



McLean County 4-H

2024-2025 Record Book

Name: _____

4-H Club Name: _____

4-H Age (as of Sept. 1, 2024): _____



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES
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Introduction

Welcome to the McLean County 4-H Record Book! We hope that you will take time to fill out your record book to showcase all you have learned and experienced throughout the year.

Why do we complete 4-H record books?

Record books help you keep track of all the cool things you do in 4-H! Here's why they're important:

1. They help you remember everything you've done in 4-H, like a scrapbook of your projects and activities.
2. They can help you complete scholarship or award applications throughout high school.
3. They give you practice setting goals and reflecting on what you've learned.
4. They make it easier for older kids to fill out college or job applications.

Your record book shows how awesome you are and helps you get ready for the future!

What Are the Parts of the Record Book?

Your 4-H record book has 6 main parts. Each part helps tell the story of what you did and learned this year:

1. **Participation** – This is where you include all the 4-H events and activities you joined, like club meetings, workshops, fairs, or special trips. There is a section for participation outside of 4-H later in the record book!
2. **Leadership** – Did you lead an activity, help a younger member, participate in a committee or serve as a club officer? This section is for showing how you were a leader in 4-H.
3. **Community Service** – Did you help clean a park, collect food, or make cards for someone? This is where you write about how you helped your community. You can include things you planned or just helped with.
4. **Promotion** – Did you share all the exciting things about 4-H with your friends or at school? Did you participate in a public interview through radio, TV or social media platforms?
5. **Honors and Recognition** – This is where you'll include fair exhibit ratings, special 4-H awards or recognition, and any achievements throughout the year.
6. **Project Records** – My 4-H Project Records pages is where you talk about your 4-H projects. What did you do? What did you learn? This part shows how your skills have grown.

How Do We Review the Record Book?

Inside your record book, there's a helpful checklist that shows what to include and how your book will be reviewed. It's a good idea to look at this while you're working on your book to make sure you're on the right track! Before you turn in your record book, your 4-H leader will look it over and give you helpful feedback. Then it goes to the Extension Office so staff and volunteer reviewers can see all the great things you've done! There's no rule that says you must fill out every part of the book; the more you include, the more ways we can celebrate all the awesome things you've done! We just want you to share what you're proud of accomplishing throughout the year.

Don't forget: Your leader needs time to review your record book **before** it's due, so be sure to check their deadline to give them enough time.

4-H Record Book Submission Checklist for Club Leaders

Digital or Printed Record Books Due to the Extension Office by September 15

Step 1: Set Your Club Deadline

- ☐ Choose a deadline for your club that is *before* September 15, allowing enough time for leaders to review and provide feedback before final submission
- ☐ Share that date with all 4-H members and families

Step 2: Review Member Record Books

For each record book

- ☐ Review the content using the *Leader Review Checklist*
- ☐ Write helpful comments and suggestions for the member
- ☐ Complete a separate *Project Area Checklist* for each project area completed

Step 3: Complete the Leader Tasks

- ☐ Fill out the *Leader Review Checklists* for each member's record book
- ☐ Write your feedback directly on the checklist or attach a separate sheet
- ☐ Confirm the number of years in the project with the 4-Her or their family. Then add that and the Project Area the records are being submitted for on the lines provided in the checklist.

Step 4: Submit to Extension Office by Sept. 15

Choose one method:

- ☐ **Physical Submission:** printed/paper copies of record books, Leader Review Checklists, any additional pages and transmittal form to the Extension Office
- OR**
- ☐ **Electronic Submission:** email digital record books, Leader Review Checklists, any additional pages and transmittal form to McLean County 4-H staff—documents may be scanned and emailed or completed PDF documents

Leader Statement:

I have reviewed all sections of this member's record book, completed the checklists, given constructive feedback, and listed their submission(s) on the transmittal form.

4-H Club Leader Signature: _____

4-H Record Book Cover Sheet: Leader Review Checklist

Club Participation

- ☐ Attended minimum number of 4-H Club Meetings required by club.
- ☐ Recorded detail about one completed talk or demonstration.
- ☐ Participated in at least one club activity and one county activity other than a club meeting.
- ☐ Promoted 4-H in a positive way outside of 4-H activities.
- ☐ Participated in at least one leadership and/or community service experience.
- ☐ Described at least one member honors and/or recognition.

