Record Book Guide for Fondu du Lac County 4-H

4-H MEMBER
Yearly Plan and Record

Name  Chris Clover
County  Fond du Lac

Address  444 Green Clover Rd
City or Town  Fond du Lac
ZIP  54937

Birth Date: Month  February
Day  3
Year  2000

Name of Club  Happy Clovers 4-H Club

Parent’s Name  John & Susan Clover

Fond du Lac County 4-H Mission

Enriching youth, families, and communities through citizenship, leadership and life skill experiences

2011 (edits 2014)
Record Book Guide

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(Portions of this booklet have been adapted from Dodge County 4-H Record Book Guide)
Who Does a 4-H Record Book?

Each 4-H member in grades 3 to 13 is required to do a 4-H Record Book each year.

Cloverbud members complete the special 4-H Cloverbud Record Book.

To be considered a 4-H graduate (grade 12 or 13) a 4-H Record Book must be submitted.

Members may substitute a portfolio for their record book in their last year of 4-H. If this option is chosen the member will not be eligible for any project awards. The portfolio of your 4-H career should be 7-9 pages in length and include:

- a. Introduction page (photo, name, club, years in 4-H, projects and activities)
- b. Letter to new 4-H member/family (welcoming them, advise to new member)
- c. What I have learned
- d. Favorite 4-H photos
- e. Top ten list of 4-H memories
- f. Thank you letter to an adult who influenced your 4-H experiences

Why Do a 4-H Record Book?

The 4-H record book is a valuable part of the 4-H program. The book will be a record of your activities, challenges, and accomplishments, as well as of what you learn through your project work and activities each club year. Your record book will also help others to know and understand you and to evaluate your progress and achievements.

It gives you the opportunity to be recognized on the club and county levels.

Over the years, your record books will reflect your growth in project work, as well as in leadership, citizenship, and community service. That information will be extremely useful to you when completing future award, scholarship, college and/or job applications.

Record books will help you to develop skills in and goal setting, planning, organizing, evaluating, and written communication.

This guide gives tips on completing your record book. Your general club leader, project leaders, and older 4-H youth can also provide assistance. Ask them to bring sample books to your club meeting.

Start Now! Plan Ahead!

When to Do 4-H Records

Work on your record book throughout the year. Record your goals and what you plan to do and learn when the 4-H year begins. When you do a 4-H activity or something in a project write it down. Save receipts for expenses. Keep track of any income as it is received. Records are like journals—they help you remember. Record your efforts from September 1 through early to mid August. Give your completed book to your general leader at the end of each club year. Your 4-H club will set the date when your record book is due (generally in August).
Record Book Criteria

- Put your record book in a three ring binder or a report cover. If using a binder, use 1" or less.
- Use blue or black ink, or pencil throughout the book, or type or computer generate completely. For neatness, do not interchange colors or writing instruments.
- Use white paper
- Do not include project literature, construction paper, or decorative artwork
- Proofread your work, check spelling, punctuation and grammar!
- Rubber cement or 2-sided tape works well for mounting photos.
- Your record book should represent the current year’s 4-H work
- To be eligible for any awards (gold, silver, bronze, project, career) the required MPE-A, MPE and PFR must be submitted for all projects enrolled in.

What’s Included in a 4-H Record Book?

A. Record Book Cover
B. Cumulative Project List
C. Tabs (optional)
D. Introduction
E. Table of Contents
F. Member Program Evaluation of Activities (MPE-A)
G. MPE-A related photographs (optional)
H. Project #1 Member Program Evaluation (MPE) and/or Special Project Forms
I. Project #1 Project Financial Records (PFR)
J. Project #1 Photographs (optional)
   Note – follow this same order for all additional projects
K. Newspaper or newsletter clippings (optional)
L. 4-H Memorabilia (optional)

Forms may be downloaded from http://fondulac.uwex.edu/4h/resourcesa/records/ or requested from the Club General Leader or UW Extension office.

