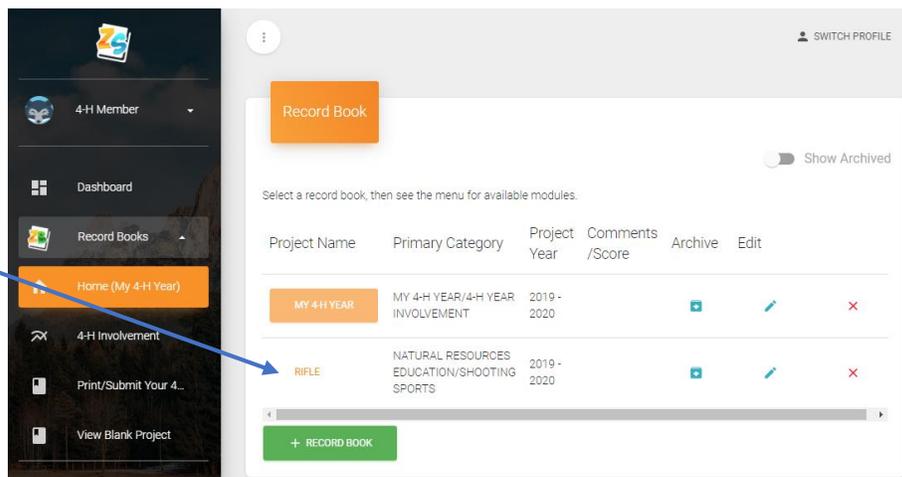
You should return to the Record Books screen and repeat this process for the remainder of the project record books for that member. Switch Profile and select the profile for the next member you wish to add records book for.

Adding Project Information into Record Books:

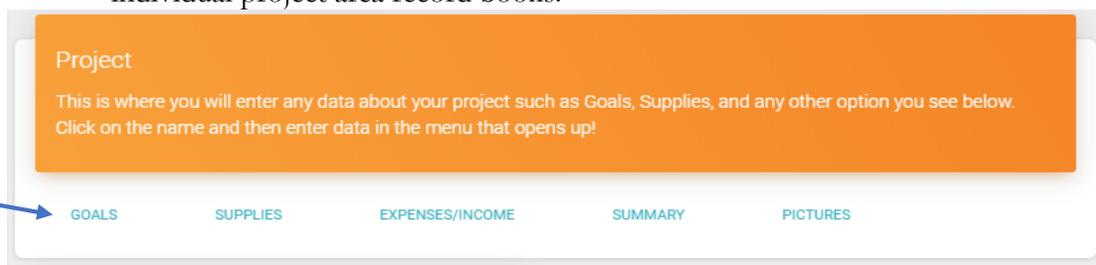
Once all of the project records are added, you are ready to edit/add information!

1. To edit record books from the Record Book screen, select the yellow project name of the project you wish to edit.
2. In the black drop-down menu on the left, a new option should appear, and the project name you clicked on should be highlighted. Click this new

 Project Information



3. The next screen is the Project Information screen, and a blue tool bar should appear that says Project Records.
4. Click each section on the tool bar to add goals, supplies, expenses/income, summary, and pictures to your project record.
 - REMEMBER to only add for the project you have selected. Repeat this process for all individual project area record books.



Goals for this Year:

Describe your goals in this project for this year. What new things do you want to learn this year? What things would you like to do with your project? What skills do you want to improve this year?

Goals should be **SMART** and age appropriate:

- ✿ **S**pecific -What exactly are you going to do?
- ✿ **M**easurable -How do you know you've achieved it?
- ✿ **A**ctionable/Attainable -Do you have control over the outcome?
- ✿ **R**ealistic -Is it reasonable to accomplish?
- ✿ **T**ime Bound -When do you want to do it by?



Example: "I want to go to State Fair." OR "I want to learn may stitching techniques to be able to sew an apron for the Fabric and Fashion Contest to earn a ribbon to qualify for State Fair."

- ✿ 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?
- What materials, equipment, supplies you might need

NOTE: Keep a calendar to count money spent (receipts), time (on projects, meetings and classes attended, deadlines), animal health, etc. These will be useful when completing this section and for your personal records.

Supplies:

This is to show that everything has a cost. Say you plan to make chocolate chip cookies. While your family may have all the supplies at home, they still cost.

- ✿ Equipment, Feed, Materials, etc.
- ✿ Where it came from
- ✿ How much its worth

Expenses/Income:

When completing a project record, use this section to record the financial information about your project. Seniors start to look at additional numbers - i.e. dollars invested, profits, losses, or savings, time prepared, etc.

