

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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Wyoming Member Achievement

Wyoming 4-H does not require that any one task be completed in order to “complete” the 4-H year. However, an Achievement Program is in place to recognize and reward individual efforts and contributions of each youth enrolled.

Members will be recognized in one of the following three areas each year:

Membership

The member has turned in all required enrollment forms and has behaved in an appropriate manner at all 4-H activities, events, and meetings. The member is also enrolled in at least one project and one club.



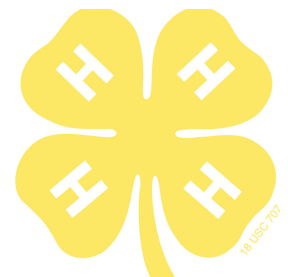
Silver

In addition to the requirements of Membership, the member has exhibited what he/ she has learned at some point in the year, and has provided documentation of setting goals, knowledge/ skills gained, and participation in their project, generally through the Portfolio Record Book.



Gold

In addition to the requirements of Membership and Silver, the member has exhibited what he/she has learned at some point in the year, and has provided documentation of participation in all essential elements of positive youth development: setting goals, knowledge/ skills gained, recognition, leadership, community service, and participation in the county program generally through the Portfolio Record Book.



Honors Club

In order to be included in the Honors Club, members must have shown that they have taken advantage of the opportunities in 4-H over several years. This is based on a points system. Each year a member attains silver recognition they receive 1 point, and each year a member attains gold recognition they receive 3 points. Once a member obtains a total of 19 points they will be included in the Wyoming Honors Club.

The ultimate achievement for a 4-H member is to be included in the Wyoming 4-H Honors Club.



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There are two categories to complete:

- ***Project***

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



Complete for
each project

- ***4-H Involvement***

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



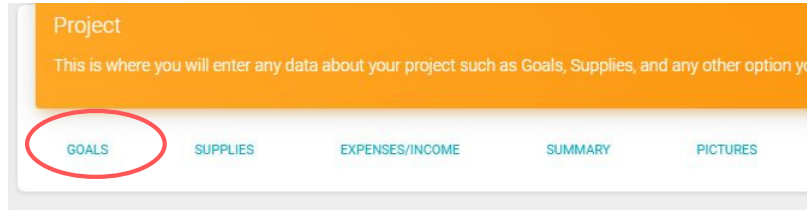
Ongoing- Add
to it each year

Fill out one for
each year



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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."



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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

The screenshot shows a web interface for entering project data. At the top, there is a 'Project' section with a description: 'This is where you will enter any data about your project such as Goals, Supplies, and any other option you see below. Click on the name and then enter data in the menu that opens up!'. Below this is a navigation menu with tabs for 'GOALS', 'SUPPLIES', 'EXPENSES/INCOME', 'SUMMARY', and 'PICTURES'. The 'SUPPLIES' tab is highlighted with a red circle. Below the navigation menu is a 'Supplies' section with the instruction: 'Add any gear or supplies that you have for this project'. The main content area has a table with columns: 'Stuff On Hand', 'Where did you get it from?', 'How much is it worth?', and 'Edit'. A green button labeled '+ SUPPLIES' is located at the bottom left of the table area.

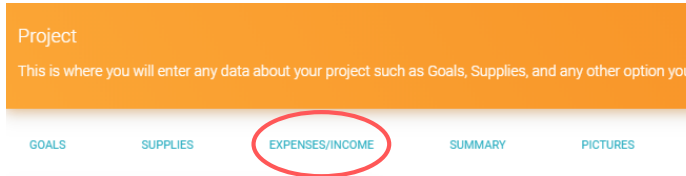
- Enter
 - Items you have on hand
 - Equipment
 - feed
 - materials
 - Where it came from
 - How much its worth

Write N/A if it does not apply
Do not leave it blank



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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.

Expenses ⓘ
What materials, equipment, supplies did you purchase this year?

Type of Expense	Description of Item	Cost or Value	Source? Where did you get it?	Edit
+ EXPENSE				

Income ⓘ
What materials, equipment, supplies, animals, or projects did you sell this year?

