

RECORD KEEPING 101



What is record keeping?

The purpose of record keeping is to teach how to keep track of things you do and what you have accomplished, which is an important life skill. Record keeping is one of the *unique* learning opportunities you receive in 4-H, and it will benefit you for the *rest of your life!*

Where do I start?

1. Choose Your Style

Record Keeping can be done in a variety of ways. Many of your parents who were in 4-H will remember the traditional “record books”. However, you have the option to document what you’ve done this year in whatever way you like best.

Here are some ideas...

- Record Book
- Video saved to a flash drive or uploaded to You-Tube
- Slideshow presentation including pictures, video and text saved to a flash drive
- Scrapbook
- Write a ‘4-H Story’ and include pictures to illustrate what you’ve done

2. Tell Us What You Did This Year in 4-H

• *Introduce Yourself:*

Include easy-to-understand information about yourself including your name, club, 4-H level (junior, intermediate, senior), number of years in 4-H, grade in school and/or any other unique information you’d like us to know about you. It would be great to see a picture, too! If doing a written report of some kind (book, story, etc.), a good idea would be to include this on the first page. If doing a presentation (video or other), include this information as closely to the beginning as possible.

• *Yearly Summary:*

Summarize what you did this year on the club level (citizenship projects, fundraising activities, what you did at club meetings, social activities like club tours or fall hayride, etc.), county level (workshops or activities you attended, county fair, communications contest, etc.) and state/national level (4-H camp, State Conference, Washington DC trip, etc.).

Tools to Help: You can write this up however you’d like! However, if you’d like a little help or guidance, we have a **4-H Yearly Summary** form that you can fill out. We also have a **My Participation Record** that will help you keep track of what you do each month!

• *Project Summaries:*

We’d like to see what you’ve done in different project areas this past year. Juniors should write about at least one, and intermediate and seniors should include at least two.** Include information on what your goals were, how you went about achieving those goals (what you did), what you learned (include financial summaries if applicable), and evaluate your experience (maybe even include how you’d like to expand in that area next year!).

***Keep in mind that if you plan to apply for project awards now or in the future, you will need to have more than one year documented in your record keeping to be eligible for an award in that project area. See the project award applications for more specific information.*

Tools to Help: If you’d like some guidelines or structure when doing your project summaries, we’ve got what you need! We have **Junior, Intermediate** and **Senior Project Records** available. Learn **How to Write Goals** or feel free to utilize our **Financial Information for 4-H Projects** worksheet. We also have some specific project worksheets available for different project areas.

• *Support Material:*

Include extra pieces of support as evidence of what you did! If doing a written report, these could include newspaper clippings, certificates, pictures, etc. If doing a video, include video of you participating in some of the events you are sharing.

EXAMPLES on Back!



EXAMPLES



Record Book

Jacob, a junior, decided to do a traditional record book for his first year. He purchased a white three-ring binder to hold all of his papers (which he put in plastic page protectors). After his title page including information about himself, he included a Yearly Summary form and a My Participation Record. Following these, he had printed pages of pictures from his computer with captions underneath, covering everything from club officer installation to their club citizenship project to pictures from his communications contest presentation (which accompanied the certificate he received that day). He also had clippings from the newspaper on the results of the swine and dog shows at the county fair, where he underlined his name in the captions. He then used tabbed dividers for his photography, dog and swine projects. Behind each, he included the Junior Project Records he had filled out for the project area. For photography, he included pictures he had taken last fall, during the winter, and then the ones he selected for county fair. He also included his photography goal cards from fair. He filled out a Lifetime Record for his dog project and included that behind the “dog” tab with pictures of him participating in the dog obedience classes. For swine, he filled out a Market Animal Project Worksheet and included it so that he could show the financial piece of his project in his record book.

4-H Story

Emily, an intermediate 4-Her, loves creative writing, so she decided to do a 4-H Story. She used Microsoft Word to type up a six-page document that talked about her year in 4-H. She began by telling about what she really enjoyed in 4-H this year, including her club's citizenship project of doing an after-school story hour at the local library during National 4-H Week. She also shared about attending 4-H camp during the summer and that she hopes to become a camp counselor when she is in high school. She used headings to showcase each of her project areas. Under 'Child Development' she told about what her goals were in that project area, shared what she learned in the Babysitting Basics course she took in March, and told about the babysitting 'Bag of Tricks' she put together and exhibited at the fair. In writing about her 'Clothing' goals, she talked about her shopping trip for finding an outfit for the \$15 Challenge for Fashion Day. She shared her thoughts about second-hand shopping, and how hard it was to just pick *one* outfit to exhibit! She talked about her experiences on the stage during the runway show, and what she will do different next year. All throughout the document, she pasted in pictures from the various events. When she was all done, she added a cover page with her picture and basic information, and then stapled it together with the story, and put it in a binder ahead of her previous years' stories.

Video

Nate, a senior member, did a video presentation to document what he did in 4-H last year. He used Windows Movie Maker to put together a presentation that included pictures, video, music, and text on slides. The video started with a slide including his name and basic information, with one of his favorite songs in the background. He used title slides to separate each of his project areas. After the “Shooting Sports” slide, he included pictures his mom had taken of him at some of the meetings, and then a short video talking about what he learned this year in an effort to reach his goals. Following the “Woodworking” slide, he had video of himself working on the gun case he made for county fair, included a text slide that showed his goals, put in some pictures of his gun case being displayed at the state fair, and then a 15-second video piece about how he accomplished his goals. He also included a section on State 4-H Conference with pictures and music, and included a text slide showing the different workshops he attended while there. (He also had a video clip telling about the embarrassing incident with the pizza delivery person the first night in the dorms at conference!) Nate saved this presentation to a flash drive to turn in to the extension office. Since this was the first year he did a video, he turned the flash drive in with his record book from previous years.

MORE EXAMPLES AVAILABLE AT THE EXTENSION OFFICE AND ONLINE!