

RECORD KEEPING is part of 4-H

The following are guidelines for recommended record keeping format. Record keeping can also be done on the computer, in a portfolio, video tape or audio tape.

Contact the Extension Office for guidelines in these areas.

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

Cover – green 4-H cover is available at the Extension Office or you may use a 3 ring binder (green, black or white).

Title Page – a new title page should be made each year.

The title page helps describe you to other and could contain the following:

1. Current inexpensive picture of yourself.
2. Your name.
3. Name of your club.
4. Designated if you are a Junior, Intermediate or Senior 4H member.
5. Years in 4-H.
6. Grade for the 2010 - 2011 school year.
7. Other information you choose which is unique to you.



Yearly 4H Summary, 4H-96 – Need one each year.

The summary helps you summarize your participation in 4H projects, local group involvement, and at community county, area, and state levels.

STORY - OPTIONAL BUT HIGHLY RECOMMEND

Your Story – This 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 above.

Followed by Optional General Support Material – include pictures and clippings of non-project activities such as club meetings, camps, county and state fairs, etc. Label pictures and underline name in clippings.

SECOND SECTION – Divided by project, using tabs, current year on top. Members must record goals in at least one project.

All livestock projects must have expense sheets.

4H Project Records – All projects need form 4H-96 A, B, C (*these forms may be generated on the computer, taken off the web site or a hard copy used*). 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 4H-96 A, B, C. **All project areas have expenses and therefore need to be included with the goal sheets.**

- a. List your project goals and accomplishments on form(s).
- b. Behind this form put any information which supports the project. Such things are financial records, goals cards, and folders – all supportive information. **Special project worksheets are provided for the following projects: market beef, breeding beef, dairy, dog, cat, horse, market swine, rabbit, market and breeding sheep, swine, poultry, crop production, and photography.**
- c. Pictures and newspaper clippings of work done in each project should be placed behind the project record. Label pictures, underline name in clippings.
- d. Did you participate in clothing selection or fashion revue...include your fair forms.

*** If you are interested in applying for county and/or state awards in the future, a project record should be completed for each project – it should not just be summarized in Yearly 4-H Summary.**

Designed by Webster County 4-H

WEB SITE FOR DOWN LOADING FORMS: <http://www.extension.iastate.edu/webster/kidsteens.htm>

Click on record keeping information on the right hand side of the page