- ✿ What did you have to pay for?
 - Cost of project item (steer, pottery, fabric, notions, frosting, etc)
 - Additional Costs: Feed, Supplies, Equipment, Material, Fuel
- ✿ Participation Fees (contest fees, enrollment, etc)
- ✿ Were any expenses covered?
 - Ex: bows/ammo for Shooting Sports is provided by the county. This is valued at \$30.
- ✿ 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

Summary:

Use this section to describe what your project entailed. Include information you think helps to explain what you did in your project this year. This is the area that ties together your Project Record.

What did you Learn?

- ✿ When looking back at the goals you set at the beginning of your project, how did you go about accomplishing them?
- ✿ Did you create additional goals along the way?
- ✿ What skills someone may have taught you
 - People who helped you: leaders or family
 - Where you found information: in person, book, online, videos

- What all activities you participated in (including Livestock Judging, times you went out taking pictures and reflecting on the work, etc.)
- Tours, workshops, clinics, jackpots you attended

✿ How will you apply or use what you learned?

✿ How many practice attempts you made on your project

Reflecting on your project experiences? How will you use what you've learned in the future? Maybe you decided to learn livestock judging to help you pick a higher quality animal for the following year. You could have completed a sewing technique book so you have examples for future sewing projects.

Briefly describe your project and explain the actual skills you gained while completing it.

✿ Learned how to compare sugar levels in cereals.

✿ Learned how to control my breathing to be obtain a tighter shot pattern.

✿ Learned how to use acrylic paints on ceramics.

Exhibit- List the placings you earned with your exhibits in this project or provide an explanation of no placings were awarded. Do no list trophies, plaques, medals, or other awards in this section.

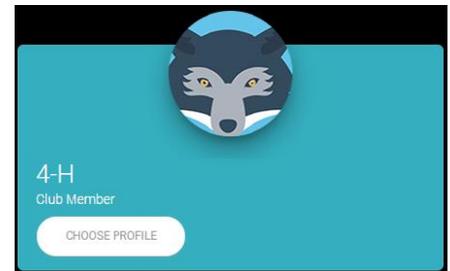
Exhibit ?				
Not all sharing experiences will have a placing/award.				
Date	What did you share/show?	Where?	Ribbon/Placing (if applicable)?	Edit
7/14/2018	Home Garden- Carrots & Tomatoes	4-H 101 Club Tour		 
4/20/2019	.22 Pistol	County Fun Shoot		 
8/1/2020	Market Beef	Campbell County Fair	3rd	 

[+ EXHIBIT](#)

4-H Involvement

Adding Record Book 4-H Involvement:

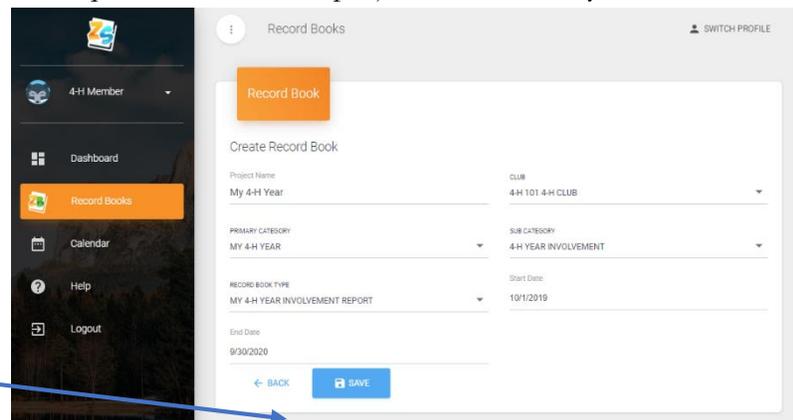
- Whether you are on the Dashboard screen or Household Members screen, you will need to click on located at the top right of the screen.
- Click on Choose Profile of the member you wish to add a record book for.
- The next screen is the Dashboard for that member's profile.
- In the black dropdown menu, select
- The next screen is the Record Books screen. Click on
- The next screen should look like this. Fill in the required fields for the project record book you wish to add.