Sections of a 4-H Record Book

The Record Book Cover may be reused each year or you may use a new cover. Fill in your name, county, address, birth date, club and parent(s).
The Cumulative Project List is a record with information added each year. List each project you take. List the years at the top of the chart. Check each year you take a project. If you receive a county award for a project, star ( *) that project. See the sample below.

**SAMPLE**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Cloverbud</td>
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<td>Exploring</td>
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</tr>
<tr>
<td>Arts &amp; Crafts</td>
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<td>√</td>
<td>√</td>
<td>√</td>
<td>*√</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>√</td>
<td>*√</td>
<td></td>
</tr>
</tbody>
</table>

Tabs are optional. They may be used to separate and identify sections of the record book. Tabs may be homemade or purchased.

Attach picture of yourself to a white sheet of typing paper. Include a short paragraph about yourself (i.e. 50 words or less). Include your grade in school at the beginning of the 4-H year.

List forms in your record book in the order they appear.
- Cumulative Project List
- Introduction
- MPE-A
- Project (i.e. Photography) – MPE/Special Forms, PFR, Photos
- Project (i.e. Swine) – MPE/Special Forms, PFR, Photos
- Project (i.e. Adventures) – MPE/Special Forms, PFR, Photos
- Newspaper of Newsletter Clippings (optional)
- 4-H Memorabilia, securely attached (optional)
The MPE-A consists of two parts:

A. A chart with separate sections for club, county, and higher level activities. It is a cumulative record with information added each year. This section is required.

B. A story/paragraph format, outline or photo essay that describes the club, county, and other activities that you did this year. This section is required only if you want to be considered for any county awards or recognition this year.

**Directions for completing the MPE-A charts**

Write the 4-H years across the top.
You may use either one of two methods to complete the boxes.
A. Checkmark ✓ all of your non-project 4-H activities for each year in 4-H; or
B. In the box write the number of times you did the activity this year.

For any activities you did that are not listed, add them to the “Other Activities” lines.

Record the number of club meetings that were held and the number you attended.

Use the letter key below to complete the Officer boxes.

| P=President | T=Treasurer | SA=Sergeant at Arms |
| VP=Vice President | R=Reporter | SL=Song Leader |
| SC=Secretary | H=Historian | SS=Sunshine |

**SAMPLE MPE-A CHARTS**

**NAME:** Chris Clover  
**CLUB:** Happy Clovers  
**Date of Birth:** 2 / 3 / 2000

<table>
<thead>
<tr>
<th>YEAR IN 4-H:</th>
<th>04-05</th>
<th>05-06</th>
<th>06-07</th>
<th>07-08</th>
<th>08-09</th>
<th>09-10</th>
</tr>
</thead>
</table>

**CLUB ACTIVITIES:**

| Offices Held | SA |
| Demonstrations | 1 | 1 |
| Speeches | 1 |
| Recreation | 3 | 1 | 2 |
| Promotion (4-H, Dairy, etc.) | 1 |
| Record Book Award: Bronze (B), Silver (S), Gold (G) (Previous Year) | S |

| Number of club meetings held | 8 | 10 | 10 | 9 | 9 |
| Number of club meetings attended | 8 | 8 | 10 | 9 | 8 |
Directions for completing the story/paragraph, outline or photo essay

Describe each club, county, and other activities that you did this year.
Explain your participation, responsibilities, leadership roles held, and what you learned and experienced.
(Do not elaborate about Project activities on the MPE-A.)
You have three options to describe your activities.
A. Story/paragraph (No more than 2 pages)
B. Outline (No more than 2 pages)
C. Photo Essay

