

RECORD BOOK AND RECORD KEEPING TIPS

- Each project area should have a divider with a tab for easy finding.
- Project areas can be in any order but are more easily located if alphabetized.
- The record book can be divided in years or in project areas, however, the most current year should be in front of either the book or the section.
- All newspaper clippings and photos should be kept with the forms for the appropriate year.
- Green 4-H Record Book Covers (which can be purchased at the Kossuth County Extension Office) or Three ring binders work best for record books.
- If you fill a binder, then start another, but make sure it is clearly labeled and both are turned in to your leader.
- It is best if you neatly print or type your record book. Remember, other people will be reading it so make sure they can easily.
- You can download the yearly summary and many of the project worksheets from <http://www.extension.iastate.edu/4H/recordkeeping.htm> and then type directly on them or print them out and write neatly.
- Make sure your record book is put together neatly and that you check spelling, grammar, and math before it is turned in.
- Be sure to tell what you learned in each project area throughout the year.
- Fair goal sheets may be included in the appropriate area.
- DO NOT include the following items: fair ribbons, feed tags, 4-H newsletters, club programs, or the fair book.
- Make sure you have one to three goals listed in each project area. A goal includes three parts: the action (how you are going to do it), the result (what you will do), and the timetable (when you plan to have it completed). For example: I want to learn how to make chocolate chip cookies to serve at the March 4-H meeting. I want to train my dog to sit before county fair time.
- Remember that you need to include all things in your project area you have done even if it does not relate to an exhibit you showed at the fair.
- Remember you can do record keeping in a different format than the record book. Other ways to complete record keeping include: a portfolio, video tape, audio tape, on the computer, or in your own specially designed way. Please contact the extension office if you want to do your record keeping differently for the requirements.
- Work on record keeping throughout the year by listing your 4-H activities and participation in them and what you have purchased or sold throughout the year so it is easier later.
- Photographs can help your leaders understand what you have done, so feel free to add them whenever you see fit.

If you have ANY questions, please don't hesitate to call the Kossuth County Extension office at 515-295

