

## 4-H Record Keeping Materials

Here is a suggested guide to follow when assembling your 4-H record keeping materials:

1. **4-H Year Cover Sheet:** include name; name of 4-H club, age; birth date, school, grade this year and picture.
2. **Yearly 4-H Summary (4H-96):** This form summarizes your activities in 4-H during the past year. You should complete a new summary each year.
3. **4-H Record Keeping Self-evaluation (4H-98):** This form allows you to evaluation your record keep materials for the year. You should complete a new evaluation each year..
4. **4-H Personal Goal Record (4H-93):** Personal goals are goals that you set to improve yourself. Goals have three parts: HOW, WHAT, and WHEN. Your 4-H story can be included here. Intermediates and seniors may want to include separate pages telling their 4-H story.
5. **4-H Project Records (4H-94):** One project record should be completed for each project in which you are enrolled (whether you took an exhibit in this project to fair or not).
  - 5.a. Basic (Yellow – 4H-96A)  
Experienced (Salmon – 4H-96B)  
Advanced (Blue – 4H-96C)Beginning 4-H'ers should use the basic form. All other 4-H'ers can choose which form they would like to use.

Many of the project areas also have a worksheet that you can complete and include with the above forms. These include:

Market Beef, Sheep and Swine Record Worksheet (for Junior 4-H'ers) – (4H-228-Jr)

Market Animal Project Worksheet - (4H-228-WS)

Breeding Beef, Sheep and Swine Project Record Worksheet for Jr. 4-H'ers – (4H-229JR)

4-H Breeding Animal Project Worksheet – (4H-229-WS)

4-H Dairy Animal Project Worksheet – (4H-392-WS)

Iowa 4-H Beef Cow Lifetime Record – (4H-229b-WS)

Iowa 4-H Ewe Lifetime Record – (4H-229d-WS)

Horse or Pony Project Worksheet – (4H-512-WS)

Iowa 4-H Dairy Animal Lifetime Record – (4H-393-WS)

Your Dog's Permanent Record – (4H-402-WS)

Laying Flock Project Worksheet – (4H-653-WS)

Iowa 4-H Swine Lifetime Record – (4H-229f-WS)

Photography – (4H-643-WS)

Vegetable Garden Worksheet – (4H-462-WS)

Crop Production Project Worksheet – (4H-382-WS)

6. **Pictures & Newspaper Clippings:** Clippings should relate to your club or project. Activities you attended may be included such as: workshops, camps, club parties, annual meeting, officer training, county fair and state events. Pictures may also be included of your club work and projects. Items relating to specific project areas should be included with that project's records. The more general items could be grouped together.
7. **Previous Years' Records:** These materials are moved to the back of the book. This year's records are placed on top of last year's.

The important thing to remember as you work on your record book is that the record book provides a record of your growth through 4-H. It should be put together in a neat and organized way that helps tell your personal story about 4-H.

Check with your leader for these publications, or obtain them at the Extension office. They do not come with your other project materials.

⇒⇒⇒ Many of these forms are now available on the ISU Extension web page at the following link:

<http://www.extension.iastate.edu/4H/memberresources.html>

Other resources available at the Extension Office: 4-H Portfolio Guidelines (4H-97B), Using Audio or Video Tapes for 4-H Project Record Keeping (4H-97A), Achieving Goals Through Record Keeping (4H-91).

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