

Name:

How old were you on January 1st of this year?

Age Division: 8-10 (Junior) 11-13 (Intermediate) 14-18 (Senior)



ZSUITE RECORD BOOK

1 Project Report

2 4-H Involvement

Wyoming 4-H



UNIVERSITY
OF WYOMING
EXTENSION





ZSUITE RECORD BOOK



Why should you complete a record book?

- Learn to set goals, make plans to achieve those goals, learn to adapt to challenges and obstacles.
- Get practice keeping records.
- Track your activities, events, skill development, expenses, profits, and much more.
- Measure your achievements and growth.
- Use it for scholarships, resumes, or job applications.
- Help earn points towards Honors Club.
- Reflect on how far you've come over the years!



You can add record books in ZSuite at the beginning of the year. Working on your record book during the year helps you remember what happened and makes it less work at the last minute!

What's In Your Book?

1 PROJECT REPORT

- Goals
- Project Plan
- Supplies, Expenses & Income
- Exhibits & Summary
- Project Pictures and Clippings

Complete for EACH project

Check ZSuite under "Clubs" tab to see what you're signed up for.
(Market Swine, Breeding Sheep, Archery, Photography, Outdoor Recreation, etc.)

2 4-H INVOLVEMENT

- 4-H Awards & Recognition
- 4-H Leadership
- 4-H Community Service
- 4-H Participation

Ongoing - Add to it each year

- 4-H Story
- 4-H Year Pictures & Clippings
- Other Participation

Complete for current year



You should set SMART goals at the BEGINNING of your 4-H year! You can start by adding record books for each project you will be doing during your 4-H year. These will be your Project Reports. Start working on your record book early! Think about what you've already learned in your projects, and about the things you'd still like to learn. Your goals should GROW with YOU!

Let's make it...

S Specific

Choose one thing you want to improve or one skill you want to learn.

M Measurable

What will you have at the end to know you reached your goal? Try to make it a number.

A Attainable

Think about what you can get done with your 4-H year! Make it reasonable and challenging!

R Relevent

Make sure your goal is related to your 4-H project. As you spend more years in a project, make your goals more challenging.

T Time-Bound

Give yourself a timeline. You can have a short-term goal you finish in a couple weeks or months. Or a long-term goal that takes you all year.

Let's try it!

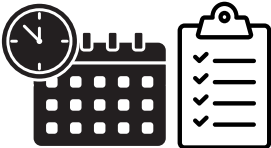
Practice writing a SMART goal...

Then make a Plan...

Some things to consider:

- Going to 2 practices a week.
- Watching videos online.
- Asking a leader, parent, sibling, or friend for help (especially for Juniors).
- Marking days on your calendar so you don't forget to keep working on the goal.
- Finding a friend with the same goal to help keep you going.
- **THE LIST GOES ON!**
- Going to monthly project meetings.
- Attending a clinic or a camp.

Talk about specific things you want to do to help you reach each of your goals! As the year goes on think about how your plan has gone. Whether it went well you you needed to make changes.





GOALS



EXPENSES/INCOME



At the beginning of the year:

- What do you already have? Things you use for your project every year , such as:
 - Archery - your bow, arrows, gloves, quivers things you keep for years
 - Livestock - feed buckets, blowers, stands, breeding animals you keep
 - Visual Arts - paint brushes, markers, household items you use that you already have on hand
- If it's your first year in a project, you might not have much on hand already. If you've done the project before, look at what you had on hand or bought in previous years. Do you still have those things? They should be listed under your equipment.

SUPPLIES



SUMMARY



Throughout the year:

- What do you still need? Things you needed to buy during the year, such as:
 - Archery - New fletching for arrows, new quivers, if you bought a bow
 - Livestock - Feed, fitting supplies, new show sticks, any market or new breeding animals you got this year
 - Visual Arts - canvases, new paints, poster boards
- Expenses can also include any classes, clinics, or camps you paid to attend for your project.

