

4-H Record Keeping Information

DUE—September 15th to the Extension Office

RECORD KEEPING OPTIONS:

A. **WRITTEN RECORDS:** Suggested order of **record sheets** if this format is chosen:

1. **FACE PAGE** - Include name, current calendar year, year in 4-H, and a picture. (Optional : club name, your age, any design)

2. **4-H YEARLY SUMMARY** (form 4H-96)

Fill out each section on page one. On the top of page two, write in the name of the project that is completed on project records form (4H-96A, 4H-96B, 4H-96C). If you carry other projects list them on page two, there is space for four projects and if you have more you can add them to page four which is blank. Complete ALL sections on page 3.

3. **4-H PROJECT RECORDS** (form 4H-96A, 4H-96B, or 4H-96C)

You have a choice between basic record form, experienced record form, or advanced record form. Complete each section of the form of your choice. **FOR CLARIFICATION** - Citizenship is when you do something for someone else. Leadership is when you teach something or lead a committee or workshop. These activities should be in the project area you are reporting. Suggestion for club activities, there is space on page four of summary to list them. It is wise to keep ALL costs recorded when purchases are made relative to a project when the purchase is made.

4. **INDIVIDUAL PROJECT WORKSHEETS**

Some projects have corresponding project worksheets. You are expected to use these individual project worksheets in **ADDITION** to 4-H Project Record forms. These are needed for market beef, sheep, and swine, breeding beef, sheep, and swine, horse, photography, poultry, dog, dairy, horticulture, and crop production.

5. **PICTURES**

Pictures of projects and activities. These may be included behind each project record or together toward the end of the pages.

6. **OPTIONAL ITEMS**

News clippings, fair exhibit goal sheets, judge's written comments, or photos of each fair exhibit may be included here or with the project area. Certificates are best in plastic sleeves behind all the pages. Avoid ribbons and pins in books. Index tabs are helpful to separate the years in club work.

B. **COMPUTERIZED FORMATS:** Records can be kept using computerized forms similar to the written records or in a computerized format created by the 4-H'er.

C. **VIDEO TAPES OR AUDIO TAPES:** Explain what you did, when and who helped.

D. **PORTFOLIO:** A portfolio is a collection of some of your 4-H work. Include whatever items in a container you wish to illustrate what you have learned in a project. Container can be a box, a file folder, large envelopes, etc. A table of contents is good, with some organization of materials included, and an evaluation of the 4-H experience.