



## RECORD BOOK INSTRUCTIONS

According to the Standing Rules of Juneau County 4-H, every 4-H member is required to keep a Record Book. The 4-H Leaders Association has worked very hard on the enclosed pages to help you benefit from completing your Record Book and maybe have fun while doing it.

- You may handwrite or type the forms but they must be your own work. The forms have been produced in Microsoft Word 2000. The UW-Extension Office can provide you with a disk if you prefer to type them on the computer, however, the form should look the same as you received it. Do not add form pages. (Pages for pictures, etc. can be added.)
- The forms are designed so that you can complete them as the year progresses. Complete the top of project forms in the beginning of the year, the middle during the year, and the last questions at the end of the year. Do a rough draft if you want. If you need clean pages for your final copy, contact the UW-Extension Office.
- We understand that the “Worth Statement” question on the back of the forms can be hard to complete. It is there to help you reflect on what you learned in 4-H. There are eleven life skills that Wisconsin 4-H recognizes as an educational priority for its members. Try to see if you can incorporate the following life skills into your worth statement:

Applying science and technology	Mental and physical health
Communicating with others	Planning and organizing
Decision making	Problem solving
Developing self	Relating to change
Leading self and others	Relating to others
Learning to learn	
- Complete all of the blanks in the forms. If you can't complete a section, explain why. For example, if you had no expenses to record in your expense section, write “No expenses.”
- Let your parents, leaders, and other members help you with proofreading and generating ideas to better explain yourself. It will help you learn to communicate with others better!
- Feel free to add some creativity to your book. It's your book! Just make sure that you save time to complete the forms!
- Record books need to be turned into the UW-Extension Office by **October 15th**. Some 4-H clubs may have an earlier date by which you should turn in your book.