



4-H

MEMBER

RECORD BOOK

NAME _____

CLUB _____

KALAMAZOO COUNTY 4-H MEMBER RECORD BOOK INSTRUCTIONS

**Please place this sheet first in your Member Award Record Book
(5 pts.)**

MISSION STATEMENT

The vision of the Kalamazoo County 4-H Leaders Council is to offer educational and fun activities to develop member's life skills and enhance their future careers, families and citizenship.

WHY do you need to keep records?

- 1) To see how much you have grown - personally and in your project area.
- 2) To develop the life skill of goal setting and evaluation.
- 3) To develop the life skill of record keeping.
- 4) To verify present and past experiences when the time comes for 4-H awards and to realize the benefits of the 4-H Awards Program, such as trip awards, scholarships, Michigan State 4-H Awards.

INSTRUCTIONS FOR COMPLETING 4-H MEMBER RECORD BOOKS

Assemble your book in this order. You may hand write or type in the information. Points will be given to each page; the point value is listed with each page. Please remember that this is not a scrapbook; please only add one picture per project area. If you would like to add more pictures, newspaper articles, etc. please consider doing that in a separate scrapbook.

SECTION I -- INTRODUCTION

Pts.

- 5 1) Instruction page (this page). 4H001
- 5 2) Title Page - picture is optional. 4H002
- 5 3) Award Recognition Summary Sheet-see sheet for complete instructions. 4H003
- 10 4) Award Nomination Form-place current year on top with previous years following. Please make sure this sheet is filled out properly and that you use the proper age form (follows 4-H age). 4H004

SECTION 2 -- PARTICIPATION SUMMARY-follow each page's instructions carefully.

Pts.

- 15 5) 4-H Participation Summary. 4-H005
- 10 6) Participation 4-H Non-Project related. 4H006
- 15 7) Project Summary Time Line. 4H007
- 10 8) Home, School Community Activities. 4H008

SECTION 3 -- 4-H Project Records-4H009

25 pts. Toward project area applying for. **County medals and Farm Bureau Award (12-19 years old) winners will be determined by totaling points from sections 1, 2, 3 in each project area.**

SECTION 4 -- 4-H Non-Project Awards-4H010

25 pts. For 4-H Personal Story.

If applying for 4-H Non-Project awards (such as the One Day Fun Day, Grand Rapids, Chicago, Capital Experience, Citizen Washington Focus, I Dare You etc.) you **MUST** submit a personal story, including why you want to attend the trip you are applying for or the leadership skills you have learned/use to receive the I Dare You award.

The Key Club award has a special form to fill out. Please tab that form and include in the back of your book.

Award winners in this section will be determined by totaling points from Section 1, 2 & 4.

4H001

TITLE PAGE

Include your Name, Age, Community Club and Picture (optional). Creativity is encouraged. (5pts.)

4H002

4-H Award RECOGNITION

List on this form all those 4-H awards you have received. Include awards such as trips, County Medals, Club recognition (club attendance), etc. **Do not include fair awards.**

Points will be given for accuracy not the number of awards received. (5pts.)

YEAR	AWARD

**COUNTY AWARD NOMINATION FORM (10 pts.)
(8-11-year-old – 4-H age)**

Name: _____

Today's Date: _____

Club: _____

Phone: _____

Date of Birth: _____

Age as of January 1 this year: _____

Grade: _____

Years completed in 4-H _____
(As of the current year's fair for ages 9 thru 11)

In addition to awards selected at fair, members and leaders have the opportunity to apply for additional project and achievement awards. These winners are selected by the Awards Committee of the Kalamazoo County 4-H Leaders Council and presented at Annual Fall Achievement in November.

This application is divided into two parts. In these sections check () each award for which you wish to be considered. Part I lists County Medals. 4-H'ers may receive each award once. Each award listed in Part II may be received only once.

Important--any previously won award must be recorded on page 4H003.

Member's Check _____	Member's Check _____ (Personal story required)	
<p align="center">Part I – County Medals</p> <p>Listed on the back</p>	<p align="center">Part II – Miscellaneous</p> <p>___ 8-11-year-old day trip * (may win only once)</p> <p>___ Horse Special Award** (may win once)</p>	

Community Club _____

4-H'ers Signature _____ Leader Signature _____

If a project or community club leader has special comments to consider, please add the information to back of this form, which is confidential and will not be returned to the member. Members must return this form along with their Member Record Book and additional pages as needed to the 4-H office by the second Friday of October, of the current year.