Description of Item	Where is it now?	To Whom?	Value?	Edit
+ INCOME				

- 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





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Project
This is where you will enter any data about your project such as Goals, Supplies, and any other option you

GOALS SUPPLIES EXPENSES/INCOME **SUMMARY** PICTURES

Project Sheets

Project Sheets • Summary

Summary

What is something NEW this year that you learned to Do or learned ABOUT?

Reflecting on your project experiences this year, how (or what) will you do differently or improve upon next year?

Exhibit ⓘ
Not all sharing experiences will have a placing/award.

Date	What did you share/show?	Where?	Ribbon/Placing (if applicable)?	Edit
+ EXHIBIT				

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?

Use full sentences and punctuation!

How did your project do at each level of competition?

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

What a great year!



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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"

4-H Awards and 4-H Recognition

- List any special or additional 4-H awards or 4-H recognition you may have received.
 (List any project specific awards in the awards section of that project)
 - 4-H Ribbon placings should not be listed here. Record them in the Project Summary.

Date	Description of the Award or Recognition
7/15/2010	I earned the Green Hand award.
8/12/2019	These are test phrases for trial to make sure everything is working properly.
11/12/2019	This is a test phrase for today.

+

Wyoming 4-H Annual Achievement

- Points are given for each year (Green=0, Silver=1, Gold=3)
 - Inclusion in the **Wyoming 4-H Honor's Club** requires 19 points.

Year	Select what you received:
2010	Silver
2017	Green
2019	Green

+ YEAR



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4-H COMMUNITY SERVICE

4-H PARTICIPATION

MY 4-H STORY

PICTURES & CLIPPINGS

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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 ?

Types of Leadership:

V= Volunteered A= Appointed E= Elected

Date	Leadership Type	Description of Leadership Responsibilities	Edit
10/10/2009	Elected	President	
8/13/2019	Volunteered	These are test phrases for trial to make sure everything is working properly.	
11/6/2019	Elected		

+ LEADERSHIP



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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?

4-H Community Service ⓘ

This section is for you to list the community service activities that you took part in like when and what the activity was that you did.

Date	Description of 4-H Community Service	Edit
7/10/2014	Training new members how to hold a meeting.	
8/21/2019	These are test phrases for trial to make sure everything is working properly.	
11/13/2019	This is a test phrase for today.	

[+ SERVICE](#)

For my club, my community, my country & my world



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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

4-H Club Opportunities

This is where you will input information about different activities you participated in with your Club.

Date	Describe the 4-H Club Activity or Event
2/13/2019	Making turkeys
8/14/2019	These are test phrases for trial to make sure everything is working properly.

[+ PARTICIPATION](#)

County 4-H Opportunities

This is where you will input information about different activities you participated in at the County level.

Date	County 4-H Activity or Event
6/6/2018	Going to conference
8/8/2019	These are test phrases for trial to make sure everything is working properly.

[+ PARTICIPATION](#)

State and National 4-H Opportunities

This is where you will input information about different activities you participated in at the State and National level.

Date	State/National 4-H Opportunities	Edit
3/11/2010	307 Livestock Judging Series	✎ ✖
8/7/2019	State First Time Deer Hunt	✎ ✖
11/5/2019	State Horse Hippology Contest	✎ ✖

[+ PARTICIPATION](#)



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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

The screenshot shows the 'My 4-H Year Pictures' section. It includes instructions: 'Attach up to nine (9) pictures with the date and a caption that best capture your project! (only .jpg or .png formats accepted) insert any pictures of your project in that projects record book!'. Below the instructions, there are two photo thumbnails. The first thumbnail shows a young boy in a white shirt and green tie at a fair, with the caption 'fair time' and 'Edit' and 'Delete' buttons. The second thumbnail shows a large orange paw print, also with 'Edit' and 'Delete' buttons. A green 4-H clover logo is in the top right corner of the screenshot.



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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

Other Participation ⓘ

Share how you are involved in other aspects of your life in your community. *For examples and more information click on the white help button*

Date of Participation	Description of Participation	Participation Type	Edit
10/9/2019	This is a test phrase.	Awards	✎ ✕
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.			✎ ✕

+ PARTICIPATION