Example:

Project Name: My 4-H Year
Club: 4-H 101 Club
Primary Category: An My 4-H Year
Sub Category: 4-H Year Involvement
Record Book Type: My 4-H Year Involvement Report
Start Date: 10/01/2019
End Date: 09/30/2020

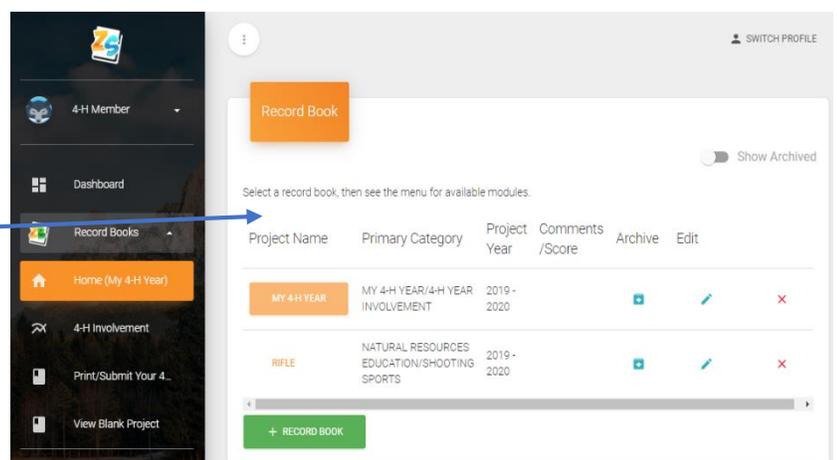
- Finish adding this record book by clicking



Adding 4-H Involvement into Record Books:

Once you have added My 4-H Year to your projects, you may add your 4-H involvement information!

- To add information to your 4-H Year, select the yellow My 4-H Year button from the project list.
- In the black drop-down menu on the left, you will see this new option, click on this





3. The next screen is the My 4-H Year Involvement screen, and a blue tool bar with options including Awards & Recognition, Leadership, Community Service, Participation, My Story, Pictures, and Other Participation.
4. Click each section on the tool bar to member's information.
 - REMEMBER to only add information for the member's participation in all sections, outside involvement can be added into the last section titled Other Participation.

Awards & Recognition

This is an accumulation of your 4-H years.

Add the current year to the previous items listed.

This section is for any other awards or recognitions you receive other than ribbons. These can come from club meetings, fairs, achievement night, etc. An award is something won in a competition or contest. A recognition is earned through your actions. Briefly describe the project or activity for which you received the Award or Honor.

Wyoming 4-H Annual Achievement

When Record Books are turned in every year, they are judged. These scores can accumulate to where members can reach the Wyoming Honor's Club. Points are given for each year (Green=0, Silver=1, Gold=3). Inclusion in the Wyoming 4-H Honor's Club requires 19 points.

Awards & Recognition

Write down what you received as the award or recognition. Here are some suggestions for items that you will want to list in your record book:

- ✿ Overall Champion or Best of Show
- ✿ Rosettes including Grand and Reserve Champion
- ✿ Belt Buckles, jackets, hats, t-shirts
- ✿ Any money awards
- ✿ Medals, pins, plaques, etc.
- ✿ Trips (that you do not pay for) for example: the Raton Shooting Sports trip, State Fair trips, Denver Roundup, etc.
- ✿ Scholarships

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:	Edit
2018	Green	✍ ✖
2019	Silver	✍ ✖
2020	Gold	✍ ✖

+ YEAR

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	Edit
9/30/2018	None	✍ ✖
7/29/2019	Campbell County Fair- Champion Junior Dog Showman	✍ ✖
5/1/2020	4-H 101 Club- Most Improved Beginner Sewer	✍ ✖
6/25/2020	4-H Camp- Mother Hen Award	✍ ✖

+ AWARDS

NOTE: Do not list ribbons or fair exhibit placings here. List those in the Project Exhibits.

Leadership

*This is an accumulation of your 4-H years.
Add the current year to the previous items listed.*

Leadership actions are things you did that demonstrated how you took initiative and guided or led others. Things such as offices in clubs, committees, marketing and promoting, or things asked by others to lead in.

- ✿ Include any 4-H leadership role you held
- ✿ Teaching, leading, helping
- ✿ Have you volunteered?
- ✿ Have you helped other members?

Date	Leadership Type	Description of Leadership Responsibilities	Edit
3/11/2018	Appointed	4-H Council- Lead American Pledge at Meeting	
1/28/2019	Volunteered	Chili Bingo- Served Chili	
11/10/2019	Elected	4-H 101 Club- Elected as club Recreation Chair	
7/30/2020	Volunteered	Helped club members show their sheep at the Campbell County Fair	

Be very specific - how **you** did the action and how applies to leadership. For example, instead of just listing "Fair Basket," you should put "A-Served as member on your club's Fair basket committee."