* If the member is applying for Part II Miscellaneous Awards a Personal 4-H Story is required, see directions above. Contact your Community Club Leader, the 4-H office or the web site for special forms.

**If applying for Part II Miscellaneous Awards a personal story and Special Forms are required. Contact your Community Club leader, 4-H office, or the web site.

4H004

COUNTY AWARD NOMINATION FORM (continued)

<p>Member's Check _</p>	<p>Member or Community Club Leader's Check _</p>
<p>• Part I - County Medals **</p> <p> <input type="checkbox"/> Achievement <input type="checkbox"/> Agriculture <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Beef <input type="checkbox"/> Bicycle <input type="checkbox"/> Cake Decorating <input type="checkbox"/> Cats <input type="checkbox"/> Cavy <input type="checkbox"/> Citizenship & Civic Education <input type="checkbox"/> Clothing & Textiles <input type="checkbox"/> Computer Science <input type="checkbox"/> Consumer Education <input type="checkbox"/> Dairy Cattle <input type="checkbox"/> Demonstrations <input type="checkbox"/> Dogs <input type="checkbox"/> Entomology and Bees <input type="checkbox"/> Fashion Review <input type="checkbox"/> Food & Nutrition <input type="checkbox"/> Food Science <input type="checkbox"/> Gardening/Horticulture <input type="checkbox"/> Goats <input type="checkbox"/> Healthy Living <input type="checkbox"/> Herpetology (reptiles) <input type="checkbox"/> Horse <input type="checkbox"/> Leadership <input type="checkbox"/> Mentorship <input type="checkbox"/> Money Management <input type="checkbox"/> Outdoor Education & Recreation <input type="checkbox"/> Performing Arts <input type="checkbox"/> Pets <input type="checkbox"/> Photography <input type="checkbox"/> Poultry <input type="checkbox"/> Public Speaking <input type="checkbox"/> Rabbits <input type="checkbox"/> Robotics <input type="checkbox"/> Safety <input type="checkbox"/> Sheep <input type="checkbox"/> Shooting Sports <input type="checkbox"/> Swine <input type="checkbox"/> Technology/Engineering <input type="checkbox"/> Veterinary Science <input type="checkbox"/> Wildlife and Fisheries <input type="checkbox"/> Wood Science </p> <p>** May receive same project medal only once for 8-11-year old and no more than two different medals in a calendar year.</p>	<p>Adult Awards</p> <p> <input type="checkbox"/> Leader Merit (4-H community club or project leaders who have done an outstanding job in the county 4-H program) </p> <p> <input type="checkbox"/> Friend of 4-H (individuals, civic groups or businesses that have continually supported 4-H) </p> <p> <input type="checkbox"/> Alumni (honor given to a former 4-H member who has now become a 4-H leader) </p> <p>Do you, as a member, have an adult leader you would like to nominate for one of the above awards? If so, please fill in Name on line below:</p> <p>Name _____</p> <p>Club _____</p> <p>Award _____</p> <p>Youth must give a brief explanation of why this person should receive this award-attach a separate sheet if necessary.</p>

**COUNTY AWARD NOMINATION FORM (10 pts.)
(12-19-year-old – 4-H age)**

Name: _____

Today's Date: _____

Club: _____

Phone: _____

Date of Birth: _____

Age as of January 1 this year: _____

Grade: _____

Years completed in 4-H _____
(As of the current year's fair for ages 12-19)

In addition to awards selected at fair, members and leaders have the opportunity to apply for additional project and achievement awards. These winners are selected by the Awards Committee of the Kalamazoo County 4-H Leaders Council and presented at Fall Achievement.

This application is divided into three parts. In these sections check () each award for which you wish to be considered. Each award listed in Parts I and II may be received only once. Read specific restrictions.

Important--any previously won award must be recorded on page 4H003.

