

Floyd County 4-H Record Keeping Evaluation

Name _____ ☐ Junior ☐ Intermediate ☐ Senior

Club _____ Applying for Project Awards: ☐ Yes ☐ No

Record Keeping System (select one):

<input type="checkbox"/> Traditional	Uses all forms provided at the office or on-line (http://www.extension.iastate.edu/floyd/ , either typed or handwritten using ink). No extras such as borders, drawings, special paper, styling or stickers. Usually presented in a binder of some sort.
<input type="checkbox"/> Scrapbook	Uses all forms provided at the office or on-line (http://www.extension.iastate.edu/floyd/ , either typed or handwritten using ink). Has many extras (not computer generated) such as borders, drawings, special paper, styling and stickers. Can be an actual scrapbook or binder.
<input type="checkbox"/> Portfolio	Uses all forms provided at the office or on-line (http://www.extension.iastate.edu/floyd/ , either typed or handwritten using ink). Presented as a hanging file system to keep all records together.
<input type="checkbox"/> Electronic	Uses all forms provided on-line (http://www.extension.iastate.edu/floyd/). Examples include Power Point, CD, DVD, videotape and/or cassette tape to electronically document all records.
<input type="checkbox"/> Create your own	Describe here:

Items to include in your record book are suggested below in the preferred order.
Current year is to be on top. Subject areas should be separated with dividers and tabs.

Title Page:

To include Name, Club Name, # of years in 4-H, is member Junior, Intermediate or Senior; grade just completed.

Strengths	Suggestions for Improvement
<input type="checkbox"/> Title page and required information completed.	<input type="checkbox"/> Cover page needs to be included with required information.

Yearly Summary / Self-Evaluation:

4-H Yearly Summary is required. Self-Evaluation is recommended.

Strengths	Suggestions for Improvement
<input type="checkbox"/> Easy to read. Fine job! <input type="checkbox"/> Your record shows evidence of participation in a wide variety of 4-H opportunities. <input type="checkbox"/> Self-Evaluation was included.	<input type="checkbox"/> Use age and grade as of last September when the 4-H year began. <input type="checkbox"/> Don't forget fair, food stand, camps 4-H State Conference and project workshops, etc. <input type="checkbox"/> You are missing out on lots of 4-H opportunities or you have forgotten to record what you have done.

Club Activities / Citizenship / Leadership:

Include activities you have done in your club including:

Agendas, meeting and/or secretary minutes; pictures of club activities, fundraisers, community service events, awards night, fair food stand, project workshops; leadership exhibited; conferences attended; County Council activities, etc.

Strengths	Suggestions for Improvement
<input type="checkbox"/> Your record shows evidence of participation in a wide variety of 4-H opportunities. <input type="checkbox"/> Shows concern and service for others ... keep up the good work! <input type="checkbox"/> Participated in community service on the club level. <input type="checkbox"/> You are to be commended for sharing your leadership ability	<input type="checkbox"/> You are missing out on lots of 4-H Opportunities or you have forgotten to record what you have done. <input type="checkbox"/> You show some evidence of citizenship/community service involvement; but need to record more of what you have done. <input type="checkbox"/> Lacks evidence of participation in citizenship and community service. <input type="checkbox"/> You show some evidence of leadership experience but you need to list more of what you have done. <input type="checkbox"/> Could find very limited evidence of any leadership experiences. <input type="checkbox"/> Put project pictures in the project section.

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Project Records:

All project areas are to include age appropriate project records/livestock forms as listed below. Behind the form should be supporting information such as financial records, goal cards, project books, photographs (before, during, after, during judging, etc.), newspaper clippings, etc.

