



# A Closer Look at Alaska 4-H Record Book



COOPERATIVE EXTENSION SERVICE

University of Alaska Fairbanks

## A Closer Look at Records

*A Closer Look at Records is a guide to assist 4-H members in completing the Alaska 4-H Record Book along with the proper insert. You will need to complete a General, Horse or Livestock project insert to complete your project records. These inserts, while similar, will also include sections specific to those project areas.*

Record keeping is a skill necessary throughout life. Good record keeping practices can save a person time, money and even stress.

Begin with the appropriate *Project Insert* at the time you begin your project work. It's important to write your goals before you begin — what you want to learn, make or do in your project. These goals will give you and your 4-H leader an idea of where to start. You should have a *Project Insert* for each 4-H project completed.

In order to understand a project it is recommended that you spend 10 hours of instruction or attend six meetings that address this project. Some districts have this as a requirement, check with your district office.

The key to success in record keeping is to write down the information in the *Project Journal* as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you count up how much time you spent on a project, and may just help you remember a special time with your market animal, your dog or with your club. Think of your *Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H record keeping! Remember, if you have questions, you can ask for help from an experienced 4-H'er, a 4-H leader or Cooperative Extension Service 4-H staff.

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**4-H/Youth Development & Home, Health and Family Development Extension agents**

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## Alaska 4-H Record Book

The *Alaska 4-H Record Book* will help you keep track of what you do throughout the year. As with the *Project Insert*, it is important to make entries as things happen so you will stay up-to-date.

The *Record Book* is used for all projects. This is different from the *Project Insert*, where you use one for each project. The *Record Book* is a summary of all projects. There are sections to record information about your 4-H leadership, public presentations, community service, events attended, 4-H story, and clippings and correspondence. There is also a page provided for leaders to share comments.

Throughout the book you will see /, this can mean one or the other such as she or he.

## ALASKA 4-H RECORD BOOK: Page 1

At the top of this page there is a space to fill in the club year. The 4-H **club year** begins October 1 and ends September 30 of the following year. Write the years of the current 4-H year. Example: You began your project November 2018 and end in September of 2019 write 2018/2019.

**Name, Phone, Date of Birth, Mailing Address** The next section requires general information about you: your name, telephone number, date of birth and mailing address (include city and ZIP code).

### Age

This is your age as of the past August 15.

### Grade In School

Write the grade you're in during the 4-H/club year you listed at the top of the page.

### Club Name

Write your 4-H club name in the blank.

### 4-H Leader

Write the name of your main club leader here. The person whose name is written in this space is the person responsible for completing page 11 of the Record Book.

### District

Enter your district here.

## SUMMARY OF PROJECTS COMPLETED IN CURRENT YEAR

### Name of Project

List each project you enrolled in, long- or short-term for the current year.

### Year in Project

Is this your first, second, third, etc., year participating in the project? Write 1, 2, 3, etc.

### Date Started

Write the date when you participated in your first project meeting or began working on the project.


This could include such things as background reading or a field trip. It doesn't have to be when you physically began working on the project.

### Date Completed

This is the date you last did anything with your project. This could be an exhibit, a presentation or the date you completed your *Project Insert* on it.

### Where Exhibited

You may have several entries here if you have displayed your project work many times throughout the 4-H/club year (e.g., display contest, school art show, science fair, local fair, etc.).



## Alaska 4-H Record Book

Club Year \_\_\_\_\_

AKH-00013

Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Grade in School \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_


Email Address \_\_\_\_\_

Club Name \_\_\_\_\_ 4-H Leader \_\_\_\_\_

District \_\_\_\_\_

**SUMMARY OF PROJECTS COMPLETED IN CURRENT YEAR**

TYPE OF PROJECT	YEAR IN PROJECT	DATE STARTED (M/D/YY)	DATE COMPLETED (M/D/YY)	WHERE EXHIBITED



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## INSTRUCTIONS: Page 2

General information on record book completion

## 4-H GENERAL ACTIVITIES: Page 3

For all projects

A well-rounded 4-H experience includes developing leadership, giving public presentations, participating in community service activities and attending general 4-H events. Because these are important, pages 3 and 4 of the *Alaska 4-H Record Book* are for listing your experiences in these areas. There is only room in these small boxes to list the basic information. You can go into more detail in your “4-H Story.” The pages in the *Alaska 4-H Record Book* are for all projects.

### 4-H Leadership

In this section list any leadership activities where you helped or taught someone else (it all counts whether it is working with someone one-on-one or presiding over a club meeting). An officer position held for the year is one entry for leadership.

#### Date

When you did the activity or the date range such as October 1, 2020 to September 30, 2021.

#### Event

This could be many things, including club or project meeting, horse camp, the fair, club tour or just showing a younger member how to do something. If you are an officer, write the **office** in this box. Also, if you are on a committee, be sure to write which **committee** it is.

