RECORD KEEPING
LEADERS EVALUATION

4-H'ers Name _____

Check the appropriate column(s).

	Complete	Incomplete	Improvement Needed - How?
Set and wrote goals before beginning projects			
Designed a plan of action			
Described what actually did in project			
Paperwork organized			
Complete summary			
Expressed how you felt about your projects			
Told how you'd like to use what you learned in the future			

LEADERS COMMENTS:

RECORD KEEPING
4-H'ers EVALUATION

Name _____ Grade _____

Club _____ Year _____

Include this form with your record keeping materials. Check the appropriate column(s) to indicate how you would rate yourself on your record keeping this year.

Record Keeping Skills (May be written, typed, audio or video.)	I did my best	I did OK	I could do better	I need help with this
Set and wrote goals before beginning project(s)				
Planned and described what I did				
Kept information organized				
Kept financial records if needed				
Included how I felt about my project (s)				
Included how I would use what I learned in the future				

Additional comments about my 4-H record keeping:

Adult/Teen mentor comments