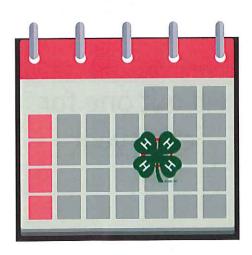
ZSuite 4-H Record Books & You! Filling out your record book

Why complete a record book?



- Responsible Record Keeping
- To see where you've been, so you can decide where you're going
- Gives you a place to start with projects
- Head start on how to keep records
- Scholarships
- Gives accurate record of what you've learned
- Resumes
- Job Applications
- Fun to see how far you've come over the years!



Don't Wait!

Portfolios can be time consuming. It's best not to wait until the last minute. Update information as it is happening.



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There are two categories to complete:

Project

- Goals
- Supplies
- Expenses & Income
- Summary
- Pictures



Complete for each project

4-H Involvement

- o 4-H Awards & Recognition
- 4-H Leadership
- Comunnity Service
- Participation
- Story
- Pictures & Clipings
- Other Participation



Ongoing- Add to it each year

Fill out one for each year



Filling out your record book





Project Sheets

Project Sheets • Goals

Goals should be SMART:

- Specific
 - -What exactly are you going to do?
- Measurable
 - -How do you know you've achieved it?
- Actionable/Attainable
 - -Do you have control over the outcome?
- Realistic
 - -Is it reasonable to accomplish?
- Time Bound
 - -When do you want to do it by?



"I want to win showmanship"

VS.

"I want to learn the cuts of my animal so I can better answer questions during the showmanship competition"

"I want to go to State Fair"

VS

"I want to learn many stitching techniques to be able to sew an apron for the Fabric & Fashion Contest to earn a ribbon to qualify for State Fair."



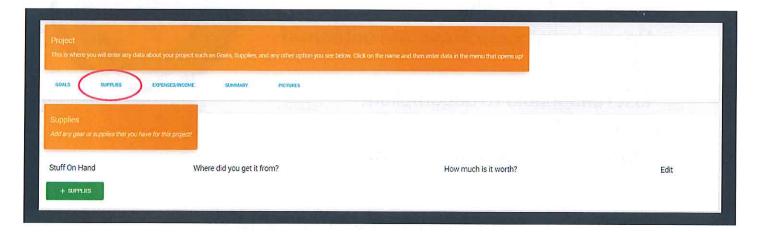
Filling out your record book



Project Sheets • Goals

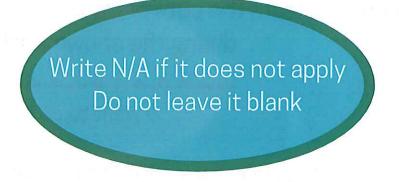
- What's Your plan to accomplish your goals?
 - Complete this at the beginning of the 4- H Year.
 - -If you set **SMART** goals before you start your project this should be easy!
- Think about.....
 - -What your plan is to accomplish your goals
 - -Who might be able to help you(Juniors only)
 - -What materials, equipment, supplies might you need

Project Sheets • Supplies



Enter

- Items you have on hand
 - Equipment
 - feed
 - materials
- Where it came from
- How much its worth











Project Sheets

Project Sheets • Expenses & Income

- What were your expenses?
 - -What did you have to pay for?
 - · Cost of project item(steer, pottery, fabric, notions, frosting, etc...)
 - Feed
 - · Supplies, equipment, material
 - Fuel
 - Participation Fees (contest fees, enrollment fees, etc..)
 - Were any expenses covered?

Ex: bows/ammo for county shoot is provided by the county

• 4-H Shooting Sports Committee. This expense is valued at \$30.



- What was your Income?
 - What did you bring in or start with?
 - Sale Price-did you sell your animal, equipment, supplies?
 - Value of previously owned equipment





Filling out your record book





Project Sheets

Project Sheets • Summary



Look back at your goals and explain how you accomplished them.

Think about...

- 1. What you did to achieve your goals
- 2. What skills someone may have taught you
- 3. Where you got the information you needed to succeed
- 4. What is something new you have learned?
- 5. How will you apply or use what you have learned?

How did your project do at each level of competition?

- What ribbons, awards or placing's did you receive for that project?



Use full sentences and punctuation!



Filling out your record book



4-H Involvement

My 4-H Year Involvement

This is where you will enter any data about your 4-H Year such as Awards, Leadership, and any other option you see below. Click on the name and then enter data in the menu that opens up!

4-H AWARDS & RECOGNITION

4-H LEADERSHIP

4-H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

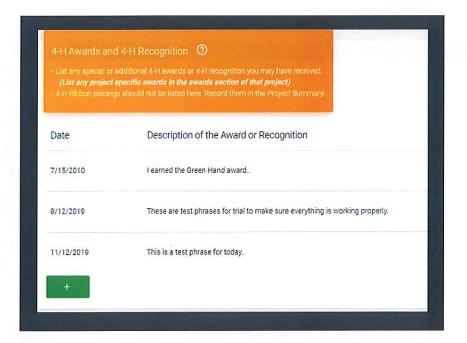
PICTURES & CLIPPINGS

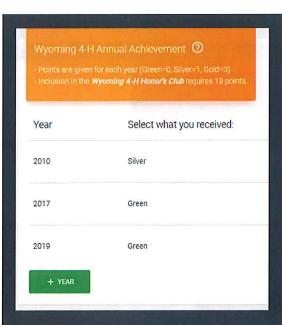
OTHER PARTICIPATION

4-H Involvement • Awards & Recognition

Ongoing-add to it each year

- Annual Achievement points
 - based on your score from previous year's Portfolio
- What have you accomplished in your 4-H career?
- Only include ribbons from fair if it was an additional award such as "Overall Champion" or "Best of Show"









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4-H Involvement

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My 4-H Year Involvemen						
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4-H AWARDS & RECOGNITION	4-H LEADERSHIP	4-H COMMUNITY SERVICE	4-H PARTICIPATION	MY 4-H STORY	PICTURES & CLIPPINGS	OTHER PARTICIPATION

4-H Involvement • 4-H Leadership

Ongoing-add to it each year

- Include any 4-H leadership role you held. Do NOT put experiences outside of 4-H in this section.
- · Teaching, leading, helping
- Age appropriate

Think about...

