



UW-MADISON EXTENSION

Extension Dunn County
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Updated September 5th, 2024

Dear Club Leaders:

Thank you to all that helped with the success of the 2024 Dunn County Fair! We truly could not have done it without your hard work and dedication! Now it is time to shift gears and focus our attention to the 4-H Record Books and Fall Award process. The information is outlined below; please let us know if you have any questions.

The 2024 schedule for record books and awards:

Now – September Record books are due to the clubs from now through September. Each club may establish their own specific due date. Clubs review and nominate members for awards based on the record books. **A Club Level Evaluation Form Example has been included in the packet to help you with the process on pages 4-5.** The Extension Office has additional copies, if needed.

Thursday, August 22nd **Leaders Council Meeting, 6:30-8:00 pm, Room 101, Community Services Building.** Member and Club Officer Record books can be turned in if they are ready.

Thursday, September 20th **Club representatives for the Record Book Evaluation Sessions need to be identified and their names submitted to the Extension Office. Form on page 9.** Parents, project & activity leaders, and alumni may be representatives. **Each club should be represented.**

Thursday September 26th Member and Club Officer Record books should be brought to the judging day **Books can be accepted before this date, but late books cannot be accepted.**

Thursday September 26th Fall Awards Packets are due.

Thursday September 26th County Record Book Evaluations, all project areas. **County Government Building. 6:30pm – 9:30pm (Sign up on page 9).**

Mid-October **All awards available for individual club pick up from the Extension Office.**

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4-H RECORD BOOK PROCESS – Please turn in record books by Thursday, September 26th.

Record Books are meant to give members the chance to track their activities, events, projects, skills developed, and lessons learned. It's a way for youth to reflect on the year, think critically about their successes, and healthily process any losses. Remember Record Books should be an interactive learning opportunity, where they set personal goals and develop strategies for achieving them next year.

The Record Book Process

- I. Set a Record Book due date on the club level
- II. Club Level Record Book Evaluation
- III. County Level Record Book Evaluation
- IV. Record Book Awards

The Record Book Process in Detail

- ✚ **Set a Record Book due date on the club level** - Make sure to give your club leaders enough time to go over the books, evaluate, and select Record Books to be honored. These select Record Books will be up for disc and award consideration on the county level. Remember, the county level Record Book can be brought to the judging day.

Note: Please consider setting your club level due date at least one week before the County Level due date in order to give your members time to make adjustments or changes according to Club Level Evaluation recommendations.

- ✚ **Club Level Record Book Evaluation** – The Club Level Record Book Evaluation form has two functions; (1) to rate Record Books on the club level and (2) to determine if a book should be sent on to county level to be considered for project awards, if the member is applying. An example of this form can be found later in this pack on page 4-5.

Note: Only turn in record books for county level evaluation if you are recommending them for special county awards. Even if a member is applying for a county award, you do not have to send the book if it's not up to standards. You do not send all books.

- ✚ **County Level Record Book Evaluation** – After clubs submit their acclaimed Record Books, a Record Book Judging team composed of volunteers from all of the clubs will evaluate each book on the County Level. A sign-up sheet for this process is located on page 9. The evaluation form will be the same as club level. Members should be given time to update their books based on club level recommendations.

- ✚ **Record Book Awards** – The club leaders may hold recognition of 4-H members for their record books and project accomplishments in the local 4-H club. There will also be county level awards ordered and given to the clubs for the members in all projects where the committee of leaders making the awards selection deems books worthy. The Leaders Council has developed a quota system of county project awards, determining how many project awards are given for each area. That quota this year is 1 for every 5 members enrolled. Junior members are eligible for pins and junior achievement awards. All members may apply for a plaque (one), disc (one per year), or award certificate at the club level. Club leaders will determine these awards.

Tips and Guidelines for Judging Record Books

1. Be Constructive, But Gentle

The record book process is all about the learning, so we need to make sure we are helping our members learn how to grow and become better in their record keeping, self-advocacy, and professional writing skills.

- a. That means we will have to give constructive criticism about their records. We need to be gentle in how we give that criticism, however. Here are some examples in how to do that:
 - i. "Make sure you double check your spelling."
 - ii. "Make sure to take your time when writing."
 - iii. "Great job with the project! Next year I'd like to see you talk about ____."
 - iv. "You worked really hard in this project! What goals did you set?"