Animals		Family & Consumer Sciences	
<input type="checkbox"/> Beef	Market Animal Project Worksheet	<input type="checkbox"/> Child Development	Project Record
<input type="checkbox"/> Dairy Cattle	Dairy Animal Project Worksheet Dairy Animal Lifetime Record	<input type="checkbox"/> Clothing	Project Record
<input type="checkbox"/> Dairy Goats	Dairy Animal Project Worksheet Dairy Animal Lifetime Record	<input type="checkbox"/> Consumer Management	Project Record
<input type="checkbox"/> Dogs	Project Record	<input type="checkbox"/> Food & Nutrition	Project Record
<input type="checkbox"/> Horse & Pony	Horse and Pony Worksheet Horse and Pony ID Form Lease Agreement (if applicable)	<input type="checkbox"/> Health	Project Record
<input type="checkbox"/> Meat Goats	Market Animal Project Worksheet	<input type="checkbox"/> Home Improvement	Project Record
<input type="checkbox"/> Pets	Project Record	<input type="checkbox"/> Sewing	Project Record
<input type="checkbox"/> Poultry	Poultry Project Worksheet	Personal Development	
<input type="checkbox"/> Rabbit	Rabbit Project Worksheet	<input type="checkbox"/> Citizenship	Project Record
<input type="checkbox"/> Sheep	Market Animal Project Worksheet	<input type="checkbox"/> Communication	Project Record
<input type="checkbox"/> Swine	Market Animal Project Worksheet	<input type="checkbox"/> Leadership	Project Record
<input type="checkbox"/> Veterinary Science	Project Record	<input type="checkbox"/> Self-Determined	Project Record
Creative Arts		Science, Engineering & Technology	
<input type="checkbox"/> Music	Project Record	<input type="checkbox"/> Mechanics	Project Record
<input type="checkbox"/> Photography	Photography Exhibit Label	<input type="checkbox"/> Woodworking	Project Record
<input type="checkbox"/> Visual Arts	Project Record	<input type="checkbox"/> Science, Engineering & Technology <ul style="list-style-type: none"> ○ Aerospace ○ Biological & Chemical Sciences ○ Computers & Networking ○ Digital Storytelling ○ Earth & Climate ○ Geospatial Mapping (GPS/GIS) ○ Robotics ○ Science in our Everyday Lives 	Project Record
Agriculture & Natural Resources			
<input type="checkbox"/> Crop Production	Agronomy Data Sheet that was provided to the judge Judges agronomy scorecard		
<input type="checkbox"/> Environment & Sustainability	Project Record		
<input type="checkbox"/> Horticulture	Project Record		
<input type="checkbox"/> Outdoor Adventures	Project Record		
<input type="checkbox"/> Safety & Education in Shooting Sports	Project Record		
\$15 Clothing Challenge		Poster (4-H is ..., etc.)	
<input type="checkbox"/> \$15 Clothing Challenge	4-H County Clothing Event Report Form for Juniors and/or Intermediates	<input type="checkbox"/> Poster	Poster Communication Exhibit Report Form
Food Challenge			
<input type="checkbox"/> Food Challenge	Project Record		

Strengths	Suggestions for Improvement
<input type="checkbox"/> Your records are very satisfactory and you are to be commended for your recordkeeping skills. <input type="checkbox"/> Nice job! Your pictures and newspaper clippings tell your 4-H story well.	<input type="checkbox"/> Goals need to be measurable. <input type="checkbox"/> Should include everything you have done or learned in the project area ... not only the fair exhibits. <input type="checkbox"/> Need more details. <input type="checkbox"/> Pictures would be helpful (before, during and after). <input type="checkbox"/> List ribbons and recognitions received. <input type="checkbox"/> Ribbons don't belong in this book. We suggest a 4-H box or a folder at home.

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Items not recommended:

Items not be included in record books include original ribbons, Clover Leaf newsletters, fair books, post cards (may be included but not necessary), full page newspaper clippings if possible.

Overall Performance:

Strengths	Suggestions for Improvement
<input type="checkbox"/> Nice Job! You record shows evidence of much planning and effort. <input type="checkbox"/> Information was well organized and easy to find. <input type="checkbox"/> Although your record was not selected for an award this year, you are encouraged to continue your efforts and try again next year.	<input type="checkbox"/> Penmanship needs improvement <input type="checkbox"/> Use Ink (perhaps erasable) <input type="checkbox"/> Spelling <input type="checkbox"/> Use dividers and tabs (make items easier to find) <input type="checkbox"/> Good start, but you need to develop your record of project work and activities more.

Comments: