



**Dunn County UW-Extension**

Community Services Building

U.S. Hwy 12 E, Room 102

Menomonie, WI 54751

715-232-1636 (o)

715-231-6687 (f)

## 4-H Member Record Book Check List

Use the list below to make sure that you are ready to submit your record book. Check off that you have completed all of the needed sections below before you submit your record book.

### Cover

- Photo of 4-H Member
- Member Name
- Participation
  - Current Year
  - Age
  - Grade
  - Years in 4-H; Cloverbuds + this year
  - Club Meetings Held
  - Club Meetings Attended
- Plaque disc you're applying for
- County project award(s) you're applying for

### Resume

- Heading
  - Member Name
  - Street Address
  - City, State & Zip Code
  - Phone number
  - CHECK Accuracy!!!
- Objective
  - Complete Sentence
  - Matches project applied for
  - grammar and spelling rules followed
- Education
  - School Name
  - School Address
  - Years in school as of October 1 of this year
  - Graduation date
  - CHECK Accuracy!!!
- Leadership
  - 4-H leadership role included
  - years of 4-H leadership
  - non 4-H leadership
  - years for non 4-H leadership
  - CHECK Accuracy!!!
- 4-H Projects

- Include projects that relate to the award applied for
  - Include the years you participated in the projects
  
- School & Community
  - Include all school activities
  - Include years participated in school activities
  - Include all community activities
  - Include years participated in community activities
  - CHECK Accuracy!!!
  
- Achievements
  - Include all awards
  - Include all honors
  - Include any recognition for activities or achievements
  - include the years that you receive the awards, honors, and achievements
  - CHECK Accuracy!!!
  
- References
  - Anyone listed as a reference should be asked before you use their information
  - Have complete name, address, city, state, zip, and phone for references you use
  - CHECK Accuracy!!!

## **Cover Letter**

- Addresses
  - Your address included
  - Today's date included
  - Name of Extension Agent included
  - Address of the Extension office included
  - CHECK Accuracy!!!
  
- Subject Line
  - Complete
  - CHECK Accuracy!!!
  
- Intro. Paragraph
  - Include 3 or more reasons for consideration
  - CHECK Accuracy!!!
  
- County Paragraph
  - include what you did at county level
  - CHECK Accuracy!!!
  
- State Paragraph
  - include what you did at state level
  - CHECK Accuracy!!!
  
- Summary Paragraph
  - Summarize what you learned this year in 4-H
  - CHECK Accuracy!!!
  
- Closing
  - CHECK Accuracy!!!

## Supporting Documentation

- Goal Setting
  - Include a clear statement of your goal
  - Why did you pick this project area
  - What do you want to learn or do
  - Did you **go beyond** "I want a blue ribbon at the fair"?
  
- Financial Records
  - Did you include how much money was spent?
  - Did you include any money earned?
  - Did you include your hours?
  
- Reflection Part 1
  - Did you include highlights of your project (consider labeling this section so evaluators know this is your highlight)
  - Did you include lowlights of your project (consider labeling this section so evaluators know this is your lowlight)
  - The traditional record book is looking for 1 to 2 paragraphs. Do you have 1 to 2 PARAGRAPHS or equivalent? (Meaning: If what you submit was a paragraph, would it equal 1 to 2 paragraphs?)
  
- Reflection Part 2
  - Did you include how you grew (what changes have happened because of what you learned)?
  - Did you include how you shared what you learned?
  - The traditional record book is looking for 1 to 2 paragraphs. Do you have 1 to 2 PARAGRAPHS or equivalent? (Meaning: If what you submit was a paragraph, would it equal 1 to 2 paragraphs?)
  
- Reflection Part 3
  - What could you do to do better next year?
  - Did you include why you would do this to improve?
  - The traditional record book is looking for 1 to 2 paragraphs. Do you have 1 to 2 PARAGRAPHS or equivalent? (Meaning: If what you submit was a paragraph, would it equal 1 to 2 paragraphs?)
  
- Written & Visual Component
  - Do you have all the parts? (If you check off all the items here; you have all the parts!
  - Your Evidence parts can be written or visual (pictures, newspaper clippings, certificates, etc.)
  - Did you label visuals if appropriate?
  
- Evidence of Effort
  - When your work is evaluated, will the evaluator see that you spent time completing and thought about each part?
  - Is your work neat and organized?

**Prior to submitting your work, you may want to have someone look over your work and give suggestions. This person could use the above list.**