2. Look for Growth

- a. Remember we are trying to teach them how to showcase their achievements in a way they can use as they enter the next stage in life: college or the job market. Here are some ways to look for growth:
 - i. Look at their resume. Are they listing a depth of activities? Are they describing a variety of achievements there?
 - ii. Look at their cover letter. Are they highlighting experiences that show ways they have gone above and beyond?
 - iii. Look at their reflections. Do they talk about what they learned? What didn't go well? How they built upon what they knew? Do they set goals for next year?

3. How do I compare different formats fairly?

- a. If they don't have the correct format, remember all record books will include the things listed below. Also share with the member so they can put an emphasis on them next time.
 - i. Cover information
 - ii. Cover Letter
 - iii. Resume
 - iv. Supporting Documentation for Each Project
 1. Goal Setting
 2. Financial Records
 3. Reflection 1
 4. Reflection 2
 5. Reflection 3
 6. Project Table Listing
 - v. A Written and Visual Component that has Evidence of Effort
- b. If you have a record book that really stands out-share why with the other members. It's our goal to help them learn to keep records and show themselves off the best way they can. It's all about the learning!

4. Thank the member for their time spent on the record book and thank them for the work they do in the club.

Record Book Evaluation Form: Front Page Example

Record Book Evaluation Form

(For Evaluation Use Only, Please Circle)
Club or County Evaluation

Member Name: June Clover

Project: Horse

Rubric Directions: There are essentially four components to evaluating Record Books (1) the Cover Page, (2) the Resume, (3) the Cover Letter, and (4) the Supporting Documentation. Each has specific sections to be evaluated. Please review each section and circle any requirement in that section *if it is not included* in the record book. Apply points accordingly.

Excellent (5 Points) – If section is complete, 4-H record book receives 5 points.

Good (3-4 Points) – If one or two items listed on the form are missing, please circle item, 4-H record book receives 3-4 Points.

Fair (1-2 Points) – If more than two items are missing, please circle items, 4-H record book receives 1-2 Points.

"I cannot find this" or comments – If you cannot find an **ENTIRE SECTION** listed, please mark the last box with an "X"; You may also use this space to make a comment on each section.

Finally add all points together. Maximum amount of points is 100.

Judging goal of record books is to celebrate and recognize member's achievement.

| | EXCELLENT 5 Points | GOOD 3-4 Points | FAIR 1-2 Points | "I cannot find this section" and/or Comments Mark with "x" to indicate. |
|---|----------------------|-------------------|-------------------|--|
| Record Book Cover Page | | | | |
| 1.) Cover Page includes: member name and photo; participation table; Disc and County Project applied for. | 5 | | | Looks great! |
| Resume | | | | |
| 2.) Objective includes: objective written as a complete sentence; matches project applied for; correct <u>grammar/spelling</u> | | 3 | | More than 3 errors! |
| 3.) Education includes: correctly spelled school name & address; years in school as of October 1 st of this year; graduation date | 5 | | | |
| 4.) Leadership includes: name of leadership role/s; brief description of duties; years in both 4-H and non-4-H activities. | 5 | | | Wow! Impressive! |
| 5.) 4-H Projects include: projects listed that relate to this award and years enrolled. | 5 | | | |
| 6.) School & Community include: lists significant activities such as sports, organizations, church, etc. and list years participated. | | 4 | | No community activities listed |
| 7.) Achievements include: lists any awards; honors; and other successes and year received. | 5 | | | |
| 8.) References include: <u>3 or more references that directly relate to project.</u> | | | | 1 only listed... |
| First Page Total Points | 25 + 7 + 1 = 33 | | | |

Continue Evaluation on Back

Record Book Evaluation Form: Back Page Example

Record Book Evaluation Form

Once you are finished adding all the points. Please make final comments on Record Book here:

Missing a few items but overall
you did a good job!



