



Cloverbud 4-H Project Record: A How-To Guide

Deciding to use a Cloverbud 4-H Project Record with your 4-H'er:

This record is appropriate to use with youth that are between the ages of 5 to 8 years old. This record is meant as an entry into project records, this is a good introduction to the process without being overwhelming.

Why include a Scoring Rubric?

The expectation for this project record is not to be proficient and distinguished in all areas the first time using it. It is absolutely appropriate that anyone completing the Cloverbud record, to still be Emerging and Developing their record keeping, reflection, and communication skills. We expect that over time and practice youth will move from developing and emerging communication skills to proficient and distinguished skills, especially if they use this record more than once.

This Rubric is a tool to identify areas of strength in communication and record keeping skills, as well as a place to identify areas where those skills are still developing. Skill development occurs over time, with practice, and by setting goals to achieve higher standards. We hope this communicates *how* young people can grow in these skills and what they can do to reach a higher skill level. We hope that this Rubric also communicates with youth, parents, volunteers, and 4-H county and camp staff clear and consistent expectations for the record keeping experience in all UMaine 4-H programs.

How to complete a Cloverbud 4-H Project Record:

COVER PAGE

- **Project year:** The 4-H year starts October 1 through September 30. To know your project year, for example, I'm starting my project on October 1, 2015, and ending on September 30, 2016, my project year is 2015.
- **Personal contact information:** This can be listed for the family if member does not have/want to share their contact information.
- **Club Meeting Attendance:** Club meetings are sometimes held separately from project related meetings, these club meetings bring all projects together to discuss club related business. To find the %, take the number of meetings attended, divided by the total number of meetings held, then multiply by 100. For example, if there were 10 meetings and you attended 8 meetings, it would $8 / 10 = 0.8$, then $0.8 \times 100 = 80\%$. Include all clubs you are enrolled in this year in this section.
- **Member's Signature:** We understand that some youth may need assistance from adults in completion of this project and the record, and that's ok! We just want the member to acknowledge that this is their work and they are responsible for it.
- **4-H Adult Partner's Signature:** This should be the signature of the 4-H Volunteer that either helped develop or review this project record, sometimes that is the club leader or sometimes it's another 4-H Volunteer in the club, it may also be a parent 4-H Volunteer if they are working in this capacity with 4-H members.

Section 1- My 4-H Club and Events

- **Note on the option to write, draw, photograph or make a video:** If writing is not your thing, there are lots of options to doing this project record. It could be like an interview, where you record yourself being asked these questions, you could take photos at events and meetings to document what you did, you could draw pictures of events, or you could write this out. We just want you to get into the habit of recording what you are doing in 4-H, there's no wrong way to do this.
- **Club Name:** This might feel redundant, like you've already written this on the cover page, but some members do different activities with different clubs and this is how you can keep track of that.
- **4-H Meetings and Events:** The more activities you attend and list, the better- it means you're enjoying the program! If you can connect your favorite activity to any life skill from the wheel on page 5, that will give you a higher mark because it's pushing you to connect that activity with a bigger life lesson. But it's ok if you're not ready to use the life skills wheel yet!

Section 2: My 4-H Activities

- There are 4 boxes for activities, so you can copy this page if you need to, this is where the 4-H activities would be listed, any project work, any club trips, any county events attended. Reflect on those activities and connect them with a life skill you practiced during the activity.

Section 3: My Community

- This section focuses on Generosity as in how you learned to think of others and give back to your community. So first you should write down a service project idea- something you care a lot about. Then you should write down the service activity on the topic was- so what you ended up doing. Then just answer the questions in the grid about one service project- you can draw in this grid too!

Life Skills Wheel

- This is the Life Skills Wheel, it's how we connect the skills we practice and learn through our projects and service to the big picture of what 4-H does. For Cloverbuds, we want you to look at the big 4 in the middle: Head, Heart, Hands, and Health. There are lots of skills related to that one H! On the next page, in the 4-H Thinking Hat we will be talking about the big 4 H's in the middle.

4-H Thinking Hat

- In the left hand side of the hat, write what is unique about using your Head **or** Hands in one of your 4-H activities. Pick one activity from Section 2 and write one unique thing you did in that activity that made you use either your Head **or** your Hands. You can write or draw how you used that H! Here is our example using a service project:

I used my hands because we collected cans for our food pantry.

- In the right side of the hat, write what is unique about using your Heart **or** Health in one of your 4-H activities. Using the same activity, or picking a different one, write one unique thing you did that made you use either your Heart **or** your Health. You can write or draw how you used that H!

I used my heart because I care about people that are hungry in my town.

- On the bottom of the hat, write or draw what they had in common. This means taking the two H's from above and explaining what was similar about them.

I needed both to help people.

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