Throughout or at the end of the year:

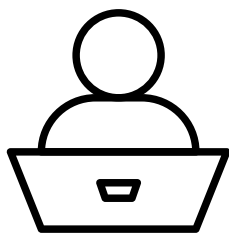
- Income is where you'll put anything you sold, gave away or kept for yourself.
 - Did you sell an animal? This could be a market animal or through your breeding program.
 - Did you sell any crafts? At a craft fair, to friends or family, etc.
 - Did you give away any supplies to someone else? If it's your last year in a project or you replaced old supplies you can put if you gave away or donated old supplies.
 - Did you keep anything for yourself? Include if you kept a market animal for your family, made a piece of art or piece of equipment that you kept or will use for yourself.



EXPENSES/INCOME

SUMMARY

PICTURES



What did you learn this year?

- Go back to the goals you set for yourself at the beginning of the year.
 - What specific things did you do to help you accomplish your goals?
 - What challenges did you have?
 - Did your goals change during the year?
 - Did you create more goals throughout the year?
 - What skills did you learn?
 - Who helped you?
 - Where did you find information?
- What activities did you do for the project?
 - How many practices/project meetings did you attend?
 - Did you do any workshops, clinics, jackpots, shows, competitions, or fairs for the project?
- Explain the skills or knowledge you gained from participating in this project this year.
 - I learned how to...
 - compare cost of different brands of ingredients.
 - control my breathing to improve my shooting accuracy.
 - use acrylic paints on ceramic.
 - ...etc.
- How will you apply what you learned to other areas or to future years in the project?

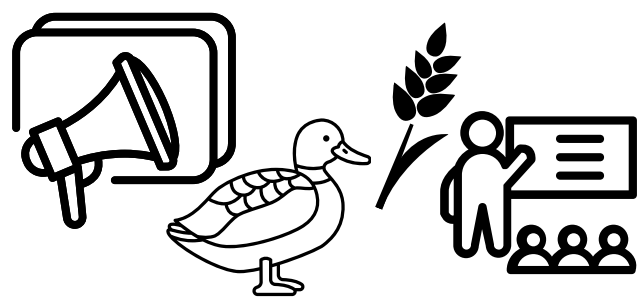


Exhibit ☺

Not all sharing experiences will have a placing/award.

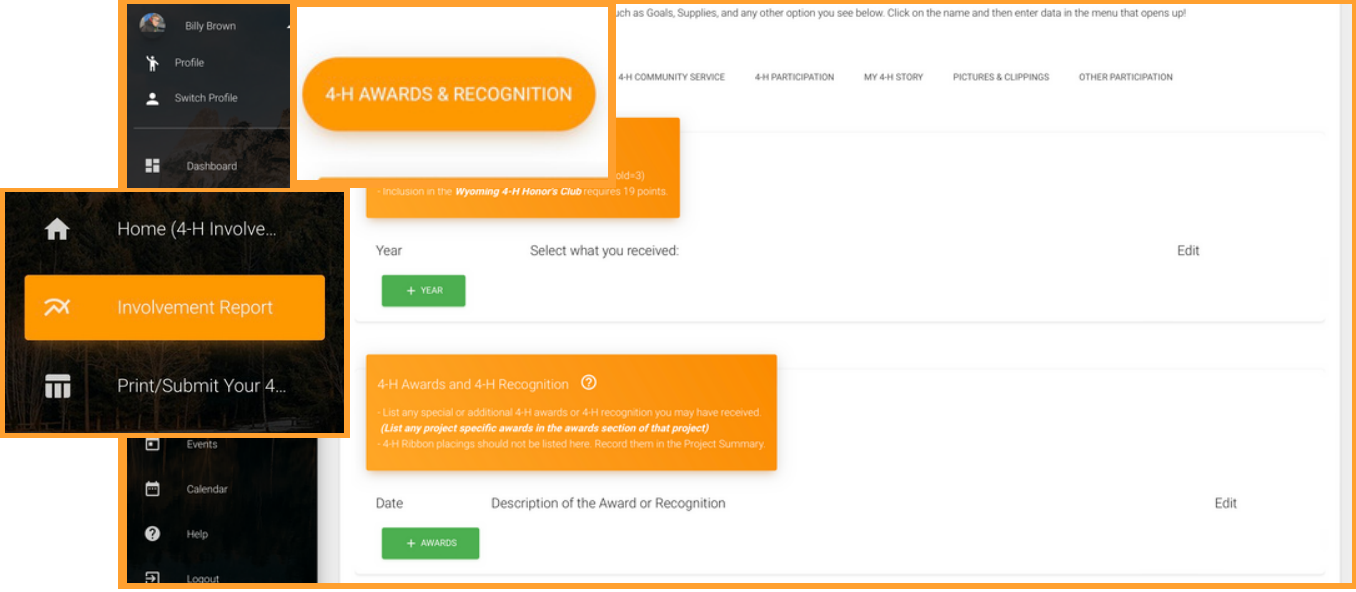
What did you exhibit or share for your project?