Additional comments regarding club participation:

Project Area Records: Leader Review Checklist

Project Participation

Project Area: _____ Number of Years in Project: _____

- ☐ Listed **at least one** goal **for each** project taken.
- ☐ Described the **number of projects** for that area with **specific details** about each project.
- ☐ Described the **time** and **effort** to complete the project.
- ☐ Described **at least three** items necessary to complete the project.
- ☐ Described **at least one** income and/or expense with the project.
- ☐ Described **at least one** thing learned this year related to the project.
- ☐ Described **at least one** challenge encountered this year related to the project.
- ☐ **Reflected** on the above challenge to learn **how to improve for next time**.
- ☐ Described **at least two** ways they participated in an activity or event related to the project area.
- ☐ Described **at least one** memory made when working on the project area.

Additional comments regarding project participation:

Additional Project Area Records: Leader Review Checklist

Project Area: _____ Number of Years in Project: _____

- ☐ Listed **at least one** goal **for each** project taken.
- ☐ Described the **number of projects** for that area with **specific details** about each project.
- ☐ Described the **time** and **effort** to complete the project.
- ☐ Described **at least three** items necessary to complete the project.
- ☐ Described **at least one** income and/or expense with the project.
- ☐ Described **at least one** thing learned this year related to the project.
- ☐ Described **at least one** challenge encountered this year related to the project.
- ☐ **Reflected** on the above challenge to learn **how to improve for next time**.
- ☐ Described **at least two** ways they participated in an activity or event related to the project area.
- ☐ Described **at least one** memory made when working on the project area.

Additional comments regarding project participation:

Additional Project Area Records: Leader Review Checklist

Project Area: _____ Number of Years in Project: _____

- ☐ Listed **at least one** goal **for each** project taken.
- ☐ Described the **number of projects** for that area with **specific details** about each project.
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- ☐ Described **at least one** thing learned this year related to the project.
- ☐ Described **at least one** challenge encountered this year related to the project.
- ☐ **Reflected** on the above challenge to learn **how to improve for next time**.
- ☐ Described **at least two** ways they participated in an activity or event related to the project area.
- ☐ Described **at least one** memory made when working on the project area.

Additional comments regarding project participation:

4-H Record Book Cover Sheet: Staff or Volunteer Checklist

Club Participation

- ☐ Attended minimum number of 4-H Club Meetings required by club.
- ☐ Recorded detail about one completed talk or demonstration.
- ☐ Participated in at least one club activity and one county activity other than a club meeting.
- ☐ Promoted 4-H in a positive way outside of 4-H activities.
- ☐ Participated in at least one leadership and/or community service experience.
- ☐ Described at least one member honors and/or recognition.

Additional comments regarding club participation:

Project Area Records: Staff or Volunteer Checklist

Project Participation

Project Area: _____ Number of Years in Project: _____

- ☐ Listed **at least one** goal **for each** project taken.
- ☐ Described the **number of projects** for that area with **specific details** about each project.
- ☐ Described the **time** and **effort** to complete the project.
- ☐ Described **at least three** items necessary to complete the project.
- ☐ Described **at least one** income and/or expense with the project.
- ☐ Described **at least one** thing learned this year related to the project.
- ☐ Described **at least one** challenge encountered this year related to the project.
- ☐ **Reflected** on the above challenge to learn **how to improve for next time**.
- ☐ Described **at least two** ways they participated in an activity or event related to the project area.
- ☐ Described **at least one** memory made when working on the project area.

Additional comments regarding project participation:

Additional Project Area Records: Staff or Volunteer Checklist

Project Area: _____ Number of Years in Project: _____

- ☐ Listed **at least one** goal **for each** project taken.
- ☐ Described the **number of projects** for that area with **specific details** about each project.
- ☐ Described the **time** and **effort** to complete the project.
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- ☐ Described **at least one** memory made when working on the project area.

