

# RECORDKEEPING AND 4-H AWARD Q&A



## 1 WHY IS RECORD KEEPING AND RECOGNITION SO IMPORTANT IN 4-H?

Iowa 4-H values the life skills of record keeping. 4-H'ers learn to **set goals, plan and work to reach goals, collect and organize information, accept responsibility** and **tell about what they like and learned**. 4-H youth are recognized in a variety of ways for participation, standards, progress towards goals, cooperation, and competition. **4-H records contain your story and can be a resource for job and scholarship applications.**

## 2 DO I HAVE TO DO A RECORD BOOK?

4-H'ers are encouraged to keep records for the reasons listed above. However, 4-H'ers do not have to keep their records in book format. They may choose to keep their records by video tape, audio tape, Portfolio, a computerized form or create their own method. The records do have to follow the questions on the participation summary, project records and livestock project worksheets.

## 3 WHERE DO I BEGIN?

No matter what record keeping format you choose, you need to ensure all the information contained in the recordkeeping forms is included. You can get those forms from your leaders, the Extension office or on [our website](#). If you chose to keep your records in book format, you can check out an example record book from the Extension Office and on the website above you can also find example forms.

## 4 WHAT ARE THE FORMS I NEED?

1. **Yearly Participation Summary:** briefly record all of your 4-H club and county activities, communication, leadership, home, school, and community activities. On pages 3-4 briefly record what you have done in all of your projects. **The Yearly Participation Summary is the most important form for applying for awards!**
2. **Project Record Forms:** complete at least two project record forms that details your work in a specific project area. To be considered for outstanding and special awards, complete a project record for most of your project areas. Remember that an exhibit taken to fair is an item resulting from what is learned in the project—not the entire project.
3. **Project Worksheets:** should be completed for animal projects and does not have to be accompanied with a project record.

## HOW DO I APPLY FOR AWARDS?

### PROJECT AWARDS

If you meet the criteria for a bronze, silver, or gold project award (*see next page of this newsletter for criteria*), simply write which project awards you want to be nominated for on the last page of the Yearly Participation Summary. Turn in your Yearly Participation Summary to your club leader by **September 1** (or date requested). Leaders will verify that you have met criteria and will then take your Yearly Participation Summary to the Extension Office by September 15.

**Award:** Project award recipients will receive a colored disc with the name or symbol of the project. The first time a member earns a project award, he/she will receive an 8" X 10" plaque with a nameplate to display the discs. Special awards include a disc and cash. Gold project awards is a gift.

### OUTSTANDING AND SPECIAL AWARDS

Criteria for these awards are enclosed. Turn in your records **for all years** in 4-H to your club leader by **September 1** (or date requested). Your club leader will fill out a nomination form and take records to the Extension Office by September 15 for consideration by the Records and Recognition TaskForce.

## HELPFUL SUGGESTIONS

**You have much to be proud of!** The 4-H Records and Recognition TaskForce will not be able to tell what you have learned and what you have accomplished if you don't put those things down in your records. Don't be afraid to brag about your accomplishments. Also, don't forget to include leadership activities that you have participated in with relation to your project areas, especially if you are applying for a Gold Project Award.