

URI 4-H Record Book Instructions

The goal of the 4-H record book is to give members an opportunity to reflect on their yearly 4-H work. Youth learn to document their skill development, measure progress and record their learning experiences. Completed record books (sections 1-8) must be submitted to the 4-H State Office by October 30th (with the leader’s recommendation for those in clubs).

Content

- **This record book is intended to chart and reflect your 4-H work; do not include activities completed outside 4-H or for credit in school, church, or with another group.** This includes any work done for a school assignment, done for a merit badge in Girl Scouts or Boy Scouts, for FFA competencies, for home schooling requirements or credit, for church requirements, etc...
- 4-H members should type their own record book. A club volunteer may interview the member if the member asks for an accommodation based on age or disability. Remember, this is to chart the **youth’s** progress and their spelling and use of language helps show their age and progress.
- If a 4-H event is listed as a checkbox option in one section, do not rewrite that event into another section. Items can only be used only once and only in one section.
- Certain sections are divided into *State Level & Above* and *Local Level*. State Level & Above events/activities are sponsored or planned in consultation with the URI 4-H Office and open to all RI 4-H members (often advertised through the URI 4-H listserv).

Awards

- To earn a state medal, you must complete in-depth leadership and community service, for which you assume major responsibility with planning and executing.
- View the list of state medal 4-H project pins: <http://shop4-h.org/collections/project-pins>.
- It is OK not to get the highest award! You are working towards the goal of a state medal, which might not happen every year. If you learned in 4-H this year, made friends and had fun then you had a successful year!

RECORD BOOK AWARD LEVELS & REQUIREMENTS			
Achievement	Honors	Special Honors	State Medals (max. 2 a year)
1 Project 1 Activity	2 Projects 2 Activities 1 Presentation	2 Projects 4 Activities (at least 2 State Level & Above) 2 Presentations (at least 1 State Level & Above) 1 Community Service 1 Leadership	2 Projects 4 Activities (at least 2 State Level & Above) 2 Presentations (at least one State Level & Above) 2 Community Service (at least 1 State Level & Above) 2 Leadership (at least 1 State Level)

Use additional pages if needed for a section.

RI 4-H RECORD BOOK

1. Member Info

Year	Oct, 20__ - Sept 30, 20__	Insert Photo
Name		
Email		
Club		
Years in 4-H		
Club Leader's Signature		

2. My 4-H Story

Instructions: This is an opportunity to tell us about: your family; why you joined 4-H; what your club did this year; what you liked or didn't like doing; something you would like to improve; your goals; if you think your 4-H work will help you in the future. Also consider: What are you proud of in 4-H this year? What awards have you won, what lessons have you learned? You don't have to do all these things, use this section to tell us about your 4-H year. Minimum of 3 sentences, maximum of 2 pages!

3. Project 1

Instructions: List at least 6 times that you worked on this project (events, contests, activities, lessons, club work, fairs...) to earn state medals. If you list caring for an animal, make sure that you also show how you learned about that animal through clinics, workshops, displaying topic exhibits, etc. Be specific so the judges understand what you did.

Describe your project goals, details, and what you learned this year:

What did you do **at home or in your club** to learn about or complete this project?

1)

2)

What did you do **away from home or local club meetings** to complete this project?

3)

4)

5)

6)

7)

Project Inventory
 List (in relation to your project) art projects produced, animals you raised or cared for, titles of talks, baking items, woodworking items, tractors you worked on, etc. Include a very short description (*Ex. Alex, 12-year-old Coonhound dog*). What did you produce, create, raise, take care of, etc.?

TIME Average hours/month ____ X months this year ____ = Total Time ____

Income (description)	\$	Costs (description)	\$

TOTAL Income \$ _____ - TOTAL Costs \$ _____ = _____

Use additional pages if needed for a section.

4. Project 2

Instructions: List at least 6 times that you worked on this project (events, contests, activities, lessons, club work, fairs...) to get state medals. If you list caring for an animal, make sure that you also show how you learned about that animal through clinics, workshops, displaying topic exhibits, etc. Be specific so the judges understand what you did.

Describe your project goals, details, and what you learned this year:

What did you do **at home or in your club** to learn about or complete this project?

1)

2)

What did you do **away from home or local club meetings** to complete this project?

3)

4)

5)

6)

7)

Project Inventory
 List (in relation to your project) art projects produced, animals you raised or cared for, titles of talks, baking items, woodworking items, tractors you worked on, etc. Include a very short description (Ex. Alex, 12-year-old Coonhound dog). What did you produce, create, raise, take care of, etc.?

TIME	Average hours/month _____ X months this year _____ = Total Time _____
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Income (description)	\$	Costs (description)	\$

TOTAL Income \$ _____ - TOTAL Costs \$ _____ = _____

5. 4-H Activities

Check off or write in all that apply. For local level activities, list anything done in 4-H outside your regular club meetings where you learned about or displayed your RI 4-H projects.

