

## **RECORD KEEPING**

### **Everything you wanted to know but were afraid to ask!**

4-H'er's have a variety of ways to learn the important skill of record keeping. Members may choose the system that meets their needs and learning styles. An excellent resource to help learn more about record keeping is the publication *Achieving Goals through 4-H Record Keeping* (4H 91), available at the Extension office.

Also 4-H'er's may select one or more of the following ways to keep their records:

- basic project form
- experienced project record form
- advanced project record form
- video tape
- audio tape
- project worksheets
  - portfolio
- computerized records
- create your own system

Whatever record keeping system a 4-H'er chooses, it should reflect goals, accomplishments and future plans.

#### Using 4-H project record forms for record keeping.

If 4-H'er decides to use written project record forms, they can choose among three different options. These three are called Basic (4-H 96A), Experienced (4H 96B), and Advanced (4H96C) The forms were developed for beginning record keepers and progress to more experienced and advanced record keepers. Parents and leaders should help the 4-H'er choose the form that best fits each member's interests, skill level and needs for the project.

Each form asks the 4-H'er what goals were set, look at the progress made and to evaluate their experiences. The forms are designed to help the 4-H'er learn more about record keeping and to record more detailed information and include leadership and citizenship experiences.

Remember: a project record is for the entire project (i.e. clothing) NOT for each exhibit that was taken to the fair. You can put all of your work in an area on one record sheet.

## **Order of Record Book**

For members who keep their records in a notebook or 4-H record book, here is a guide for the order of forms.

1. The first page is the Name page. This should be a plain piece of paper that has the following information on it: Current photo, Name, Age, Grade, Number of years in 4-H, the year, Club name.
2. 4-H Yearly Summary or Participation Summary.  
This form includes information about participation at the local, county, area and state levels. This should be updated annually to show the work done in the most recent year.
3. 4-H Project Record. One per project area and they can be in any order desired. The forms are available at the extension office. Any pictures or other related material may be placed behind the project sheet.
4. 4-H Story. Members are asked to write a story highlighting the events of the year and citing activities that had special meaning to them.
5. Self-Evaluation. This form is used to assess the year's work and see if they met their goals or what might be done differently in the future.  
Records from previous years should follow the current year. Only current and the previous year should be turned in October 1st.

### Special Note:

Whatever your club needs for record keeping, we can help at the Extension office. If you've been doing record books for a few years, be creative and try something new. If you've never done a record book, just start with a notebook, (we have some in the office for a small fee) and add the 5 basic sheets listed above. Make it simple and each year add on. You'll be surprised at how quickly your notebook will fill up.

Forms are available at the office or on the web at [www.extension.iastate.edu/4H/recordkeeping.htm](http://www.extension.iastate.edu/4H/recordkeeping.htm). You can also find forms at [www.extension.iastate.edu/4h/Agriculture/recordkeeping.htm](http://www.extension.iastate.edu/4h/Agriculture/recordkeeping.htm).