Additional comments regarding project participation:

Additional Project Area Records: Staff or Volunteer Checklist

Project Area: _____ Number of Years in Project: _____

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- ☐ Described the **number of projects** for that area with **specific details** about each project.
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- ☐ **Reflected** on the above challenge to learn **how to improve for next time**.
- ☐ Described **at least two** ways they participated in an activity or event related to the project area.
- ☐ Described **at least one** memory made when working on the project area.

Additional comments regarding project participation:

Participation

Remember you need to fulfill club minimum requirements throughout the year to show at the 4-H show for premiums. If additional pages are needed, please state that in the applicable section, then add that section's heading to the additional page.

Club Meeting Attendance: Mark all months you attended.

- | | | | | | |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Sep. | <input type="checkbox"/> Nov. | <input type="checkbox"/> Jan. | <input type="checkbox"/> Mar. | <input type="checkbox"/> May | <input type="checkbox"/> Jul. |
| <input type="checkbox"/> Oct. | <input type="checkbox"/> Dec. | <input type="checkbox"/> Feb. | <input type="checkbox"/> Apr. | <input type="checkbox"/> Jun. | <input type="checkbox"/> Aug. |

Talk and Demonstrations: Indicate when you shared a talk/demo and provide a brief description about what you presented.

Date(s): Brief Description: _____

4-H Activities and Events:

List all 4-H activities you attended throughout the current program year.

Club Level:

Activities or events that were available to only your club members.

County Level:

Activities or events that were available to members from more than one club in McLean County.

Unit-Wide or Regional Level:

Activities or events that were available to members in more than one Illinois county.

State, National, & International Level:

Activities or events that were available to members throughout the United States or Internationally.

4-H Leadership:

List all 4-H activities where you provided leadership.

4-H Community Service:

List all 4-H community service activities in which you participated.

4-H Promotion:

Briefly describe how you promoted 4-H to others.

4-H Honors and Recognition:

List all 4-H awards and special recognition you received. Include exhibit ratings at county and state level, in addition to any other special recognition.

Participation outside of 4-H: List or briefly describe clubs, activities or organizations in which you participate outside of 4-H. This may include, but not limited to, opportunities such as sports (club or school), church youth group, school clubs, or non-4-H community service opportunities. Be sure to include any leadership roles or special recognitions you may have had with these opportunities as well.

My 4-H Project Record – Animal Science

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section's heading to the additional page.

How many years have you participated in Animal Science? _____

Choose the project(s) you enrolled in during the current program year:

- | | | | | |
|-----------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Animal Science | <input type="checkbox"/> Dog Dairy | <input type="checkbox"/> Horse & Pony | <input type="checkbox"/> Rabbit Sheep | <input type="checkbox"/> Vet Science |
| <input type="checkbox"/> Beef | <input type="checkbox"/> Goat | <input type="checkbox"/> Llama | <input type="checkbox"/> Small Pets | |
| <input type="checkbox"/> Cat | | <input type="checkbox"/> Poultry | <input type="checkbox"/> Swine | |

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Animal Science this year?

Tell us all about your animal(s) you owned, managed or cared for throughout the year.

Describe the time and effort it took to train and care for your animal(s).

Tell about the materials and supplies you needed to care for your animal(s).

Describe your overall expenses and/or income you had with your animal(s).

What did I learn in Animal Science this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Animal Science?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Animal Science in or outside of 4-H.

My 4-H Project Record – Engineering and Technology

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section’s heading to the additional page.

How many years have you participated in Engineering and Technology? _____

Choose the project(s) you enrolled in during the current program year:

- | | | | | |
|-----------------------------------------------|-----------------------------------------------|--------------------------------------|----------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> 3D Printing & Design | <input type="checkbox"/> Computer Science | <input type="checkbox"/> Electricity | <input type="checkbox"/> Small Engines | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Drones: UAV/ Systems | <input type="checkbox"/> E-Sports | <input type="checkbox"/> Tractor | <input type="checkbox"/> Vehicle & Farm Equipment Restoration |
| <input type="checkbox"/> Bicycle | | <input type="checkbox"/> Maker | <input type="checkbox"/> Welding | |
| | | <input type="checkbox"/> Robotics | | |

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Engineering and Technology this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Engineering and Technology this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Engineering and Technology?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Engineering and Technology in or outside of 4-H.