| | EXCELLENT 5 Points | GOOD 3-4 Points | FAIR 1-2 Points | "I cannot find this section" and/or Comments Mark with "x" to indicate. |
|---|------------------------------|-------------------|-------------------|--|
| Cover Letter | | | | |
| 9.) Address Line includes: correct return address; and correct recipient address. | 5 | | | |
| 10.) Subject Line includes: complete and accurate information, includes county award and disc applied for. | 5 | | | |
| 11.) Introduction Paragraph includes: 3 or more reasons for consideration; complete and accurate information. | 5 | | | |
| 12.) County & State Paragraphs include: 2 or more reasons for consideration; complete and accurate information. | | 4 | | only listed 1... |
| 13.) Summary Paragraph includes: complete and accurate summary of what was learned this year in 4-H and in project. Includes how member shared project with others. | 5 | | | |
| 14.) Closing includes: complete and accurate information. | 5 | | | |
| Supporting Documentation | | | | |
| 15.) Evidence of Goal Setting include: clear state of goal; why goal was set; correct grammar/spelling. | | | | X |
| 16.) Financial Records include: <u>clearly documented record</u> ; correctly documented money spent and earned from project. | | | 2 | organization was messy |
| 17.) Reflection includes: paragraph for both highlights and lowlights during the project; <u>paragraph that explains growth and sharing of a project</u> and paragraph that describes next year's improvements; <u>correct grammar/spelling.</u> | | 3 | | Not in grammar. Could expand Paragraph more |
| 18.) Project Listing by Year: All should be present, none should be missing. | 5 | | | |
| 19.) Written & Visual Components include: written (printed or hand printed) & visual components (pictures, newspaper clippings, certificates, tags, graphics) that illustrate experience. | 5 | | | |
| 20.) Evidence of Effort include: overall neatness; organization style; thoughtfulness; and creativity. | 5 | | | wonderful! |
| TOTAL POINTS | | | | |
| | $33 + 40 + 7 + 2 = 82 / 100$ | | | |

CLUB OFFICER BOOK - Please turn in your Club Officer Book with your selected record books. (Optional for club award)

The Club Officer Book is the summary of members, leaders, activities, attendance, financial reports, accomplishments, and an overall narrative of these accomplishments each year.


The task of completing the club officer book is shared by these people: the club president, vice president, secretary, treasurer, and reporter; under the guidance of the general and assistant adult leaders who work with the club officers.


This information packet is essentially a tool to give you, the club officers, a foundation on how to take records throughout the year, and how to summarize or wrap up the information at the end of the year. The outline below will illustrate how the information should be ordered, then breaks down what is expected in each section. However, feel free to change up formatting or processes to fit your work style, as long as you provide all the information that is asked of you clearly.


The Club Officer Record Book Outline


- I. Title Page
- II. General Leader(s) Name and contact information
- III. Officer Names and Roles
- IV. The Agendas from club business meetings
- V. Secretary Reports
- VI. Treasurer Reports/Financial Statements
- VII. A member list and attendance
- VIII. A summary of the year's activities

The Club Officer Record Book Sections in Detail:

-  **Title Page** - The first page included in the Club Officer Record Book - should include the name of the club and the year

-  **General Leader(s) Name and contact info** - List your 4-H club's adult leaders. General leaders and assistants must be listed; you may also include other certified adults who work with the club in any capacity. Please include contact information - phone, email, and address - for each person

-  **Officer Names and Roles** - List all officers and their positions.

-  **The agendas from club business meetings** - It is the responsibility of the club president or vice president to provide the agendas from club business meetings.

-  **Secretary Reports** – It is the responsibility of the club secretary to provide the year's-worth of secretary reports.

- Treasurer Reports/Financial Statements** – It is the responsibility of the club treasurer to provide the year’s-worth of treasurer reports. Each club probably has a separate treasurer’s book that is handed from treasurer to treasurer. This may make it easier to have the club treasurer enter (1) a summary of the finances, (2) the incoming money, (3) and the expenses into your Club Officer Record Book. This will become part of your 4-H club’s overall records for the year, all kept in one place.
- Member List and Attendance** – Provided by the secretary or vice president in whatever format the club uses
- Summary of the year’s activities** – This could be the job of the historian, club scrap booker, or officer team, etc. Include pictures and/or other artifacts

If you include all of these sections in your Club Officer Record Book, you will have a complete and accurate record of what your club planned and accomplished in the past year.