MPE-A

I started out my 4-H year in November by being installed as the Sergeant at Arms for the Happy Clovers 4-H Club. It is my responsibility as the Sergeant at Arms to lead the club in the pledges at every meeting, make sure that the American and 4-H flags are at the front of the room, and to assist with putting up and taking down chairs at the town hall where our 4-H meetings are held. In January, I gave a demonstration on how to make a terrarium. I really like planting plants, and talking about it in front of others was easy. My general leader suggested that I do a demonstration at the Speaking and Demonstration contest. My mom thought it was a good idea too, so I made another terrarium. I got a red on my demonstration. In June for Dairy Month, the club handed out cheese at the bank in town. We did it on Friday all day and Saturday in the morning. My sister and I worked a 2 hour shift in the afternoon on Friday.
Every month our club does recreation. In March it was my family’s turn to do something. My mom, sister, and I had the club play relay games. For community service we did 2 things. At Christmas time we went to the Shady Lane’s Nursing Home and sang Christmas songs. We also had a party with them and had cookies and punch. I liked doing it. Our club also cleaned up the old cemetery down the road from our house. I chaired the fund raising committee in our club. I found out that we need to plan further ahead.

**SAMPLE MPE-A OUTLINE**

I. Installation of Members & Officers
   A. Ceremony held Saturday, November 8
   B. Installed as Sergeant at Arms
   C. Sergeant at Arms responsibilities
      1. Lead the club in pledges.
      2. Make sure flags are in front of room.
      3. Put up and take down chairs.

II. Speeches and Demonstrations
   A. All members must do a speech or demonstration.
   B. My club demonstration
      1. Titled “How to Make a Terrarium”
      2. Did demonstration at January club meeting
   C. Speaking and Demonstration Contest
      1. Titled “How to Make a Terrarium”
      2. Participated at county event held in March
      3. Received a red at contest.

III. June Dairy Month Activities
   A. Handed out cheese at local bank
   B. Worked a 2-hour shift of Friday afternoon.

IV. Recreation
   A. Club does monthly recreation activity
   B. My family was responsible for month of March
   C. Organized relay games after club meeting

V. Community Service
   A. Club did 2 activities this year
   B. Shady Lanes Nursing Home
      1. Sang Christmas songs to old people
      2. Had a party with cookies & punch
   C. Cemetery clean up
      1. Picked up trash & cut down small trees.
Here I am being installed with other Officers of the Happy Clovers 4-H Club. As the new Sergeant at Arms, I lead the Pledges.

My sister & I handing out cheese at the bank. Our club gave out over 500 samples.

The club working together to clean up a nearby cemetery.

Me giving a demonstration at the county contest. I got a red! The judge said I need to speak louder.

My club painted a window for June Dairy Month. I painted the clown all by myself. We took 1st place for our efforts.

A group of my club’s members doing relay games that I organized.
Photographs are optional for story/paragraph and outline formats. There is no total picture limit for story and outline formats. Limit photos to one photo/activity. For example, if your club went roller-skating, one photo of that event would be fine.

Securely attach MPE-A related photos to a blank sheet of white typing paper. Cropping pictures is allowed. Write captions under each picture.

Some projects require only a Member Program Evaluation (MPE)
Some projects require both a MPE and a Project Financial Record (PFR)
Some projects require special forms. Find your projects on the lists below to determine which forms are needed. Complete those forms and group them together. Then do the same for all other projects that you are enrolled in.
If your project is not listed – contact the Extension Office for requirements.

**Projects Requiring ONLY an MPE Form**
If a project is starred ( * ) see the Special Forms section below

### Projects Requiring BOTH MPE and PFR Form

- Aerospace
- Arts and Crafts
- Beef (Breeding Stock)
- Cats
- Child Development
- Clothes Horse
- Clothing

- Entrepreneurship
- Exploring
- Exploring Your Environment
- Foods & Nutrition
- Forestry
- Fruits
- Geospatial
- Health
- Horse*
- Horseless Horse
- Intergeneration

- International
- Market Livestock (beef, goat, sheep, swine)*
- Music
- Personal Finance
- Recycling
- Robotics
- Self Determined
- Service Learning
- Science Discovery
- Shooting Sports

- Small Engines
- Sport Fishing
- Theater Arts
- Tractor
- Vet Science
- Water
- Wild Flowers
- Workforce Preparation
- Youth Leadership***

**Projects Requiring SPECIAL FORMS**

**Crops** - Crops Budget is required if in the project 4 or more years

**Dairy** - One (1) NEW Lifetime Dairy Record for EACH ANIMAL exhibited. To show growth in the project, records should be kept on hand for any current or former project animal that remains in the herd. These need to be included in the record book.

