**Price County 4-H Record Book Process**

Each 4-H member in Price County is encouraged to complete a Record Book to showcase their project development throughout the year. The following documents and procedures are encouraged for everyone, but each club has the discretion to modify or change these guidelines for fulfillment of their record book requirements.

If a member intends to submit their records for County-wide award(s) consideration, please refer to the checklist at the end of this document. Also available online at the Price County UW-Extension website under Record Book.

**General Outline for Record Books:**

* Submission of **one** of the approved Record Book Formats
  + These formats may include:
    - Traditional Book, PowerPoint or Similar Presentation, Website or webpage, Other, as approved by 4-H Agent

**Approved Record Book Formats**

* **Traditional 4-H Record Book** – A traditional 4-H Record Book using latest requirements and forms available. The latest and current version of the traditional book will be posted on the Price County UW-Extension website under the Record Book tab.
* Submission must be in paper format using the tradition Green Book.
* **PowerPoint, Prezi or Similar Presentation** – A visual software or web application presentation of 4-H records and member’s learning and reflection.
* Presentations must include at least thirty (30) slides/views with font large enough to read.
* 4-H Project Records can be incorporated into the presentation for each project.
* Submission for PowerPoint presentations must be printed slides large enough to read without strain. Prezi or similar presentations can be submitted via flash drive or web link if printing is not feasible.
* **Webpage or Website** – A visual software or web application presentation of 4-H records and member’s learning and reflection.
* Should include a navigation bar to organize your webpage(s).
* 4-H Project Records can be incorporated into the webpage or website for each project. Submission shall be via print. If printing is not feasible, then a web link submission will be accepted.
* **Other format -** with Approval of 4-H Agent by no later than March 1st of the submission year.

**Price County 4-H RECORD BOOK CRITERIA:**

All 4-H Record Books in Price County will be evaluated based upon the following criteria, which should be included in the appropriate format selected by the member and/or club:

1. Cover Page
2. Evidence of Goal Setting
3. Financial Records
4. Reflections
5. Evidence of Effort

* **Evidence of Goal Setting**:
  + Purpose is to illustrate that the member has set goals for the 4-H year overall: examples may include goals for 4-H activities or 4-H projects.
  + Goals should showcase higher educational expectations, not simply being awarded a ribbon or showcasing at the fair. Examples may include: increase responsibility or teach other project members, etc.
* **Financial Records:** 
  + Purpose is to illustrate that the member has documentation of financial records for each 4-H project (i.e. budget with record of income, expenses and hours spent).
  + Complete the financial section of the 4-H Project Record sheet for each project OR develop an appropriate method of his/her own design. If creating a new design, it must be included in the 4-H projects section.
* **Reflections:** 
  + A reflection is a story of a member’s learning or a way of looking back on what happened and what was accomplished; sharing highlights and challenges.
  + Members can either complete the questions included in the traditional record book to process reflections or include reflections as a part of their selected format.
  + Include one paragraph of project highlights, one paragraph of lowlights and one paragraph of growth and how the member shared his or her learning.
* **Evidence of Effort**:
  + Each 4-H record must have evidence of effort including but not limited to: neatness, organization, thoughtfulness, creativity.
  + Each 4-H record should include all the necessary components, address each area of criteria and be complete.
  + Records from last year are not needed at the county level and can be left out of the book.