

# RECORD KEEPING IS PART OF 4-H

The following are the recommended guidelines for record keeping format. Record keeping can also be done on the computer, in a portfolio, videotape or audiotape. Contact the Extension Office for guidelines for using alternate forms of record keeping.

**COVER** – A green 4-H cover is available at the Extension Office or you may use a 3 ring binder in green, black or white.

## **FIRST SECTION – Divided by year, using tabs, current year on top.**

**Title page:** A new title page should be made each year. The title page helps describe you to others and could contain the following:

1. Current inexpensive photo of yourself.
2. Your name.
3. Name of your club.
4. Designated if you are a Junior, Intermediate or Senior 4-H member.
5. Years in 4-H, including the current year.
6. Grade that you are in or just completed.
7. Other information you choose to include that is unique to you.

**4-H Record Keeping Self-Evaluation- 4-H 98** – Need new one each year.

**4-H YEARLY SUMMARY, 4-H-96** – need a new one each year.

The form helps to summarize your participation in 4-H projects, local club group involvement, and your involvement in county, area and state levels.

**YOUR 4-H STORY** (Optional) Your 4-H story is an overview of your 4-H year, what you did and your feelings about this year in 4-H. Your story should include the information described in the Yearly 4-H Summary.

**SECOND SECTION – Divided by project, using tabs, current year on top.** Members must record goals in at least one project. **All livestock and small animal projects must have the appropriate worksheets completed (horse and pony worksheet does not need to complete page 3 & 8).**

**4-H Project Records\*:** Projects need form 4-H-96 a, b, or c. If the project has a special project worksheet, you will need to use it also. The financial summary should be completed on the project worksheet and does **not** need to be repeated on the 4-H-96 a, b or c.

- a. List your project goals and accomplishments on form(s) a, b or c.
- b. Behind this form put any information that supports the project, such as financial records, goal sheet and folders – all supportive information. **Special project worksheets are provided for the following projects: Market & Breeding Beef; Market & Breeding Swine; Market & Breeding Sheep; Dairy; Dog; Cat; Horse & Pony; Crop Production; Photography and Garden.**
- c. Pictures and newspaper clippings related to the work done in each project should be placed behind each project's record. Label pictures and underline your name in news articles.
- d. If you participated in clothing selection or fashion revue, include your fair forms.

**GENERAL SUPPORT MATERIAL** – Include pictures and clippings of non-project activities such as club meetings, camps, communications, (Share the Fun, Educational presentations, working exhibits) county and state fair or other 4-H events you took part in. Label pictures and underline your name in news articles.

**\* If you are interested in applying for county\*\* and/or state awards in the future, a project record should be completed for each project.**

**\*\* County Award application sheets are color coded: Pink for Junior members; Lavender for Intermediate members and Ivory for Senior members. Award application sheets should be put in the front of the member's record book before it is turned into the leader. The award applications will be distributed to each member after the County Fair. Awards are presented at the annual awards day in November.**

***(It is suggested that each member put these guidelines in the front of their record book)***