#### What I Did

This is the place to tell specifically what you did. Some examples are: “Presided over the club meeting,” “Prepared and presented the treasurer’s report,” “Chaired the Adopt-A-Highway committee,” “Teen Focus Planning Team” or “Taught Susie Smith how to show a rabbit.”

#### Who benefited

Tell who and how many people you helped or taught. For example, “Susie Smith (1),” “Country Clovers 4-H Club (15),” “Teen group participants (62).”

### 4-H Public Presentations

This section tends to be less confusing to 4-H members than the other parts. This is where you list any

presentations you gave and include the *date, title, subject or project, where it was given and the number of people who observed the presentation (number in audience).*

If you give the same presentation several different times, it is important to list the dates and locations separately. For example, you might give a presentation titled “Native Alaskan Drums” to your project club, then to your community club, then at Public Presentation Day, then to your class at school, at a local fair and at Alaska State Fair in Palmer. You would list each one of these presentations separately with a different date and location. However, practicing your presentation does not get an entry here. Your time spent on research and practicing your presentations would go as hours in a project journal. Example, if you gave a presentation on “How to Sew a Quilt” the time spent preparing would go in a project journal in your insert you are keeping on your sewing project.

The instructions mention “informal presentations.” An example of an informal presentation could be an occasion when the leader asks you to demonstrate

4-H General Activities				
Your 4-H experience should include opportunities for developing leadership, giving public presentations and participating in citizenship and community service activities.				
<b>4-H LEADERSHIP:</b> List 4-H offices held, (such as club president, secretary, etc.) committees served on and other leadership activities where you helped or taught someone else. Include all club, community, district and state 4-H leadership activities.				
DATE (M/D/YY)	EVENT/OFFICE/ COMMITTEE	WHAT I DID	WHO BENEFITED (INCLUDE NUMBER)	
<b>4-H PUBLIC PRESENTATIONS:</b> Include all demonstrations, illustrated talks, speeches and talent presentations given to your club, or in your community, that relate to any 4-H project or activity. Include all informal presentations as well as planned presentations given at fairs, contests, radio or TV talks or interviews.				
DATE (M/D/YY)	PROJECT/ TITLE OF TALK	SUBJECT	WHERE GIVEN	NUMBER IN AUDIENCE





Many 4-H'ers choose to write their stories on the computer and add these pages to their record books. This is perfectly acceptable and encouraged for 4-H'ers taking several projects and for older members who typically share more information than younger members. It is acceptable for a younger member to print his or her story in the record book. Be sure to check spelling and grammar or have a leader or parent look it over for the final OK.

Have fun writing your 4-H story and those people will enjoy reading it!

### My 4-H Story

Write your story for the year in narrative form. Write as though you are actually talking to the reader. Include:

- Some things about yourself and your family.
- Information about each of your projects, but do not repeat your project highlights.
- Most important recognition you received such as honors, awards, trips.
- Your 4-H club experiences and how you were involved in your community and school.
- How will you apply what you have learned to other projects and life in general.

your 4-H involvement. You may include articles that are about you or your club found in newspapers or your own 4-H newsletter.

Be sure to highlight your name in each article so it will be easy for the reader to locate. Also remember to note which newspaper the article appeared in and the date. You may add extra pages.

Display any cards or letters you may have received this 4-H year regarding your 4-H work. This could be a variety of things, including thank you cards, congratulations or even notes from your market livestock animal buyer. Mount cards neatly on a piece of paper to make it easy for the reader to view them.

This is the last thing you will have to do in your *Alaska 4-H Record Book* before turning it in to your leader. If you have completed all nine steps outlined, you have put together an outstanding *4-H Record Book*. You are now ready to turn your record book in to your leader.

### 4-H Clippings and Correspondence

Include copies of newspaper clippings about your 4-H work and letters received by you through 4-H in the current year. Highlight your name in articles. (Optional — will not be judged.)

## 4-H CLIPPINGS AND CORRESPONDENCE:

### Page 8

For all projects

As you go through the 4-H year, collect and mount clippings and correspondence that have to do with



# Alaska 4-H Record Book Scoring Rubric:

Use the following scoring rubric to help fill out the record book. This document will help you to know what is required of you depending on your age to receive a 100% on your record book when scored.