Types of Leadership

V= You Volunteered

A= You were Appointed

E=You were Elected

Volunteer Leadership- list experiences in which you have participated, such as 4-H activities, camps, achievement programs, workshops, judging events, community tours, field trips, fairs, and other.

Appointed Leadership- identify and describe the various committees on which you have served.

Elected Leadership- list 4-H offices you have held.

Community Service

*This is an accumulation of your 4-H years.
Add the current year to the previous items listed.*

List 4-H related community service experiences. Include dollars raised, how much time, how often you did activity, etc. Record what you did that contributed to the welfare of your club or group members, other individuals or community citizens without reimbursement or trade. List numbers of participants, recipients, items prepared, etc. Examples may include:

- ✿ Adopt a family at the holidays
- ✿ Volunteering at the soup kitchen
- ✿ Cleaning up a section of road with 4-H Club for County-Wide Trash Pick Up
- ✿ Contributing to hurricane relief efforts
- ✿ Donating to the animal shelter, etc.

Date	Description of 4-H Community Service	Edit
2/13/2018	4-H 101 Club- Baked and delivered valentines cookies to the Senior Center.	
11/15/2019	Food Drive- Donated 8 lbs of food for our club	
4/25/2020	4-H Day of Service- Picked up 1.5 miles of trash on Southern Drive with my club	

Participation

*This is an accumulation of your 4-H years.
Add the current year to the previous items listed.*

This section is where you should list experiences at the club, county, state, or national levels. Include each projects' meeting attendance in the spaces provided.

Levels

- Club- activity by one or more clubs.
- County- activity by your county.
- State- activity at the state level.
- National- activity by National 4-H.

Examples may include:

- ✿ Attending 10 Club Meetings of the 4-H 101 Club
- ✿ Making a poster for carnival or 4-H week is a county opportunity (not leadership)
 - Decorating for carnival is a county opportunity, not leadership, however, being a member on the carnival decorating committee or being a chair of that committee would be leadership.
- ✿ 4-H Council Chili Bingo Fundraiser
- ✿ Attending a presentation is participation. Record if it was a club opportunity, county, state, or other.
- ✿ County provided project classes
- ✿ Competitions including Showcase Showdown, Fair, Judging Contests, etc.

My 4-H Story

A separate story is to be completed for each year in which the member has enrolled.

My 4-H Story is where members get to tell their involvement in the program. Remember this is a story, not one or two lines. Emphasize your personal growth and development experienced through 4-H.

- ✿ Introduce yourself
- ✿ Highlight all your 4-H projects and activities, not just Fair.
- ✿ What did you do in 4-H that you enjoyed the most?
- ✿ What did you think was the most successful part of your 4-H year?
- ✿ What did you learn in 4-H this year?
- ✿ Tell about any problems you might have had this year in 4-H.
- ✿ Explain how 4-H helped you become a better leader and citizen
- ✿ What will you apply to your life?
- ✿ How was your year important to you?
- ✿ Tell about your future plans in 4-H!

Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals, and impacted your use of leisure time. Tell about your future plans and the career you want to pursue.

You may want to elaborate on your leadership and community service experiences!

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	Edit
9/9/2019	4-H 101 Club- Demonstration on Eggs From Different Poultry	 
4/25/2020	4-H Day of Service- Picked up 1.5 miles of trash on Southern Drive with my club	 
9/30/2020	4-H 101 Club- Attended 8 of the 11 meetings	 

[+ 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	Edit
8/2/2018	Campbell County Fair	 
6/27/2019	4-H Camp	 
8/3/2019	Campbell County Fair	 
10/4/2019	Achievement Night	 
3/16/2020	Project Week- Attended Interior Design and Horse Health Classes	 
8/2/2020	Campbell County Fair	 

[+ 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
8/13/2019	Wyoming State Fair	 
4/25/2020	State Wool Judging Contest	 
6/18/2020	Showcase Showdown	 
8/12/2020	Wyoming State Fair	 

[+ PARTICIPATION](#)

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?

[edit](#)

Pictures & Clippings

This section is to be completed for each year as well as each project area in which the member has enrolled.

This section is for photographs and clippings that document your 4-H year. Include or mention your projects, volunteering, and any events you attended.

Do:

- ✿ Use Action Shots – you working with your animal or in the middle of creating your project
- ✿ Look in the newsletter for pictures or mentions of you!
- ✿ Make sure to date and caption all photos- Tell us what's happening!
- ✿ Use pictures that are applicable to your 4-H year
- ✿ Try to select photographs that will show your personal growth experiences in the project areas.