**Horse** - HFR1 and HFR2

**Model Horse** - MHFR Does not need MPE form.

**Market Livestock** - One (1) MPE required PER LIVESTOCK PROJECT, including beef, sheep & swine breeding stock. MPE and MLP (Market Livestock Production) record form for all Beef, Goat, Sheep and Swine projects involved in Market Livestock Production (one per animal).

**Poultry** - PO - (Poultry Form)

**Rabbits** - RB - (Rabbit Form)

**Youth Leadership** - ***Junior Leaders need not complete an MPE unless they are enrolled in Youth Leadership Projects**

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**Projects Requiring ONLY an MPE Form**
If a project is starred ( * ) see the Special Forms section below

- Bicycle
- Birds
- Camping
- Citizenship
- Communications
- Consumer Savvy
- Computer
- Crops*
- Dairy*
- Dairy Management
- Entomology
- Entrepreneurship
- Exploring
- Exploring Your Environment
- Foods & Nutrition
- Forestry
- Fruits
- Geospatial
- Health
- Horse*
- Horseless Horse
- Intergeneration

- International
- Market Livestock (beef, goat, sheep, swine)*
- Music
- Personal Finance
- Recycling
- Robotics
- Self Determined
- Service Learning
- Science Discovery
- Shooting Sports

- Small Engines
- Sport Fishing
- Theater Arts
- Tractor
- Vet Science
- Water
- Wild Flowers
- Workforce Preparation
- Youth Leadership***

**Projects Requiring BOTH MPE and PFR Form**

- Aerospace
- Arts and Crafts
- Beef (Breeding Stock)
- Cats
- Child Development
- Clothes Horse
- Clothing
- Crocheting
- Dog
- Electricity
- Flowers
- Gardening
- Goat
- Home Environment

- Home Grounds
- House Plants
- Knitting
- Llama
- Pets
- Plant Crafts
- Photography

- Poultr
- Quilting
- Rabbits*
- Scale Models
- Sheep (Breeding Stock)
- Swine (Breeding Stock)
- Woodworking

**Projects Requiring SPECIAL FORMS**

**Crops** - Crops Budget is required if in the project 4 or more years

**Dairy** - One (1) NEW Lifetime Dairy Record for EACH ANIMAL exhibited. To show growth in the project, records should be kept on hand for any current or former project animal that remains in the herd. These need to be included in the record book.

**Horse** - HFR1 and HFR2

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**Poultry** - PO - (Poultry Form)

**Rabbits** - RB - (Rabbit Form)

**Youth Leadership** - ***Junior Leaders need not complete an MPE unless they are enrolled in Youth Leadership Projects**
The MPE consists of two parts:

A. The first page of the MPE consists of project goals, meetings, and activities, and parental comments. Do not combine different projects onto one MPE (i.e. do not put electricity and gardening on the same forms). This section is required.

B. The second part of the MPE is your story/paragraph, outline or photo essay that describes the project activities that you did this year. This section is required only if you want to be considered for any county awards or recognition this year.

Note: “Projects” refer to what you enroll in at the start of the 4-H year, not what you enter at the fair. For example, Arts and Crafts is the “Project”, not each exhibit such as a drawing, ceramic item, homemade greeting cards, etc.

Directions for completing the first page of the MPE

Complete the basic information at the top of the form.

At the beginning of the 4-H year write your goal of what you hope to do and learn in the project this year. You might consider how to incorporate the Fond du Lac County 4-H Values into your goals. Share these goals with your project leader.

