

4-H Record Keeping

The main objectives of 4-H record keeping are as follows:

- To learn how to set goals, how to make plans for action, and how to decide how well you did (evaluation).
- To learn the skills of record keeping and organization to use now and in the future.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and application forms.

It is important for all members to complete records, even if you did not take an exhibit to the fair. You should complete your record keeping in a way that is meaningful to you. Some possible methods of record keeping could include: a written or typed book, a blog, a video, an audio tape, a portfolio – the sky is the limit. Feel free to add supporting information as appropriate. Just be sure to arrange information in a way that makes sense – especially if you are applying for project awards. It is a Cedar County requirement to complete record keeping to maintain active membership and eligibility to exhibit at the next year's county fair.

There are 4-H recording keeping forms available the website.

<http://www.extension.iastate.edu/4h/page/record-keeping>

Suggested Recording Keeping Sequence

1. Title Page (current photo, name, club, grade, age, years in 4-H)
2. Table of Contents
3. Yearly Summary (club meetings attended, committees or leadership roles, participation at club, county, and state levels, recognition received, 4-H communication opportunities, responsibilities at home, organizations, sports, and activities at school, church, and community; a general overview of your year)
4. 4-H Year supporting information (photos of club gatherings, service projects, workshops, newspaper clippings – nothing related to specific project areas)
5. Project Records (include information for each project area that you participated in, there are forms available on the website for basic, experienced, and advanced levels of each project area, be sure to indicate project goals, steps to reach goals, and knowledge gained / self-evaluation)
6. Financials (for some projects you may choose to include this within the project record, for Livestock Projects there are special record keeping forms that help track animal growth, feed and expenses – these are on the website)
7. Project Supporting Information (photos or clippings related to the project area)
 - a. Each year it is recommended to place the current year information in front of each Project Area information from prior years.
8. Record Keeping Self Evaluation (there is a form available on the website)
9. Record Keeping Evaluation Form (keep each year's evaluation form(s) at the back of your records for reference from year to year).