Member's Farm Bureau Check _____ (3 years in project)	Member's Check _____ (Personal Story or special form needed)	
<p align="center">* Part I - Project Awards</p> <p>___ Animal Science ___ Beef ___ Clothing and Textiles ___ Crops ___ Dairy ___ Flower Gardening ___ Food & Nutrition ___ Food Preservation ___ Goats ___ Horses ___ Poultry ___ Rabbits ___ Sheep ___ Shooting Sports ___ Swine ___ Technology & Engineering ___ Teen Leadership ___ Vegetable Gardening</p>	<p align="center">** Part II – Miscellaneous</p> <p align="center">Even years that the fair was held</p> <p>___ One Day Educational Trip (12 – 14 years old)</p> <p>___ Overnight Educational Trip (15 – 18 years old)</p> <p align="center">Yearly</p> <p>___ I Dare You Award (Leadership) (14 years & up)</p> <p>___ Key Club (16 by Jan.1 of the current yr.& special application needed)</p> <p>___ Horse Special Award (win once)</p>	<p align="center">***Part III - County Medals (See Back of Page)</p>

4-H'ers Signature: _____ Community Club Leader Signature: _____

If a project or community club leader has special comments to consider, please add to back of this form, which is confidential and will not be returned to the member. Member must return this form along with their Member Award Record Book and additional pages as needed to the 4-H office by September 1. Books may be left with 4-H staff after the fair.

* Must have 3 years' experience and be active in current year. Must be at least 12 years old. May receive same Farm Bureau Award only once and no more than two in a calendar year.

** If applying for Part II Miscellaneous Awards, Personal Story or Special Forms are required. Personal story must include why you want to attend the trip you are applying for. Contact your Community Club Leader, 4-H office or the web site.

COUNTY AWARD NOMINATION FORM (continued)

<p>Member's Check _____</p> <p>*** Part III - County Medals</p> <p>____ Achievement ____ Agriculture ____ Arts & Crafts ____ Beef ____ Bicycle ____ Cake Decorating ____ Cats ____ Cavy ____ Citizenship & Civic Education ____ Clothing & Textiles ____ Computer Science ____ Consumer Education ____ Dairy Cattle ____ Demonstrations ____ Dogs ____ Entomology and Bees ____ Fashion Review ____ Food & Nutrition ____ Food Science ____ Gardening/Horticulture ____ Goats ____ Healthy Living ____ Herpetology (reptiles) ____ Horse ____ Leadership ____ Mentorship ____ Money Management ____ Outdoor Education & Recreation ____ Performing Arts ____ Pets ____ Photography ____ Poultry ____ Public Speaking ____ Rabbits ____ Robotics ____ Safety ____ Sheep ____ Shooting Sports ____ Swine ____ Technology/Engineering ____ Veterinary Science ____ Wildlife and Fisheries ____ Wood Science</p> <p>*** May receive same project medal only once for 12-19-year-old and no more than two different medals in a calendar</p>	<p>Member or Community Club Leader's Check _____</p> <p>Part IV - Adult Awards</p> <p>____ Leader Merit (4-H community club or project leaders who have done an outstanding job in the county 4-H program)</p> <p>____ Friend of 4-H (individuals, civic groups or businesses that have continually supported 4-H)</p> <p>____ Alumni (honor given to a former 4-H member who is now a leader)</p> <p>Do you, as a member, have an adult leader you would like to nominate for one of the above awards? If so, please fill in Name on line below:</p> <p>Nominations Name _____</p> <p>Club _____</p> <p>Award _____</p> <p>Give a brief explanation of why this person should receive this award-attach a separate sheet if necessary.</p>
--	--



4-H Participation Summary

(15 pts.)

Name: _____

County _____

Date of Birth: _____ Parents/Guardian _____

This is a record of your participation in 4-H programs. Summarize your most important accomplishments and experiences each year. This record will help you and other people evaluate your progress. It is understood that beginning 4-H'ers may have fewer entries than those with more experience. That's okay. This form will help you summarize your participation in 4-H projects, local group involvement, and at community, county, regional, and state levels.

Fill in date, age, grade, and years in 4-H as of **January 1** of current year.
(Update at beginning of each year)

Year (20____ - 20____)	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20
Age										
Grade										
Years in 4-H <small>(Include this year)</small>										

Name of 4-H Community Club

Year (20____ - 20____)	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20	20_ - 20
Number of 4-H meetings held										
Number I attended										

We encourage you to take 4-H pictures and save newspaper clippings. However, due to the volume of member records, we request that you keep these in a separate scrapbook; you may attach one picture in each project area.

