



Record Keeping Terms and Definitions



Definition of Terms:

- Local= your 4-H Club
- County= involves other Cass County 4-H'ers
- Area= involves 4-H'ers from neighboring counties
- State= 4-H'ers from all counties in Iowa

Project vs. Exhibit

Project: A 4-H project is an area of emphasis in which a 4-H'er enrolls, studies throughout the year, learns, keeps records and perhaps exhibits. A 4-H'er can complete work in a project area without exhibiting at the county fair.

Exhibit: A 4-H exhibit is an item created resulting from project work. The 4-H'er may choose to bring the exhibit to Static Judging Day and then display the exhibit during fair or exhibit in a livestock show. A 4-H exhibit should be the best example the 4-H'er has to showcase knowledge or skills gained by working throughout the year in a given project area.

Supporting Documents

- Photos
- Agendas
- Receipts
- Clippings
- Etc.

4-H Year

The 4-H year runs from September -August. Record books are a summary of your previous 4-H year. For this year's record books you should be completing records based on last September to this August.

Citizenship/Service: refers to helping others or working for the benefit of others or the community not for pay. The primary goal is to benefit others. *Key words that show citizenship might include help, give, donate, serve, assist, aid, provide, furnish, or share.*

Club Citizenship Examples

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|------------------|---|-------------------------------|
| • Host a meeting | • Serve on a committee | • 4-H'ers for 4-H donation |
| • Lead Pledges | • Work with club on community service or fund raising project | • National 4-H Week promotion |

County Citizenship Examples

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|--|---------------------------------------|------------------------------|
| • Herdsmanship at the county fair | • Cleaning show rings and wash racks | • Pre and post fair clean up |
| • Hosting the exhibit building at the fair | • Picking up trash at the fairgrounds | • Work at fund raisers |

Citizenship Project Examples

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|---|---|--|
| • Help a new 4-H member with a project | • Take your project to show people at the nursing home, day care center, preschool or library | • Make a gift for someone related to your project |
| • Serve on a committee to plan a community event | • Make a donation to charity, care facility, food pantry or needy family | • Care for animals, yard, garden, etc. (or for friends or neighbors while they are away) |
| • Help others at a workshop related to your project | • Volunteer at a community event related to your project | • Plant flowers, bake a cake, decorate tray favors for others |



Record Keeping Terms and Definitions



Communication: is writing, talking to, or showing others in order to share ideas, knowledge, or skills. *Key words that show communication might include talk, wrote, announce, speak, record, display, introduce, or perform.*

Club Communication Examples

- Answering Roll Call
- Club Presentations
- Making Motions and proposing projects at club meetings
- Making posters to promote a club fund raiser
- Promoting a Community Service Project

County Communication Examples

- Working Exhibit
- Educational Presentation
- Share-the Fun Act
- 4-H Poster Contest
- Speaking part at a 4-H Event
- Public service announcements on the radio to promote 4-H

Communications Project Examples

- Any of the county communications examples related to a project area
- Write a report dealing with a project area
- Create a display or poster related to project area
- Talk about or show your project to a class, non 4-H friends, community club, radio, etc.
- Interview an expert in your project area
- Write 4-H newsletter articles or local newspaper article

Leadership: is having major responsibility for guiding the planning and carrying out of an activity to help a group attain its goal. Leadership is the process of determining needs, exploring resources, setting goals, planning action, and evaluating. The 4-H'ers main goal is to develop skills related to leadership. These skills could include teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting, selecting and preparing materials, and selecting presenters. *Key words that show leadership include plan, facilitate, conduct, teach, guide, and lead.*

Club Leadership Examples

- 4-H Club Officer
- Committee chairman for fund raiser
- Schedule workers for fair responsibilities
- Lead Recreation/ Educational Activity
- Guide Community Service Project
- Plan a Family Activity for your club

County Leadership Examples

- County Youth Council
- Camp counselor
- Lead recreation/ice breaker at county event
- Have major responsibility at County Convention
- Have major responsibility at Officer Training
- Have major responsibility at Record Keeping Workshop

Leadership Project Examples

- Serve as a junior leader or superintendent in your project area
- Plan a project workshop, field trip, guest speaker, etc.
- Teach a group about your project
- Facilitate with community groups to involve 4-H'ers who are in the project
- Take responsibility for an event
- Lead activities in project related events or judging contests