

4-H RECORD KEEPING

The important thing is that you do it -- that you record what you want to do and keep an account of what you did and learned and how you feel about it! Remember to write with an ink pen or use the computer. Pencil fades over time. Most forms are available on-line at www.extension.iastate.edu/cass. We don't care how you assemble it, but this may be a useful guide to be sure you have all the right forms:

- ⇒ **Cover Sheet** - include a picture of you, with your name, grade, age, current year & 4-H club. You can design this on the computer if you would like.
- ⇒ **Yearly 4-H Summary** - (white - 4H-96) - The Yearly 4-H Summary is used to record your 4-H participation during the year. Keep track of recognition received, communication experiences, responsibilities at home and in school, as well as community service. You receive a new sheet each year. *This form is available on-line.*
- ⇒ **Personal Goal Record** - (buff - 4H-93) - Record your Personal Goals for the year. Project Goals go on your 4-H Project Record, NOT the Personal Goal Record. *This form is available on-line.*
- ⇒ **4-H Project Record** - One project record should be completed for *each* project carried, whether you take something to the fair or not. *These forms are all available on-line.* There are three levels of the project record:
 - Basic (yellow) - 3 & 4 grades
 - Experienced (orange) - 5 & 6 grades
 - Advanced (blue) - 7 - 12 grades
- ⇒ **Market Animal Project Worksheet** - (4H-228-WS) for beef, swine, sheep.
- ⇒ **Breeding Animal Project Worksheet** - (4H-229-WS) for breeding beef, swine, sheep.
- ⇒ **Project Inserts for:**
 - Crop (4H-382-WS)
 - Dairy Cow/Goat (4H-392/939-WS)
 - Garden (4H-462-WS)
 - Cow Lifetime Record (4H-229b-WS)
 - Shooting Sport Record
 - Photography (4H-643-WS) - Must be used the first year in project, optional after that.
 - Discovering 4-H Worksheet (4H SWI revised) For 3rd & 4th grade members
 - Horse/Pony (4H-512-WS)
 - Rabbit (Cass County Form)
 - Dog (4H-202-WS)
 - Poultry (Cass County Form)
- ⇒ **Pictures & Clippings** - relating to each project go with the Project Record.
- ⇒ **Pictures & Clippings** - relating to club activities go with 4-H Personal Goal Record or behind your last project record and pictures.
- ⇒ **Previous year's record** - put this year's material on top.

All this information goes in a green 4-H cover available at the County Extension Office for \$2.50. Or you may choose to purchase a three ring binder instead.

To access Record Keeping forms on the web, go to
<http://www.extension.iastate.edu/cass>