

# Definition of 4-H Record Keeping Terms

**Junior** = 4th to 6th graders

**Intermediates** = 7th and 8th graders

**Seniors** = 9th to 12th graders

**Local** = your 4-H club

**County** = involves other O'Brien County 4-H clubs

**Area** = involves 4-H'ers from counties neighboring O'Brien County

**State** = involves 4-H'ers from all counties in Iowa

Interstate, National and International opportunities are also available



**Citizenship** is helping others or working for the benefit of others or the community for no pay. The 4-H'ers primary goal is to benefit someone else.

Club citizenship examples: host a meeting, lead pledges, serve on a committee, work with club on community service or fund raising project, 4-H'ers for 4-H donation, National 4-H Week promotion.

County citizenship examples: herdsmanship, hosting exhibit building, working in 4-H foodstand, cleaning show rings and wash racks, pre and post fair clean up, work at pancake fund-raiser.

Project citizenship examples:

Help a new 4-H member with his/her project

Serve on a committee to plan Fashion Day, decorations, or bake sale

Be a judge's or livestock show helper in your project area at county fair

Help at a workshop or weigh-in related to your project

Have a display at a community fair such as Children's Safety Fair, Octoberfest, Labor Day

Construct or paint club owned gates (or barns) for your livestock project area

Recycle articles related to your project

Take your project to show the people at a nursing home, preschool, day care, library, etc.

Make a donation to charity, care facility, food pantry, needy family, fund-raiser, etc.

Volunteer at Humane Society, clothing exchanges, Salvation Army, food pantry

Make a gift for someone related to your project

Care for animals, yard, garden, etc. for friends or neighbors while they are away

Plant flowers, bake a cake, decorate tray favors, volunteer to baby sit, make bird feeders.

**Communication** is writing, talking to, or showing others in order to share ideas, knowledge or skills.

Club communication examples: answering roll call, club presentation, making posters to promote a club fund raiser, community service project, National 4-H Week, etc.

County communication examples: working exhibit, share the fun, educational presentation contest, extemporaneous speaking contest, 4-H poster communication, speaking part at 4-H Awards Day, New Member/Family Night, or other county event, narrator for Fashion Day, public service announcements promoting 4-H on radio, radio interview.

Project communication examples:

Club or county working exhibit related to project (WE)

Club or county educational presentation (talk or demonstration) related to project (PRES)

Write a report for school or 4-H related to project (RPT)

Create a display (DIS) or Poster (POS) related to your project for your club, community or school

Talk about or show your project to: class at school, non 4-H friends, community club (such as club tour), church group, neighbors, others 4-H'ers, or on the radio (TALK)

Interview an "expert" in your project area (INT)

Participate in a recital or show (REC) or Share the Fun (STF) related to your project.

Write a 4-H newsletter or local newspaper article (NEWS)

Work at an Extravaganza booth related to your project (EXT)

Take photos or make a scrapbook of your project and show to others.

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**Evaluation** - Take a look back at your project or year in 4-H and evaluate your personal growth, learnings, successes, disappointments, fun and frustrating experiences, and plans for the future. Were you able to accomplish your goals? What changes did you make as you went along? How do you feel about what you learned? What ideas would you like to build on for next year?

**Exhibit** - A specific item, animal, presentation, etc. developed and prepared for evaluation or display at county fair (or other contest or fair). An exhibit allows a 4-H'er to represent what he/she has learned through a 4-H project. It is an outgrowth or conclusion of the work in a 4-H project all year long. An exhibit is not required for 4-H or project participation. Examples of static exhibits are actual product, poster, display box, notebook, report, model, video tape, and audiocassette.

**Goals** - A 4-H member states action (how), results (what), and timetable (when) that he/she would like to accomplish in a project during the current club year. Member should have control of goal.

**Leadership** is having major responsibility for guiding the planning and carry 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. Key words that show leadership include plan, facilitate, conduct, teach, guide, lead.

Club 4-H leadership examples: club officer, committee chairman for fund raiser, community service project, educational activity, club booth, family activity, fun activity, lead recreation, schedule workers for club responsibilities at fair.

County 4-H leadership examples: County 4-H Council, camp counselor, lead recreation at a county event, have major responsibility at a county even such as Halloween Party or record keeping workshop.

Project leadership examples:

- Serve as a junior (teen or youth) leader in your project (club or county)
- Plan a project workshop, field trip, guest speaker etc. for your project
- Be committee chairman or active member for a club or county 4-H project activity or fair
- Teach a group about your project
- Create an educational activity for use by other 4-H'ers (kit, game, information sheet, etc.)
- Facilitate with community groups to involve 4-H'ers who are in the project
- Conduct an evaluation or judging event, serve as a judge
- Take responsibility for an event.

**Learning Experience** - What a member does and learns while working towards his/her goals in a 4-H project or by participating in a 4-H activity. Project guides have ideas of learning experiences. If a fair exhibit is part of your project, it is the "what I did" and/or "what I learned" in preparing the exhibit. Other examples are:

- Reading project guides or completing activities in a project workbook
- Attending a project workshop or class such as baby-sitting class
- Daily care and/or training of an animal
- Doing research (books, computer, people) on a topic related to the project
- Learning new skills, practicing skills, or expanding skills related to the project
- Constructing, baking, sewing, refinishing, photographing, experimenting, etc.
- Decision-making process in selecting or purchasing at item related to the project
- Developing skills in keeping financial records.

**Project** - A year-long plan in a particular subject area which includes a variety of learning activities. Nearly 50 4-H projects are listed in the "4-H Pick a Project Paper" (4-H 200) and on enrollment forms. A 4-H member may enroll in one or more project. To complete a project, a member would set goals, work toward the goals by "learning by doing", evaluate at the end of the year, and complete records on the project. One learning activity could be the development of a county fair exhibit.

**Support Material** - Any material from your experiences that helps to tell or explain what you have done and learned. This could include 4-H record keeping forms, 4-H project worksheets, resume, photos, news clippings, **fair exhibit write ups**, a story you write, or other information of your choosing.