Record the number of club and county level meetings that were held and that you attended.

List fair entries and project related activities you participated in.

Your parent should comment on how the member has grown through this project. The parent should hand sign the form (not computer generated).

“IT is more important to know where you are going than to get there quickly. Do not mistake activity for achievement.”

Mabel Newcomber
NAME: CHRIS CLOVER
DATE OF BIRTH: 2-3-00
PROJECT: HOUSE PLANTS
YEARS IN PROJECT: 3
YEARS IN 4-H: 3

PROJECT GOAL - Things I want to do and learn in my project this year:

To start all my houseplants from slips from my grandmother’s plants and to have them grow large enough to go to the fair.

<table>
<thead>
<tr>
<th>PROJECT MEETINGS:</th>
<th>NUMBER HELD:</th>
<th>NUMBER ATTENDED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB LEVEL:</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>COUNTY LEVEL:</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT ACTIVITY</th>
<th>DATE HELD</th>
<th>LOCATION OR EVENT</th>
<th>AWARD (IF ANY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gave a Demonstration on flower arrangements</td>
<td>4/8</td>
<td>Club Mtg</td>
<td></td>
</tr>
<tr>
<td>Green Thumb Nursery Tour</td>
<td>5/10</td>
<td>Nursery</td>
<td></td>
</tr>
<tr>
<td>Spider Plant</td>
<td>7/16</td>
<td>Fair</td>
<td>Blue</td>
</tr>
<tr>
<td>African Violet</td>
<td>7/16</td>
<td>Fair</td>
<td>Blue</td>
</tr>
<tr>
<td>Begonia</td>
<td>7/16</td>
<td>Fair</td>
<td>Red</td>
</tr>
</tbody>
</table>

Parent Comments: How has your child grown through this project?

Chris really worked hard this year in houseplants. She worked with my mother and got all cuttings from her. Chris did all the work on her own this year.

Parent/Guardian Signature: Susan Clover
Directions for completing the story/paragraph, outline or photo essay of the MPE

You have three options to describe your project activities. If you have more than one project you may choose to use the same or different formats (story/paragraph, outline, photo essay) for each project.

A. Story/paragraph (No more than 2 pages)
B. Outline (No more than 2 pages)
C. Photo Essay

Ideas to help you write your MPE story/paragraph, outline or photo essay: Describe…
- What you did this year in this project.
- What you learned and accomplished this year in this project.
- What you learned from your mistakes/problems.
- What you learned from your successes.
- What leadership roles you may have had with this project.
- How you might apply what you have learned to future situations.
- What might you want to learn more about or try if you enroll in this project again?

Additional ideas to help you write your story, outline or photo essay:
For animal projects you may describe the following:
- How, and from whom you obtained these animals
- Why you chose them
- Financial arrangements you have with these animals
- What feeds make up your animal's rations
- Housing for the animal
- Chores you do with the animals
- Project activities you have participated in - Include public presentations, things you have learned raising animals, fitting & showing activities, and other experiences

For crop, fruit, vegetable, flower or house plant projects you might describe the following:
- What did you grow?
- Did you purchase your seeds or plants, or did you save seeds from last year's plants?
- Did you start your plants indoors from seeds?
- What kind of care did you give your plants, (weeding, mulching, watering, insect control, etc.?)
- How do you feel your garden/crop produced? Why?
- Would you do anything differently next year?
- How do you feel you did financially? Why? Was it worth it?
- Tell us about anything else you learned or experienced or had any problems with in your garden/crop project.
- You may choose to draw your garden/fields or attach a picture and give dimensions/size.
  Label/list the plants.
This is my third year in houseplants. I really like starting something and watching it grow. My grandmother is my project leader and has a lot of plants. I started all of my plants from what she has. This year I started a Christmas cactus, spider plant, African violet and begonia. My houseplants project meetings are held at my grandmother’s house, so it was easy for me to get to them. We had 4 meetings this year and a tour. During our project meetings I learned how to start plants from seed, start a plant from a slip, and how to repot plants. There are 6 members, including me, who were involved with houseplants. I attended all of these meetings. We went on a tour of Green Thumb Nursery in March. Mr. Jones, the owner, is good friends with my grandmother and was happy to show us around. One thing I really liked were all of the small pots with little plants in them. I took my spider plant, African violet, and begonia to the fair. My Christmas cactus didn’t grow too much. My grandmother says I watered it too much. I got 2 blues and 1 red at the fair.