- These will include:
 - indoor/static exhibits during fair
 - showing your animals
 - giving presentations on your project
- You should put a ribbon or placing if you got one, but other awards you got for your exhibits should go in the awards section (if you got a ribbon for your class and were an overall champion, just the class ribbon goes here)..





The Involvement Report will be added to every year
 (All your 4-H years should be in one Involvement Report).
 You can use the same Involvement Report every year or add previous years.



Annual Achievement Points (Gold, Silver, or Green).



- Usually you receive Achievement Points based on your Record Book. For the current year, you can select "None" from the list. You can edit this after you receive your Achievement Level.
- The year is the calendar year you are turning in your record book or receiving the Achievement Level.
- The Involvement Report can be added to every year, so once you get your Level, you can add it to your book so you don't forget for next year.

4-H Awards and Recognition

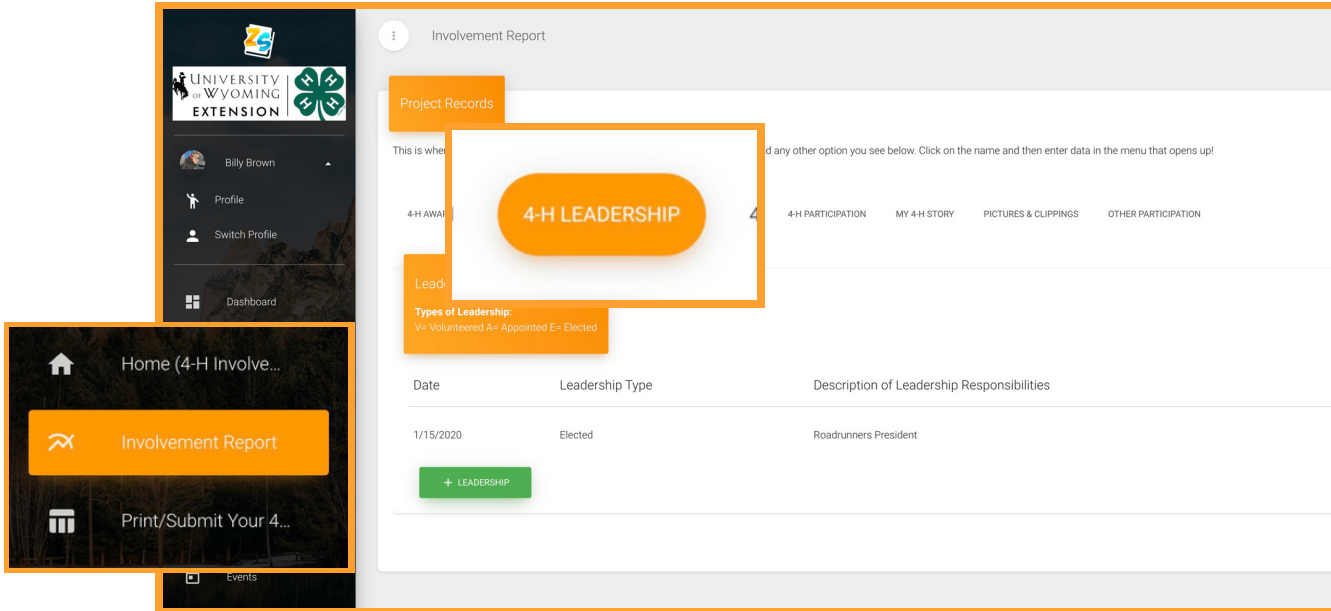
- Project placing ribbons (Purple, Blue, First, Second, etc.) should go in the Project Report they go with. Only list additional awards like Overall Champion, Best of Show, Outstanding Overall Exhibit, etc.
- Other awards that could go here:
 - Cash Awards, Scholarships
 - Seals, Certificates
 - Plaques, Trophies, Belt Buckles
 - Trip Awards



