

YOUR 4-H RECORD KEEPING SYSTEM

Your First Resumé to a Successful Future!

1. Why should YOU keep 4-H Records?

4-H records help YOU...

- establish goals
- assume responsibilities
- collect facts
- organize information
- evaluate progress
- prepare for the future

4-H records help others....

- understand YOU
- learn about YOUR interests
- evaluate YOUR progress

2. To be most effective your Records should be...

- prepared by YOU
- neat and carefully organized
- complete but concise, with minimum duplication
- accurate in the recording of information
- include all of your 4-H learning experiences and accomplishments

3. You may keep your records in any format. Use 4-H guideline sheets 4H-97A and 4H-97B for reference. The following are some examples:

Book format with Project Record Sheets	Portfolio
Video tape (10 minutes per project)	Resume
Audio Tape (10 minutes per project)	Scrapbook

4. Your records may be in another media form (see #3) or with the use of other forms, such as computer generated. The same TYPE and ORDER of information must be included regardless of format used. (see #5).

5. The **ORDER of your Records** should be...

- Award Nomination form** for current year
- Title page** – include name, address, birth date, and club name.
- Yearly 4-H Summary** (4H-96) (Use new form each year) Put current year first
- 4-H Story (Optional)** (can include 4-H highlights, frustrations, favorite projects, what you would like to do next year) Should be placed in a section following the summary.
- Non-project pictures and clippings (Optional)** should be placed in a section following the summary.
- Experienced 4-H Project Record** (4H-96B) **OR Advanced 4-H Project Record** (4H-96C) or, for livestock, horticulture and crops, the **required project worksheets**
Pictures and/or clippings may be included in the project area

TIP: When setting up your Record Keeping System (book)

- use an appropriate protective cover
- use divider pages with tabs for Yearly 4-H Summary, My 4-H Story (optional), non-project pictures and clippings (optional), and each project in which you are enrolled.

If doing a portfolio, include reference 4H-97B at the beginning of your records

*** Your records are a cumulative record of your 4-H years. Each section should be organized with the current year's records placed first. Identify all additional pages with the year. Do not include project guides or project books, ribbons, evaluations or other materials not related to 4-H. Only materials related to 4-H project record keeping should be included.**

(see other side)

NOTE: REGARDLESS OF FORMAT USED THE FOLLOWING INFORMATION SHOULD BE INCLUDED

Record Books with No Award Nomination Form Will Not Be Considered For An Award

Goals: Include 2 new or expanded goals each year

Goals are what you want to learn or do. Include what, how and when.

Action: How are you going to do it?

Results: What will you do?

Timely: When do you plan to have it done?

Sample Goals: I would like to learn perspectives in photography by taking pictures and exhibiting 2 exhibits at the County Fair in July.

I would like to train my dog to walk on a leash in 6 weeks by taking dog obedience classes.

Project records:

- ♦ Action & Learning: Accomplishments and feelings for project work should be recorded on your Project Record. Written material you used with a fair exhibit may be placed in your record book if it includes relevant information.
- ♦ Financial Summary: (**Required**) All projects have costs which should be identified. Some may need to be estimated. Exception: In projects where many products are prepared (for example, food and nutrition), record costs only for frequently prepared products and/or total costs related to your goals.
- ♦ Some projects require additional project worksheets. These should be placed behind the project record sheet. (See **Required Project Worksheets**)
- ♦ Be sure to include your mistakes and unachieved goals. If you choose to drop a project, tell why you made this choice or what influenced your decision. You may describe any work you did up to that point.

Pictures and clippings: (For members submitting written records)

- ♦ Carefully selected pictures and clippings help you to remember your accomplishments in 4-H and explain your work to others, **but are not required**.
- ♦ Those relating to a project should be placed behind the current project record sheet.
- ♦ Mounting hints:
 - Use 8 ½ x 11 unlined paper and use only one side
 - Add a caption by each photo (main idea, names)
 - Identify the name of newspaper by each clipping (may be copies)
 - Identify the year on each page

My 4-H Story: OPTIONAL

Yearly Summary - School, church, and community activities should be included in your yearly summary.

NOTE: When turning your records in for county award **consideration**, remember if you are using video, audio, etc. to also turn in your records from last year. Awards are based on two years record in a project area (except for Outstanding First Year Awards and Self Determined Project Awards which are based on current year records only.)