



Winnebago County 4-H Digital Record Book Guidelines



Objective: A digital record book can be created in place of a traditional paper record book. You may use a software program of your choice, but we prefer Microsoft PowerPoint, Prezi, Canva, or any other software program you see fit. Your entire record book must be in a digital slide-show or turn-page format. There is no maximum number of projects that you can include in the Digital Record Book. You may be as creative as you like, inserting photos, clip art, background music, audio and/or video clips. **We highly suggest using the Traditional Record Book Pages as your guide**

Organize your Digital Record Book in the order listed below:

1. **RECORD BOOK TITLE PAGE AND PROJECT LISTING:** A new cover is available each year so current year information may be kept together. It is recommended to include your entire project history throughout your 4-H career.
 2. **TABLE OF CONTENTS:** List Project(s) by order in Record Book for current year
 3. **MY 4-H STORY:** SPECIFICALLY Include this info:
 - a. Memorable things that happen in 4-H;
 - b. Things you learned and how you will apply them
 - c. What you most enjoyed in 4-H
 - d. What 4-H means to you
 - e. Experiences at club meetings, community service, project experience, events, fair, etc.
 4. **MY 4-H GOALS:** Complete a "Plan to Do" column at the beginning of the 4-H year. Complete a "Date Completed" column when goal is completed or at the end of the 4-H year.
 5. **MEMBER PROJECT PAGES:** Include for each project you choose to highlight in your record book.

****Youth do NOT need to complete a project page for all the projects you signed up for.**

 - a. Remember: a "project" is an overall area of interest you signed up for at the beginning of the year vs. an "exhibit" which is what you actually took to the fair.
 - b. Be sure to include all the sections of the project pages.
 6. **IF SOMETHING DOES NOT APPLY TO YOUR PROJECT, INDICATE "N/A"** (Not Applicable) in each space that does not apply. Not applicable means that the section does not apply to the work you did in your project. N/A is not to be used as an excuse to not fill out the section. The Digital Record Book will not be considered for an Outstanding Record Book if there are missing sections.
 7. **PARENT/GUARDIAN COMMENTS**

Be sure to remember to ask your parent/guardian to complete this!
 8. **ORGANIZATION/PROJECT/YOUTH LEADER(S) COMMENTS**

Be sure to give your leader enough time to complete the comments section. Don't wait until the last minute!
 9. **OPTIONAL ITEMS THAT CAN BE INCLUDED TO ENHANCE YOUR DIGITAL RECORD BOOK. These are not required. Points will NOT be assigned for this.** Include items such as: judging comment sheets, photos, drawings, ribbons, newspaper clippings, project literature, event programs, barn cards, and decorations.
 10. **ORGANIZATION & NEATNESS IS A MUST!!!**

Keep in mind to use a font that is readable. Check spelling and grammar. Be sure the sections of your record book align with the table of contents.
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