I. Background in Houseplant Project.
   A. Third year in project.
   B. Started 4 different plants from slips this year.

II. Project Meetings.
   A. Grandmother is my project leader.
   B. Had 4 project meetings and a tour.
   C. Learned the following:
      1. Starting plants from seeds.
      2. Starting plants from slips.
      3. Learning how to repot plants.

III. Project Tour.
   A. Visited Green Thumb Nursery in March.
   B. Learned how different variety of plants are started.
   C. Learned about how a nursery prepares for spring season.

IV. County Fair
   A. Took the following houseplants to fair.
      1. Spider Plant
      2. African Violet
      3. Begonia
   B. Placing at the Fair
      1. 2 Blues
      2. 1 Red
Here I am with my grandmother and my 4 new plants for this year.

Working on repotting my spider plant at a project meeting.

Mr. Jones at Green Thumb Nursery showing us one of his green houses.

Me with the judge at this year’s county fair. He told me to trim some of the leaves.

All of my houseplants from this year’s fair.
Photographs are encouraged but not required for story/paragraph and outline formats. It is strongly recommended that you include a photo in each project. It helps tell your story.
There is no total picture limit for story and outline formats.
Limit photos to one photo/project activity.
Securely attach MPE related photos to a blank sheet of white typing paper.
Write captions under each picture.

The Project Financial Record (PFR) indicates your project expenses and income. Save receipts, keep track of and record expenses throughout the year.
Even though you do not have to list the value, your completed projects do have value.
Do not include open class fair entries.
To be considered for any county awards or recognition this year you must complete the PFR for any projects that require the form.

**SAMPLE PFR**

**NAME: CHRIS CLOVER**

**PROJECT: HOUSEPLANTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Expense (Debit)</th>
<th>Income (Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>POTTING SOIL</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>SMALL POTS</td>
<td>3 00</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>LARGE POTS</td>
<td>7 00</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Sold SPIDER PLANT to my neighbor</td>
<td>7 00</td>
<td></td>
</tr>
<tr>
<td>(2 BLUES AND 1 RED)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*********************** Total Fair Premiums for Project =</td>
<td>5 75</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>10 99</td>
<td>12 75</td>
</tr>
</tbody>
</table>

\[
\text{(Income)} \quad \$12.75 \quad \text{MINUS} \quad \$\quad 10.99 \quad = \quad \$\quad 1.76 \quad \text{(+ amount = Profit)} \\
\text{(- amount = Loss)}
\]
Newspaper and 4-H newsletter clippings are optional. Articles or photos related to 4-H should go on blank sheets of white typing paper at the end of the book. Clippings should be about members, projects, and activities in which member personally participated in. News clippings can overlap like shingles.

4-H memorabilia is optional. If included it should be only from this year’s 4-H involvement. It must be securely attached. Memorabilia might include programs from county activities, certificates of participation, ribbons, or other things you might include in a scrapbook. All items go at the back of the record book. Do not include past year’s memorabilia.

**Items to Save During the Year**

- Sales receipts for project expenses
- 4-H Club Calendar of Events
- Family Times 4-H Newsletters and club newsletters
- Pictures of projects and activities
- Newspaper clippings

**Final Checklist**

☐ Complete the green 4-H Member Yearly Plan and Record Cover

☐ Include…
- Cumulative Project List
- Introduction
- Table of Contents
- MPE-A
- MPE and/or Special Forms for each Project
- PFR for Required Projects

☐ Add optional items as desired
  - Tabs
  - Photographs
  - Newspaper or Newsletter Clippings
  - 4-H Memorabilia

☐ Put your completed book in a binder or report cover. Put member and club name on front of binder if binder does not have clear cover.