My 4-H Project Record – Environment and Natural Resources

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section's heading to the additional page.

How many years have you participated in Environment & Natural Resources? ____

Choose the project(s) you enrolled in during the current program year:

- | | | | |
|----------------------------------------------------|-----------------------------------------------|----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Entomology | <input type="checkbox"/> Geology | <input type="checkbox"/> Outdoor | <input type="checkbox"/> Wildlife |
| <input type="checkbox"/> Entomology:
Beekeeping | <input type="checkbox"/> Natural
Resources | <input type="checkbox"/> Adventures | <input type="checkbox"/> Shooting Sports |
| <input type="checkbox"/> Forestry | | <input type="checkbox"/> Sport Fishing | |

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Environment and Natural Resources this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Environment and Natural Resources this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Environment and Natural Resources?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Environment and Natural Resources in or outside of 4-H.

My 4-H Project Record – Food Nutrition and Health

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section's heading to the additional page.

How many years have you participated in Food Nutrition and Health? ____

Choose the project(s) you enrolled in during the current program year.

☐ Foods & Nutrition

☐ Food Science

☐ Health

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Food Nutrition and Health this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Food Nutrition and Health this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Food Nutrition and Health?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Food Nutrition and Health in or outside of 4-H.

My 4-H Project Record – Community Involvement and Global Awareness

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section's heading to the additional page.

How many years have you participated in Community Involvement and Global Awareness? ____

Choose the project(s) you enrolled in during the current program year.

☐ Citizenship

☐ Civic
Engagement

☐ Intercultural

☐ Service
Learning

☐ Visual
Arts

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Community Involvement and Global Awareness this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Community Involvement and Global Awareness this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Community Involvement and Global Awareness?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Community Involvement and Global Awareness in or outside of 4-H.

My 4-H Project Record – Home and Family

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section's heading to the additional page.

How many years have you participated in Home and Family? ____

Choose the project(s) you enrolled in during the current program year

☐ Babysitting

☐ Clothing and
Textiles

☐ Consumer
Education

☐ Interior
Design

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Home and Family this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Home and Family this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Home and Family?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Home and Family in or outside of 4-H.

My 4-H Project Record – Personal Development

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section’s heading to the additional page.

How many years have you participated in Personal Development? _____

Choose the project(s) you enrolled in during the current program year.

- | | | | |
|-------------------------------------------|------------------------------------------|----------------------------------------|---------------------------------|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Exploratory | <input type="checkbox"/> Read Write-a- | <input type="checkbox"/> Video/ |
| <input type="checkbox"/> College & | <input type="checkbox"/> Family Heritage | Book | Filmmaking |
| Career | <input type="checkbox"/> Journalism | <input type="checkbox"/> Ready 4 Life | |
| Readiness | <input type="checkbox"/> Leadership | <input type="checkbox"/> Theatre and | |
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Photography | Performing Arts | |

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Personal Development this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Personal Development this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Personal Development?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Personal Development in or outside of 4-H.

My 4-H Project Record – Plants and Soils

Please use complete sentences and provide as much description as possible. If additional pages are needed, state that in the applicable section, then add that section's heading to the additional page.

How many years have you participated in Plants and Soils? ____

Choose the project(s) you enrolled in during the current program year.

☐ Crops

☐ Grounds

☐ Horticulture

☐ Floriculture

Improvement

☐ Plants and Soils

Goals: Share at least one goal per individual project that you would like to learn and accomplish throughout the programmatic year.

What did I do in Plants and Soils this year?

Tell us a little bit about the project(s) you completed this year.

Describe the time and effort it took to complete your project(s).

Tell about the materials and supplies you needed for your project(s).

Describe your overall expenses and/or income you had with your project(s).

What did I learn in Plants and Soils this year?

What did you learn this year related to your project(s)?

What challenges did you encounter this year in your project(s)?

What did you learn from those challenges?

What activities/events did I participate in related to Plants and Soils?

Tell about activities or events you attended related to your project(s).

What memories did you make while working on your project(s)?

Share any plans you have for continuing with Plants and Soils in or outside of 4-H.