Don't:

- ✿ Use only pictures from Fair
- ✿ Use only posed shots
- ✿ Treat these 2 pages like a scrapbook

NOTE: Don't include ribbons, certificates, or other items. This is not a scrapbook!

OTHER PARTICIPATION

*This is an accumulation of your years.
Add the current year to the previous items listed.*

The other participation section is where we can see how active you are elsewhere in the community. Examples of participation may include: FFA, German Club, Church choir or youth group, athletic teams, dance, rotary club, etc.

Include leadership, community service, and awards and recognition received within the organization.

Photo Upload



Select a file to upload:



CHANGE

REMOVE

ROTATE

(Caption)

4-H Camp Counselor Training

CANCEL

OK

Project Pictures

Attach up to nine (9) pictures with the date and a caption that best capture your project! (only .jpg or .png formats accepted)

insert any general pictures of your 4-H year in your Involvement report!

3/15/2020- Project Week Visual Arts Class

[Edit](#) [Delete](#)

+ ADD PHOTO

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
10/25/2019	Girl Scouts- Served at the Soup Kitchen.	Community Service	✍️ ✖️
1/6/2020	Intramural Basketball- Placed 3rd Overall	Awards	✍️ ✖️
2/21/2020	FFA- National 4-H Week- Served Pancakes at the high school to 52 students.	Leadership	✍️ ✖️

+ PARTICIPATION

Submitting Your Record Book

Printing Blank Record Books:

1. From the Record Books Screen, select the 4-H Involvement or Project Reports you wish to download/print/submit, make sure it is highlighted in yellow.

2. In the black drop-down menu to the left, select View Blank Project

3. You can then download/print that file.

Downloading/Submitting Record Books:

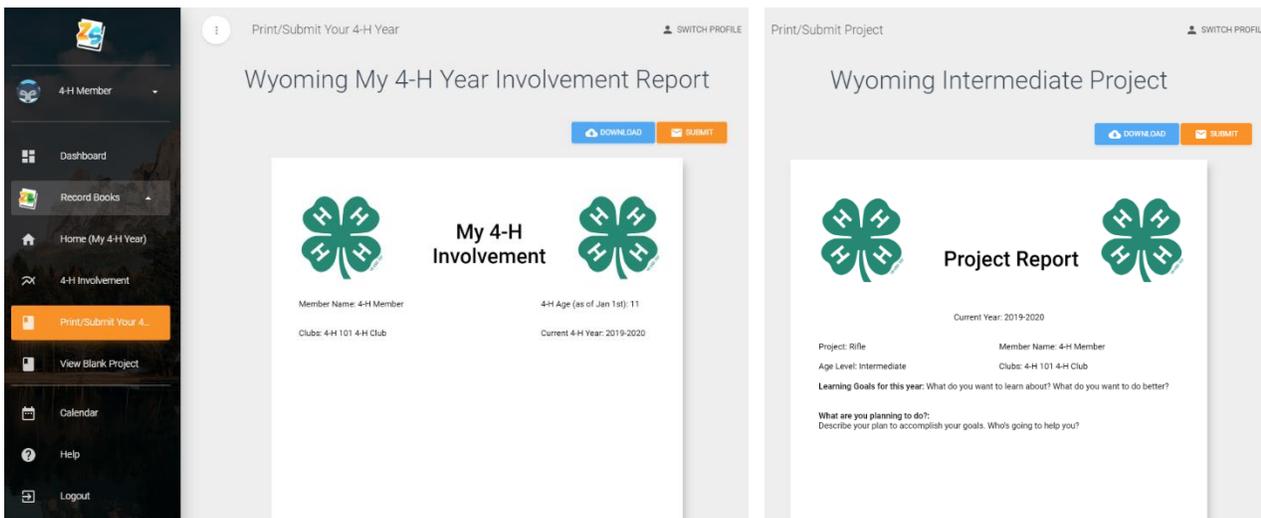
After you have entered all of your project information for each project and have completed your 4-H Year Involvement, you are ready to submit/download/print your record book!

1. From the Record Books Screen, select the 4-H Involvement or Project Reports you wish to download/print/submit, make sure it is highlighted in yellow.

2. In the black drop-down menu to the left, select Print/Submit Project

3. You can review the record book and go back before finishing. If there are no changes to be made, download/print/submit that file.

4. Repeat this process for all other 4-H Involvement and Project Reports.



*Congratulations! You have completed your record book!
Don't forget to save and print and turn in to the Extension Office!*