State Level & Above 4-H Activities	Local Level 4-H Activities
<ul style="list-style-type: none"> <input type="checkbox"/> Big E Animal Program <input type="checkbox"/> Greens Workshop <input type="checkbox"/> 4-H Awards Banquet <input type="checkbox"/> Photo Fine Arts Fair <input type="checkbox"/> Summer Fair (ERI) <input type="checkbox"/> Summer Fair (NRI) <input type="checkbox"/> Summer Fair (SRI) <input type="checkbox"/> Summer Fair (WCF) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Club Field Trip ___/___/___ To: _____ <input type="checkbox"/> Club Educational event ___/___/___ Event: _____ <input type="checkbox"/> _____

6. Public Presentations

Check off or write in all that apply. Talks must be delivered through 4-H or be directly tied to 4-H.

State Level & Above Public Presentations	Local Level Public Presentations
<ul style="list-style-type: none"> <input type="checkbox"/> Big E New England Center Title: _____ <input type="checkbox"/> District Public Presentations Contest Title: _____ <input type="checkbox"/> State Public Presentations Contest Title: _____ <input type="checkbox"/> WCF Farm School Title: _____ <input type="checkbox"/> Spoke at RI 4-H Awards Banquet <input type="checkbox"/> Spoke at RI 4-H Club Foundation Meeting <input type="checkbox"/> Spoke at RI 4-H fair committee meeting <input type="checkbox"/> Wrote or was quoted in an article for a news outlet about 4-H or my project.. Where: _____ <input type="checkbox"/> _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Led pledge at club meeting ___/___/___ <input type="checkbox"/> Gave speech for officer position ___/___/___ <input type="checkbox"/> Poultry/ Rabbit Showmanship ___/___/___ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

7. Community Service and Citizenship

Check off all that apply or write in. Remember that anything done for personal, family, or club gain is not considered community service. Quality community service is meaningful, impactful, and usually completed over a period of time.

State Level & Above Community Service	Local Level Community Service
Fair Clean up: <input type="checkbox"/> NRI <input type="checkbox"/> SRI <input type="checkbox"/> ERI <input type="checkbox"/> WCF <input type="checkbox"/> Public Presentations helper <input type="checkbox"/> Photo Fine Arts helper <input type="checkbox"/> WCF 4-H Exhibit Hall or other nonprofit booth volunteer <input type="checkbox"/> 4-H Fair Fundraiser helper <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Club Community Service Project: _____ _____ <input type="checkbox"/> Club Community Service Project: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Total Hours of Community Service this year:	

8. LEADERSHIP

Check off all that apply or write in. List all 4-H activities where you have learned about leadership or assumed leadership roles or responsibilities.

State Level & Above Leadership	Local Level Leadership
<input type="checkbox"/> Teen Retreat <input type="checkbox"/> Junior Conference <input type="checkbox"/> Leadership training led by 4-H Staff: _____ <input type="checkbox"/> 4-H Fair Planning Meeting <input type="checkbox"/> Filled out more than 3 program surveys to improve the quality of RI 4-H Programs <input type="checkbox"/> Teen rep. on Big E Committee: _____ <input type="checkbox"/> State Awards Night Committee <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Club Officer: _____ <input type="checkbox"/> Club Officer: _____ <input type="checkbox"/> Created and led lesson for club __/__/__ Lesson: _____ <input type="checkbox"/> Ran club event __/__/__ Event: _____ <input type="checkbox"/> Mentored another youth in any 4-H project area: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Total hours working on Leadership this year:	

8. Supporting Records

Supporting records can be score sheets, programs with your name, or photos of you and your projects. Maximum of 2 pages. Ribbons and rule packets for contests cannot be submitted.

Use additional pages if needed for a section.

Judge's Scoring Sheet

This sheet is to be filled out by the State RI 4-H judge only.

General Feedback:			
<input type="checkbox"/> Incomplete. Circle the missing section(s): 1 2 3 4 5 6 7 8 <input type="checkbox"/> Complete			
Circle or highlight anything that the youth should work on for higher awards..			
<i>Achievement</i>	<i>Honors</i>	<i>Special Honors</i>	<i>State Medals</i>
1 Project 1 Activity	2 Projects 2 Activities 1 Presentation	2 Projects 4 Activities (at least 2 State Level & Above) 2 Presentations (at least 1 State Level & Above) 1 Community Service 1 Leadership	2 Projects 4 Activities (at least 2 State Level & Above) 2 Presentations (at least one State Level & Above) 2 Community Service (at least 1 State Level & Above) 2 Leadership (at least 1 State Level & Above)
Comments & Recommendation:			
<input type="checkbox"/> Achievement	<input type="checkbox"/> Honors	<input type="checkbox"/> Special Honors	<input type="checkbox"/> State Medals: 1. _____ 2. _____