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.

4H005

COMMUNICATIONS-NON PROJECT RELATED

4-H is sharing ideas and skills you've learned with others. List the type of presentation such as a talk, demonstration, working exhibit, Share-the-Fun, newspaper article, radio, interviews, etc. Use the following code for level of participation: Local (L), County (C), Region (R), and State (S). Under local (L) include your 4-H group and other community groups. Indicate the size of the audience (ex. - L-12, C-35, S-28).

Year	Type of Presentation	Topic	Where (Audience) Indicate size of group

Add extra pages as needed.

4-H PARTICIPATION - NON-PROJECT RELATED

A 4-H experience includes participating individually or with others in a club or group, as well as using the 4-H opportunities for learning and growth beyond the local club/group. Newspaper articles, interviews, communication speaking, club activities, committees, refreshments, club reporting, community service, food booth, Club fund raiser, fair activities, Club offices held and other. (10 pts.)

Examples:

2017 Booth setup & take down

2017 Fair Monitor

Year	Events & Activities	Describe involvement, include audience # if appropriate.

Continue on back of this page. Use extra pages as needed, putting new forms on top.

4H006

PROJECT SUMMARY TIME LINE (15 pts.)

List 4-H projects

Year

Place an X for each year you are involved in the project

Your Home, School, Community Activities Other Than 4-H

What you learn in 4-H can be applied to things you do in your home, school, and community. Participation in other areas also can support your 4-H program. Summarize your **major** involvements such as athletics, other organizations, and home responsibilities (**be specific** such as fix evening meal during summers, mow lawn, etc., not just chores). Report participation, leadership roles, and recognition. You may not have entries in all sections each year. (10 pts.)

Year	Home and Family	Community & School activities (church, youth organizations, Community Service outside of 4-H, etc.)

4H008

Your Home, School, Community Activities Other Than 4-H

Year	Home and Family	Community & School activities (church, youth organizations, Community Service outside of 4-H, etc.)

Add extra pages as needed. Use same format as this page



4-H Project Record Form

Name of Project _____

My Name _____ Number of Years in Project _____

Use a new 4-H Project Record Form for each project, every year. (25pts.)

This is my plan for _____ Age (as of January 1) 20____

By keeping 4-H records you can:

- Learn how to set goals, record what you do and learn, and evaluate.
- Feel good about your 4-H experience.
- Learn how to share information with others.
- Learn how to be more organized.
- Learn responsibility by getting the job done.

Goals - Having goals is like a road map. It helps you decide how you get to where you want to go.

My goal is to:

I want to do this by: Month _____

Project knowledge – Describe two things you have learned while doing this project. Be Specific. (At least 2 complete sentences)

Summarize what you liked best about doing your project (at least 2 complete sentences):

What would you change/ do differently next time or what would you like to learn about next year for this project?

Life skills –Choose 2 life skills from the diagram attached and describe how you have developed each of the life skills through your 4-H project (12-19 year old only)

How have the life skills that you have learned in this project helped you outside of 4-H? (12-19 year olds only)