☐ Turn your completed Record Book in to your General Leader by the deadline

**Congratulations on completing your 4-H Record Book!**
What Happens When Your Record Book is Turned in?

Your record book is reviewed by leaders or parents in your club. They will complete the appropriate score sheet and add comments. If the book is of very high quality and meets the requirements they will nominate it for one or more county level awards.

On the first Saturday after Labor Day in September, books turned in to the Extension Office by club leaders will be reviewed. Every club is asked to have one or more representatives at this meeting. Those in attendance will read the sections of the books pertaining to the categories that the member was nominated for. The readers will add comments to the score sheet. These books are returned to club leaders.

Club leaders will return the books and score sheets to all members of their club. Often this will take place at a club achievement program in October or November. Any youth receiving a county or golden award will be recognized at a county achievement program, held at UW Fond du Lac, usually on the third Monday night of October. The member will receive an invitation to attend.

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Fond du Lac County 4-H Values

- **Fun**
  Enjoying 4-H programs and activities

- **Honesty & Integrity**
  Being truthful and respectful to yourself and others;
  Acknowledging conflict when it arises and addressing it respectfully

- **Responsibility**
  Being involved, dedicated and dependable

- **Teamwork**
  Collaborating among the 4-H community and with others as valued partners

- **Leadership**
  Developing opportunities to guide others; Serving the community

- **Politeness**
  Creating a friendly, safe and open environment, while understanding and appreciating others

- **Learning**
  Participating in educational opportunities that lead to personal growth
RECORD BOOK scoring and comments for members not considered for any county awards because member chose not to complete a story, outline or photo essay for the MPE-A, MPE and/or required PFRs for all projects enrolled in.

Name of Member _____________________________

<table>
<thead>
<tr>
<th>Cover &amp; Cumulative Project List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Cover and list complete, but poorly presented – difficult to read</td>
<td></td>
</tr>
<tr>
<td>Complete – accurate and neat</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Introduction Page</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>None, Incomplete</td>
<td></td>
</tr>
<tr>
<td>Have one, but no picture. Paragraph is not about yourself</td>
<td></td>
</tr>
<tr>
<td>Have a picture. Paragraph is about you</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>None, Incomplete</td>
<td></td>
</tr>
<tr>
<td>Complete – but material not correct or neat</td>
<td></td>
</tr>
<tr>
<td>Complete – accurate and neat</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MPE-A Charts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete – Missing parts, Difficult to read; not neat</td>
<td></td>
</tr>
<tr>
<td>Complete – Neat – Demonstrates involvement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Club Meetings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended less than 50% of club meetings</td>
<td></td>
</tr>
<tr>
<td>Attended 50-79% of club meetings</td>
<td></td>
</tr>
<tr>
<td>Attended 80% or more of club meetings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MPE page 1/Special Forms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Little or no goal-setting. Lack of focus on learning/skills, focused more on fair outcome. Missing parts</td>
<td></td>
</tr>
<tr>
<td>Demonstrates goal-setting, completely filled out</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Comments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Some – but not for every project. Comments are vague.</td>
<td></td>
</tr>
<tr>
<td>Done for every project. Comments indicate if member grew.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabs, Newspaper/Newsletter Clippings, Photos, 4-H Memorabilia</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar &amp; spelling</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Needs improvement</td>
<td></td>
</tr>
<tr>
<td>Member Attitude</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Fair</td>
<td></td>
</tr>
</tbody>
</table>

Leader's Comments:__________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Record Book Evaluation and Rating Sheet

Scoring form only needs to be completed for record books considered for any county awards. Person(s) reviewing the books at the club level complete the form. Written comments may be added to a separate sheet. Include form in book if book is passed on for county consideration. Forms are returned to members.