- Have you volunteered?
- Have you helped other members?
- Were you elected as a club officer?

Leadership ② Types of Leadersh V= Volunteered A=				
Date	Leadership Type	Description of Leadership Responsibilities	~	Edit
10/10/2009	Elected	President		1
8/13/2019	Volunteered	These are test phrases for trial to make sure everything is working properly.		1
11/6/2019	Elected			1
+ LEADERSHIP				



Filling out your record book



4-H	Invol	vem	ent
			100

4-H Year Involvemen						
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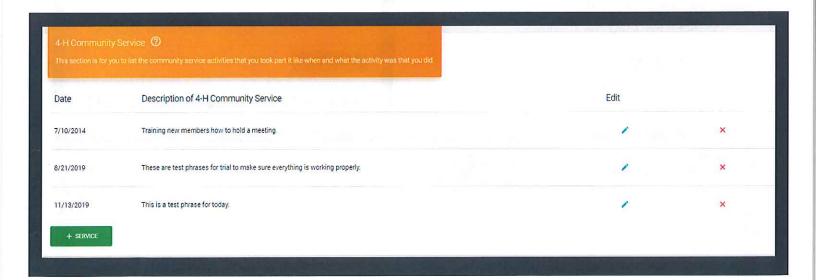
4-H Involvement • 4-H Community Service

Ongoing-add to it each year

- Include any 4-H community service activity you have done as a 4-H member.
- Leader or participant
- Not helping your own family

Think about...

- Have you volunteered?
- Have you helped other members?
- Were you elected as a club officer?





Filling out your record book



4-H Involvement

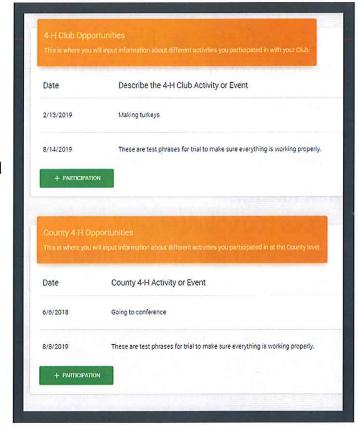
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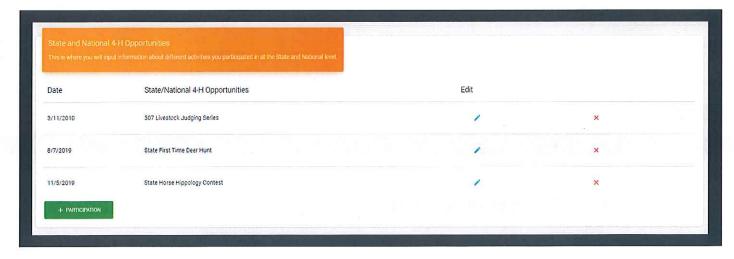
4-H Involvement • 4-H Participation

Ongoing-add to it each year

Think about...

- Club Opportunities: These are activities you participated in that were not a leadership role.
- County Opportunities: Events you attended through the county
 - County Fair
 - Achievement Night
- State and National Opportunities
 - State Shoot
 - State Horse Camp
 - Wyoming State Fair







Filling out your record book



4-H Involvement

My 4-H Year Involvement

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4-H AWARDS & RECOGNITION

4-H LEADERSHIP

H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

PICTURES & CLIPPING

OTHER PARTICIPATION

4-H Involvement • My 4-H Story

- · Introduce yourself
- Highlight all your 4-H
 projects and activities, not
 just the Fair.
- Explain how 4-H helped you become a better leader and citizen
- Describe how 4-H participation made you feel
- Tell about your future plans in 4-H and beyond!



My 4-H Year Story

Describe your year in 4-H. Suggestions to consider. What did you like? What went well? What did you learn? What will you apply to your life? What challenges did you experience? How was your year important to you?

These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly. These are test phrases for trial to make sure everything is working properly.

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Filling out your record book



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4-H LEADERSHIP

4-H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

PICTURES & CLIPPINGS

OTHER PARTICIPATION

4-H Involvement • Photos & News Clippings

DO:

- Use Action shots- let's see you working with your animal or creating a project!
- Add Captions-What's happening?
- Use Newspaper Clippings
- Make sure to date and caption all photos

DONT:

- Use only photos from Fair
- Use only posed shots
- Treat these two pages like a scrapbook





Filling out your record book



4-H Involvement

My 4-H Year Involvement

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4-H LEADERSHII

4-H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

PICTURES & CLIPPINGS

OTHER PARTICIPATION

4-H Involvement • Other Participation

On-Going - Add to it each year!

- Information about participation in any organization outside of 4-H can be entered here.
- Include organization name and applicable information:
- -Leadership role
- -Community service
- -Awards