## Alaska 4-H Record Book Scoring Rubric

Youth Name:		Final Score:				
General Records	Poor	Fair	Good	Excellent	Score	Comments
	0 points	3 points	7 points	10 points		
<b>Title Page</b>	0 points Not filled out.	3 points Partially filled out. Some information missing.	7 points Title page completely filled out, but ongoing history is not.	10 points Page completely filled out.		
<b>4-H Leadership</b>	0 points No leadership activities included.	5 points At least 3 leadership activities are listed, but incompletely described.	10 points At least 4 leadership activities are listed and described completely.	15 points 5 or more leadership activities are listed and described completely.		
<b>Senior</b>	0 points No leadership activities included.	5 points At least 2 leadership activities are listed, but incompletely described.	10 points At least 1 leadership activity is listed and described completely.	15 points More than 2 leadership activities are listed and described completely.		
<b>Intermediate</b>	0 points No leadership activities included.	5 points At least 1 leadership activity is listed, but incompletely described.	10 points At least 1 leadership activity is listed and described completely.	15 points More than 1 leadership activity is listed and described completely.		
<b>Junior</b>	0 points No leadership activities included.	5 points At least 1 leadership activity is listed, but incompletely described.	10 points At least 1 leadership activity is listed and described completely.	15 points 4 or more public presentations fully described. At least 2 presentations given to an audience of over 5 people.		
<b>4-H Public Presentations</b>	0 points No public presentation given.	5 points 1 Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	10 points At least 1 public presentation fully described and given to an audience of over 5 people.	15 points 2 or more public presentations fully described. Presentations given to an audience of over 5 people.		
<b>Senior</b>	0 points No public presentation given.	5 points Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	10 points At least 1 public presentation listed and fully described.	15 points 2 or more public presentations listed and fully described.		
<b>Intermediate</b>	0 points No public presentation given.	5 points At least 1 public presentation listed and fully described.	10 points Presentation given to an audience of over 5 people.	15 points 2 or more public presentations listed and fully described.		
<b>Junior</b>	0 points No public presentation given.	5 points At least 1 public presentation listed and fully described.	10 points Presentation given to an audience of over 5 people.	15 points 6 or more community service activities listed and fully described.		
<b>4-H Citizenship/Community Service</b>	0 points No community service listed.	5 points 2 community service listed.	10 points 4 community service activities listed and fully described.	15 points 4 or more community service activities listed and fully described.		
<b>Senior</b>	0 points No community service listed.	5 points 1 community service listed.	10 points 3 community service activities listed and fully described.	15 points 3 or more community service activities listed and fully described.		
<b>Intermediate</b>	0 points No community service listed.	5 points 1 community service listed.	10 points 2 community service activities listed and fully described.	15 points 3 or more community service activities listed and fully described.		
<b>Junior</b>	0 points No community service listed.	5 points 1 community service listed.	10 points 2 community service activities listed and fully described.	15 points 3 or more community service activities listed and fully described.		

## Alaska 4-H Record Book Scoring Rubric

<i>General Records</i>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	Score	Comments
<b>4-H Events Attended</b>	<b>0 points</b> No events listed.	<b>5 points</b> 1 or 2 events listed.	<b>10 points</b> 3 or 4 events listed with complete descriptions.	<b>15 points</b> 5 or more events listed with complete descriptions.		
	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>	<b>15 points</b>		
<b>4-H Story</b>	<b>0 points</b> No 4-H story included.	<b>5 points</b> Less than 1 page, doesn't fully describe bullet points on page.	<b>10 points</b> Equivalent to 1 page typewritten, story does not fully describe bullet points on page.	<b>15 points</b> Equivalent to 2 pages typewritten, story fully describes bullet points on page.		
	<b>0 points</b> No 4-H story included.	<b>5 points</b> Less than 1/2 page, doesn't fully describe bullet points on page.	<b>10 points</b> Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	<b>15 points</b> Equivalent to 1 page typewritten, story fully describes bullet points on page.		
<b>Junior</b>	<b>0 points</b> No 4-H story included.	<b>2 points</b> 1 sentence story.	<b>3 points</b> 2 sentence story.	<b>5 points</b> 3 or more sentence story.		
	<b>0 points</b> All signatures are missing.	<b>2 points</b> 2 signatures are missing.	<b>3 points</b> One signature is missing.	<b>5 points</b> All signatures are present.		
<b>Record Book Neatness/Organization</b>	<b>0 points</b> Incompletely filled out. Information missing. Book sloppy.	<b>3 points</b> Partially filled out. Entries appear to be made by member.	<b>7 points</b> Completely filled out, book is neat, presentable and shows effort.	<b>10 points</b> Completely filled out, neat, presentable and shows effort. Grammar and punctuation are good. Securely bound with binder.		
	<b>0 points</b> No non 4-H activities listed.	<b>2 points</b> 1-2 non 4-H activities listed.	<b>3 points</b> 3-4 non 4-H activities listed.	<b>5 points</b> 5 or more non 4-H activities listed.		
<b>Bonus Points</b>						100 possible points
	<b>Subtotal</b>					5 possible bonus points
	<b>Total</b>					105 possible total points

Senior Ages 15-18; Intermediate Ages 12-14; Junior Ages 8-11

A score given in each area can be any points within the range and can even be half points. Example would be for good 4-7 points a 5.5 could be given.

HEAD



The Motto

To make the best better.

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The Pledge

I pledge

my HEAD to clearer thinking,  
my HEART to greater loyalty,  
my HANDS to larger service,  
my HEALTH to better living,  
for my club, my community,  
my country, and my world.

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The Slogan

Learn by doing.



HEALTH

HEART

HANDS

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