Member Name: ________________________________________________

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Best</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover &amp; Cumulative Project List</strong></td>
<td><strong>0 -1 Points</strong></td>
<td><strong>2-3 Points</strong></td>
<td><strong>4-5 Points</strong></td>
</tr>
<tr>
<td>Incomplete</td>
<td>Cover and list complete, but poorly presented – difficult to read</td>
<td>Complete – Accurate and neat</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction Page</strong></td>
<td><strong>0 -1 Points</strong></td>
<td><strong>2-3 Points</strong></td>
<td><strong>4-5 Points</strong></td>
</tr>
<tr>
<td>None, Incomplete</td>
<td>Have one, but no picture. Paragraph is not about yourself</td>
<td>Have a picture. Paragraph is about you.</td>
<td></td>
</tr>
<tr>
<td><strong>Table of Contents</strong></td>
<td><strong>0-1 Points</strong></td>
<td><strong>2-3 Points</strong></td>
<td><strong>4-5 Points</strong></td>
</tr>
<tr>
<td>None, Incomplete</td>
<td>Complete – but material not correct or neat.</td>
<td>Complete – Accurate and neat.</td>
<td></td>
</tr>
<tr>
<td><strong>MPE-A</strong></td>
<td><strong>1-8 Points; 0 Points if missing</strong></td>
<td><strong>9-17 Points</strong></td>
<td><strong>18-25 Points</strong></td>
</tr>
<tr>
<td>Incomplete – Missing parts; Difficult to read; not neat; limited member involvement</td>
<td>Complete but story, outline or photo essay is not about club activities – incorrectly placed.</td>
<td>Complete – Neat – Demonstrates strong member involvement.</td>
<td></td>
</tr>
<tr>
<td><strong>Club Meetings</strong></td>
<td><strong>0 Points</strong></td>
<td><strong>3 Points</strong></td>
<td><strong>5 Points</strong></td>
</tr>
<tr>
<td>Attended less than 50% of club meetings</td>
<td>Attended 50-79% of club meetings</td>
<td>Attended 80% or more of club meetings</td>
<td></td>
</tr>
<tr>
<td><strong>MPE (score is for all projects combined)</strong></td>
<td><strong>0-12 Points</strong></td>
<td><strong>12-23 Points</strong></td>
<td><strong>24-35 Points</strong></td>
</tr>
<tr>
<td>Little or no goal-setting. Lack of focus on learning/skills – focused more on fair outcome – missing parts</td>
<td>Demonstrates goal-setting – showed some growth/learning – some parts incomplete – story could have been detailed.</td>
<td>Demonstrates goal-setting – showed growth/learning, completely filled out – story well written and complete.</td>
<td></td>
</tr>
<tr>
<td><strong>Parent/Guardian Comments</strong></td>
<td><strong>0 Points</strong></td>
<td><strong>1-2 Points</strong></td>
<td><strong>3-5 Points</strong></td>
</tr>
<tr>
<td>None</td>
<td>Some – but not for every project.</td>
<td>Done for every project.</td>
<td></td>
</tr>
<tr>
<td><strong>PFR/Special Forms (score is for all required projects combined)</strong></td>
<td><strong>0-4 Points</strong></td>
<td><strong>5-10 Points</strong></td>
<td><strong>11-15 Points</strong></td>
</tr>
<tr>
<td><strong>Extra Points - Tabs, Newspaper or Newsletter Clippings, Photos if using story or outline format, 4-H Memorabilia</strong></td>
<td><strong>1-3 Points</strong></td>
<td><strong>4-5 Points</strong></td>
<td></td>
</tr>
<tr>
<td>Some present</td>
<td>Has most/all present. Neat. Correctly placed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

0 Points for any missing form needed for that project. Deduct 5 points for book turned in past club deadline

TOTAL: 50 to 74 Points = Bronze 75 to 89 Points = Silver 90 to 105 Points = Gold