Community Service, Leadership, Citizenship and Activities

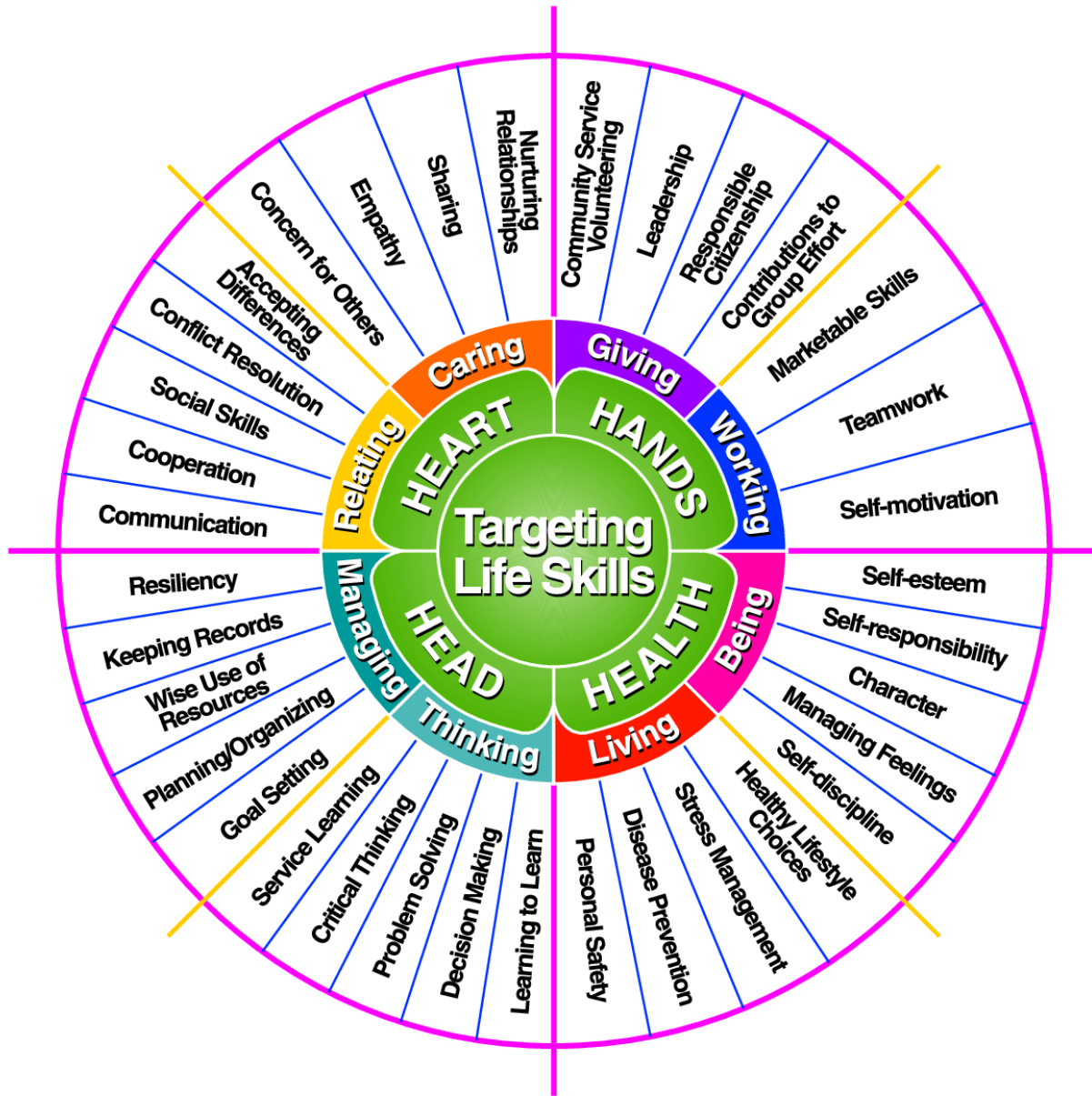
List any community service activities directly related to this project (for example – collecting dog food for a local shelter if you are in the dog project) Indicate the level by, (I) Individually, (C) Community Club, (Co) County (R) Regional, or (S) State.

List any leadership experiences that directly relate to this project that you have been involved in (for example helping younger 4-H members, helping with workshops, etc.) Be specific about your role and what you did.

List any presentations, talks, demonstrations, newspaper articles, radio interviews, etc. that you have given that directly relate to this project this year: (Include the topic, kind of presentation, type of group reached, and number in audience. Indicate the level by (C) Community Club, (Co) County, (R) Regional, or (S) State.

List all Project Awards, placings, ribbons and recognition earned in this project this year (complete after fair).

4-H Life Skills



Iowa State University
 "Targeting Life Skills Model"
 Patricia Hendricks, November 1996



MY PERSONAL 4-H STORY (25 pts.)

- Tell what you like the most about being a 4-H member. You may want to include the good times, the fun times, what you have gained by meeting and working with other 4-H youth and adults.
- Tell what you want to do in 4-H in the future.
- Tell how 4-H is going to help you with your future goals in life.
- Tell why you are applying for trips or other awards. What do you hope to learn from the award opportunities if you receive them?
- Youth 8-11 your personal story is for the One Day Educational trip.
- Youth 12-14 your personal story is for the One Day Educational Trip
- Youth 15-18 your personal story is for the Overnight Educational Trip
- Youth who are applying for the I Dare You Leadership Award should include a section about their leadership experiences both in 4-H and in their community.

4H010