***Don't leave blanks, put "N/A" if needed



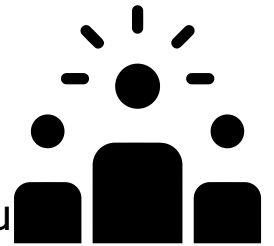
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Leadership comes in many forms!

For younger members it can be as simple as leading a pledge, or seconding a motion.

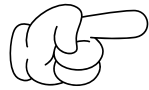
Make sure your leadership responsibilities GROW with you



Leadership Types



- **Volunteer:** These are things you have signed up for or asked to do. Giving presentations, making motions, public speaking, helping with workshops or programs, judging events, or fairs.



- **Appointed:** Things you've been asked to do, like if you're asked to lead a pledge, or join a committee.



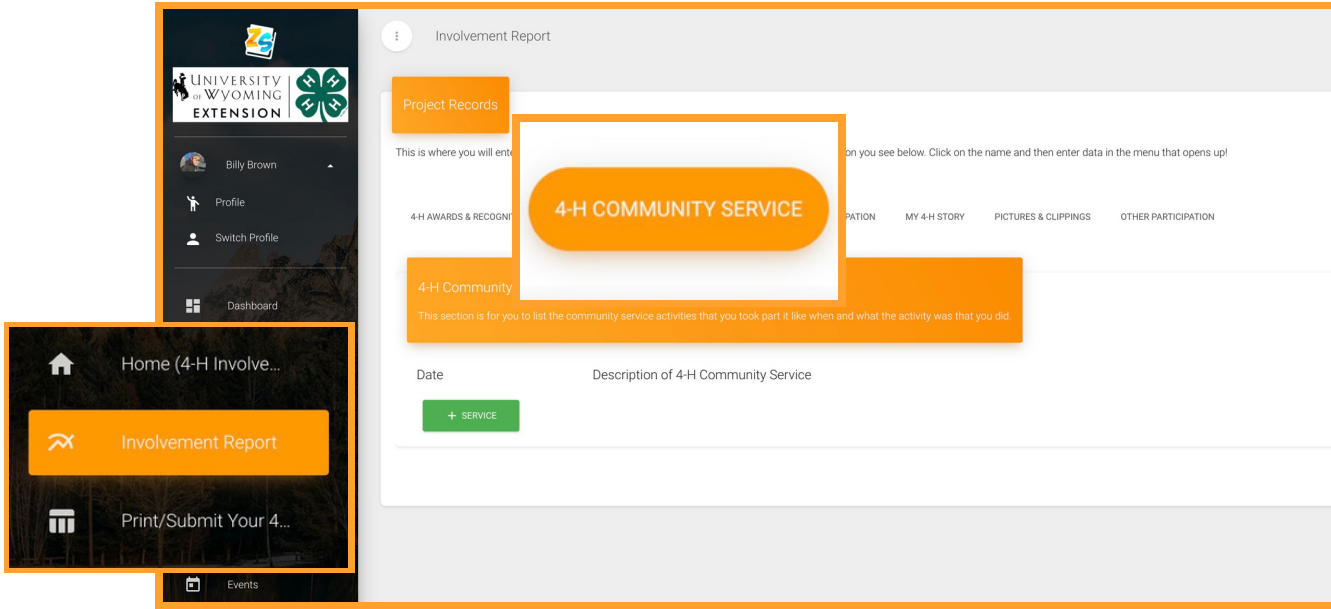
- **Elected:** Responsibilities people voted for. Usually this is holding a 4-H office like club secretary, president, etc. You can include just being nominated or running for an office (especially if it's your first time) as an appointed leadership role.

