Include this form with your record keeping materials. Check (*) the appropriate column(s) to indicate how you would rate yourself on your record keeping this year.

**My Record Keeping Skills**

<table>
<thead>
<tr>
<th>(Your responses may be written, typed, audio taped, or video taped.)</th>
<th>I did my best.</th>
<th>I did OK.</th>
<th>I could do better.</th>
<th>I need help with this.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I set goals before beginning my project(s).</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>I planned and described what I did.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I kept information organized.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I kept financial records if needed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I included how I felt about my project(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I included how I would use what I learned in the future.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My additional comments about my 4-H record keeping: ________________________________

_____________________________________________________________________

_____________________________________________________________________

Adult/teen mentor comments: ________________________________

_____________________________________________________________________

_____________________________________________________________________
4-H Record Keeping
Self-evaluation Guide

Record keeping is one of the unique 4-H learning opportunities. During and at the end of the year, your record keeping can help you think about and record what you have accomplished. 4-H leaders can learn more about each 4-H’er and how they can best help them accomplish their 4-H goals by reviewing members’ record keeping and/or talking with the 4-H’ers.

Record keeping is a process (method) that can be used throughout life in many ways.

4-H’ers can learn:
• How to set goals
• To plan and do things to meet their goal(s)
• To collect and organize information
• To accept and complete responsibility
• To tell what they liked to do and learned

At the end of the year, we recommend using the 4-H Record Keeping Self-evaluation 4H-98 (on the other side of this page) as a guide to evaluate the 4-H record keeping system you chose to use.

It is most helpful to talk about what you have done during the year with a leader, another 4-H’er, a parent/guardian, or someone interested in your 4-H participation. They can help by asking questions or making suggestions to think about using the 4-H Member/Mentor Conference Guide VI-2025C-sas.

Evaluate, and next year can be even better!

Now that you have completed a self-evaluation for the year, you may wish to improve some of your record keeping skills. What could you plan to do differently, or could you try a different method of record keeping? The following resources, available from the county extension office, may be helpful to you, your parents, and/or your leader.

Member Resources
Achieving Goals through Record Keeping 4H-91
Using Audio or Video Tapes for 4-H Project Record Keeping 4H-97A
4-H Portfolio Guidelines 4H-97B

If you want to try another method of record keeping, check the resources listed. Your 4-H leader also can share other resources to help with 4-H record keeping choices and evaluation.

Additional Leader Resources
4-H Record Keeping 4H-95
Setting Project Goals VI-2022-sq (Outline for club activity)
Record Keeping Skill-A-Thon (YouthRNet)
Goal Setting Can Be Fun (YouthRNet)

The county extension office may have other resources.

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Prepared by the 1995–1997 ISU Extension 4-H Youth Record Keeping Club Task Force; Melva L. Berkland, former ISU extension communication specialist; Donna Fincham, composition consultant, Creative Services, ISU Instructional Technology Center; and Lonna Nachtigal, illustrator.