Club Officer Book Evaluation Form

Club Name: Sample

Rubric Directions: There are essentially six components to evaluating Club Officer Books (1) General Leader and Officer Summary, (2) Agendas from the year (3) The Attendance Record, (4) The Financial Record, (5) Minutes of Club Meetings, (6) Summary of the Year’s Activities. Each has specific sections to be evaluated. Please review each section and circle any requirement in that section *if it is not included* in the record book. Apply points accordingly.

| | EXCELLENT 5 Points | GOOD 3-4 Points | FAIR 1-2 Points | "I cannot find this section" (Mark with "X" to indicate) and/or Comments |
|--|----------------------|-------------------|-------------------|--|
| Title Page and Leadership Summary | | | | |
| 1) Title Page: First page included. Make sure to state the name of your club and the year. | | X | | Make sure to capitalize |
| 2) General Leader(s): List General Leader(s) full names and contact info. | X | | | |
| 3) Officer Names and Roles | X | | | |
| Agendas | | | | |
| 4) Agendas: Provide the agendas from club meetings for the year. | | | X | Make sure agendas have specific business listed |
| Attendance Record | | | | |
| 5) Attendance Record: Should be included for every meeting held as a way to track participation | X | | | |
| Financial Record | | | | |
| 6) Financial Record: Must include (1) a summary of the finances, (2) the incoming money, and (3) the expenses. Documentation should show reports throughout the whole year. | X | | | |
| Minutes of Club Meetings | | | | |
| 7) Minutes/Secretary Reports: Secretary reports/minutes should be present for all meetings throughout the year. | | X | | Make sure to use a notes format that includes the whole meeting |
| Summary of Year’s Activities | | | | |
| 8) Using narrative, pictures, scrapbooking, or other formats, provide a summary of the club’s activities for the year. | X | | | Excellent summary! |
| Overall | | | | |
| 9) Uses correct spelling and grammar | | | X | |
| 10) Neatly compiled | | X | | |
| TOTAL POINTS: | | | | $35 + 10 + 2 = 47 / 55$ |

/50

Final Comments on Record Book can be made on back side of page.

Club Name: _____ General Leader Name: _____

FALL PACKET

This packet is meant for you to complete and return to the Extension office before or by County level awards judging, date to be determined by Leader's Council. You have been provided an Awards Packet Checklist below. This is meant to help you keep track of all the items that are due to the Extension office. *Please use this page as the cover page of your fall packet when you have completed all of pages 9-15.

If you would prefer these sheets physically, please contact Melissa Burke at melissa.burke@wisc.edu or 715-232-1636.

Fall Awards Packet Checklist

- Turn in excellent record books
- Turn in Club Officer book
- List of County Level Judges from your club
- List of Leaders Council Representatives from your Club
- Club Level Youth Awards
 - Junior 4-Her - Membership Pins
 - Senior 4-Her - Membership Pins
 - Club Project Awards - Disc & One Plaque
 - Club Youth Leadership Awards - Disc & Certificate
 - Junior Achievement Awards - Certificate
- County Level Youth Awards
 - County Project Awards - Medal
 - Honor and Cloverbud Awards - Certificate
 - Top Club Award - Certificate
- Adult Leader Awards
 - Volunteer Years of Service - Pin & Certificate

If you have any further questions about the 4-H Fall Awards System or specifics on completing the following pages, please contact the Extension office for assistance.

******When filling out the forms please make sure you use the correct spelling******
Awards will be ordered with the spelling that you list.

Club Name: _____ General Leader Name: _____

County Level Record Book Evaluation

The County Level Record Book judging process requires each club to allocate at least one judge to the team and more according to Record Books submitted. Judges needed: At least 1 judge per club, plus 1 judge per 10 Record Books submitted for county level evaluation.

The judge allocation should follow this pattern:

- 1 - 10 books submitted = 2 judges from your club
- 11 - 20 books submitted = 3 judges from your club
- 21 - 30 books submitted = 4 judges from your club
- *continue to follow pattern for 30+ books submitted*

| The following adults from our club will assist with Record Book Evaluation: | | | |
|---|------------|--------------------|-------------|
| Date | Judge Name | Judge Phone Number | Judge Email |
| Thursday, September 26th 6:30-9:30pm | | | |
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Cloverbud Certificate – Certificate

This is certificate is meant to recognize all Cloverbud members, grades K-2, in your 4-H Club. A recipient may only receive this award once, each year.