Don't just put a general activity, explain how the role applies to leadership. Don't forget dates to show your progress over the years!

***Don't leave blanks, put "N/A" if needed

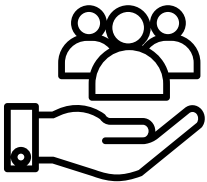


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Using your "hands for larger service"

- These are all the things you did during the year to help others out, without getting anything in return.



- These can be things you do with your club, as a county, or on your own. Make sure you describe what you did, how much was collected, how many people helped or how many people received help! You might do some of the same activities every year so don't forget to put dates on your activities.

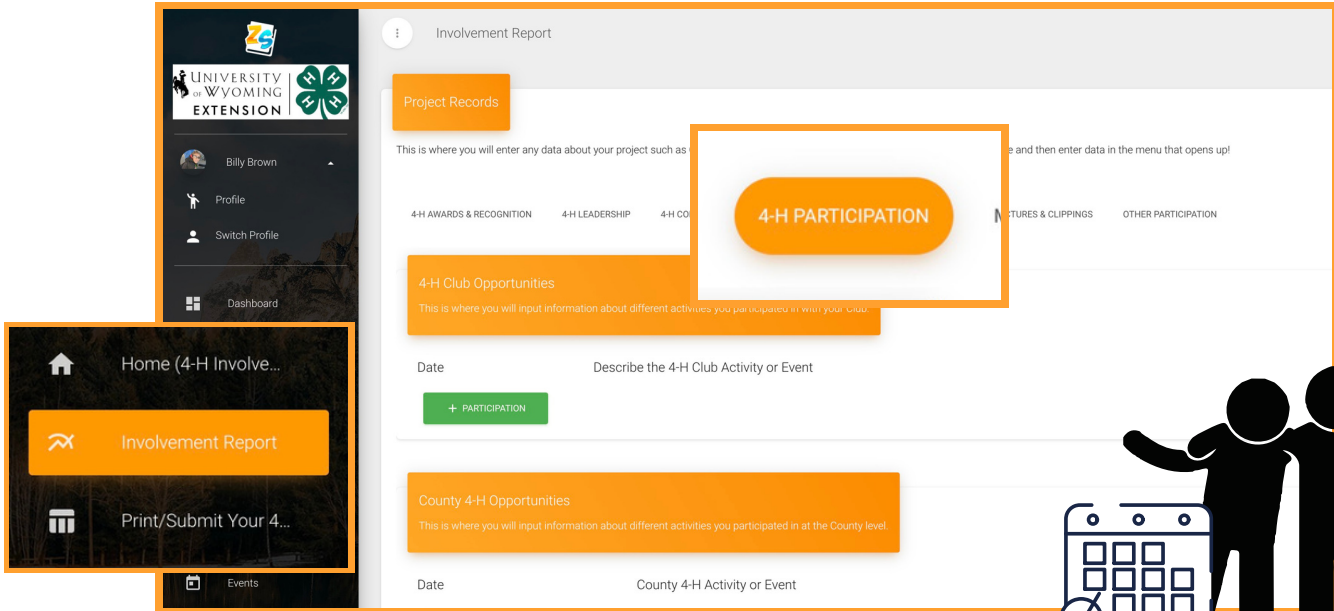
Some ideas:

- Donate to or volunteer at a soup kitchen, food pantry, animal shelter, disaster relief efforts, or other donation based charities
- See if you can make cards or spend time at a senior center or hospital
- Help with a road side clean up, or park or fairgrounds clean-up
- Adopt a family during the holidays (Make/donate meals, Angel Trees, Valentines, Easter Baskets, May Day, etc.).

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Show what you've done this year!

- List all the activities you've done at the club, county, state, or national level.