***Due to current 4-H Online limitations, the Extension office will order Cloverbud Certificates.**

Volunteer Years of Service – Pin & Certificate

The Volunteer Year of Service Pins are meant to honor and recognize the hard work and dedication of 4-H Volunteer. Adult Leadership is recognized with a pin and certificate on significant years.

For more information on this section, please see page 6 of the Awards Packet.

Due to current 4-H Online limitations, the Extension office will order years of service pins for eligible volunteers.

Club Project Award Discs & Plaques – Please see page 3 of the Awards Packet for more information.

| Indicate how many discs your club needs. If you do not see one, please indicate in the "other" | | | | | |
|--|--|--------------------|--|--|--|
| Aerospace | | Drawing & Painting | | Photography | |
| Achievement | | Electricity | | Pigeons | |
| Archery | | Exotic Animal | | Plants | |
| Arts & Crafts | | Flowers | | Poultry | |
| Barn Quilt | | Folk Art | | Rabbits | |
| Beadwork | | Foods & Nutrition | | Robotics | |
| Beef | | Food Preservation | | Scrapbooking | |
| Cake Decorating | | Fruits | | Self-Determined | |
| Candy Making | | Game Bird | | Sewing | |
| Cats | | Goats | | Sheep/Lamb | |
| Ceramics | | Health | | Shooting Sports | |
| Citizenship | | Home Environment | | Softball | |
| Clothing | | Horses | | Soil Science | |
| Computer | | Houseplants | | Swine | |
| Creative Writing | | Jewelry Making | | Theatre Arts | |
| Crochet | | Leather Craft | | Tractors | |
| Crops | | Leadership | | Vegetables | |
| Cultural Arts | | Legos | | Vet Science | |
| Dairy | | Music | | Waterfowl | |
| Dog | | Mechanical Science | | Woodworking | |
| Other: | | Other: | | Outstanding Youth Leader (from next page) | |
| Other: | | Other: | | Wood Plaques (list names on the bottom of this form) | |
| Other: | | Other: | | | |

Wood Plaques - Please list names with correct spelling below

Club Youth Leadership Awards - Please see page 4 of the Awards Packet for more information and guidelines.

Club Youth Leadership Awards - Disc & Certificate

This award is meant to honor 4-H members that have demonstrated outstanding leadership development. This award may be received regardless of project enrollment. A recipient may only receive this award once.

Note: In awarding this recognition, be sure to consider the LEADERSHIP roles, not just participation in activities.

| Member First and Last Name | Specific Examples of Leadership Roles |
|----------------------------|---------------------------------------|
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Junior Achievement Award

Junior Achievement Award – Certificate

This award is meant to honor junior 4-H members who have completed outstanding project and club work illustrated through their record book. It is received by a select few 4-H members in grades 3rd – 6th who have completed particularly excellent work. A recipient may only receive this award once.

| Member First and last Name | Current Grade | Reflection / Comments on Record Book |
|-------------------------------|------------------|---|
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County Project Awards

County Project Awards – Medal

This award is meant to honor 4-H member who have done an exceptional job and gone beyond the minimum requirements of the project. It is received by a select few 4-H members who have accomplished particularly excellent work. A recipient may only receive one medal a year. ***Record book Needs to be at the County Judging to qualify.**

Guidelines for County Project Awards

- The member sustainably increased skill and knowledge on project.
- The member's attitude toward the project are confidently reflected in interest, effort, time spent, ambition, and originality of project.
- The member's growth and development of the project. May be measured by size, amount of work, number of responsibilities added, etc.
- The member did not / does not have to show at the fair to have excelled in project.

Additional Information

- Members may be nominated for any project in which they have applied.
- The number of awards given in a project will be guided by county enrollment in that project (1 for every 15 members).
- These awards are based on project records and activities.

| Member First and Last Name | Project Description Please be specific |
|-------------------------------|---|
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HONOR

Honor Certificate – Certificate

This is certificate is meant to honor members who have excelled in more than one project and/or a member that is receiving the Club Youth Leadership award. A recipient may only receive this award once, each year. For more information, see page 5 of the Awards Packet.

Note: Please list the 2nd project the member exceeded in, not the project they are receiving a disc in this year.

| Member First and Last Name | Honor – Project | Member First and Last Name | Honor – Project |
|----------------------------------|-----------------|----------------------------------|-----------------|
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