Club Activities:

- Attending club meetings (save space and put how many you attended in one line), Club holiday parties, Club fundraisers

County Activities (activities with multiple clubs in your county) :

- Helping or participating in a 4-H carnival, County Fair, County Contest, Achievement Programs, County Project Meetings, Workshops, Classes or Clinics.

State Activities (activities with multiple counties):

- State Contests like Showcase Showdown, State Fair, State Shoot/Raton, Judging Contests, etc. WYLE, State Leaders Conference or other State events

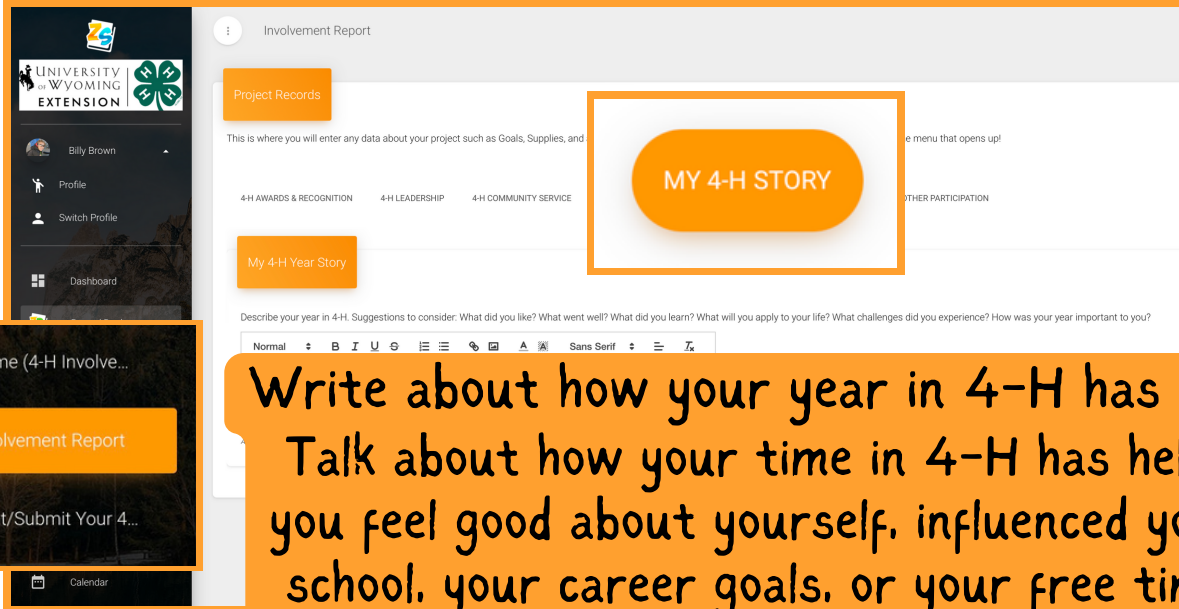
National Activities (activities with multiple states participating):

- Citizenship or Leadership Washington Focus, National 4-H Congress, Western National Roundup, NILE, etc.

***Don't leave blanks, put "N/A" if needed



You should write a new story each year. It could follow the same general outline, but make sure you tell this year's story, and it's not the same story every year. This is a story, don't just write one or two lines. Show your growth!



Write about how your year in 4-H has been!
Talk about how your time in 4-H has helped you feel good about yourself, influenced you in school, your career goals, or your free time.

Some things you can include in your story:

- Introduce yourself:
 - Your name, what grade you're in, how many years you've been in 4-H.
- Highlights from your 4-H projects and activities (what did you enjoy, what didn't go like you thought it would, what might you do differently next year?)
- What did you enjoy most about your 4-H year?
- What was the most successful part of your 4-H year?
- What did you learn in 4-H this year (that you maybe haven't talked about as part of your projects)?
- Did you have any challenges? What happened? What did you do?
- What leadership or community service or other activities did you learn the most from?
- Did you use the things you learned in 4-H in other parts of your life?
- How was this year important to you?
- What are your future plans in 4-H? What are your future plans for school or for a career?

