



4-H Youth Development

4-H Record Keeping Self-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.

My Record Keeping Skills

| (Your responses may be written, typed, audio taped, or video taped.) | I did my best. | I did OK. | I could do better. | I need help with this. |
|--|----------------|-----------|--------------------|------------------------|
| I set goals before beginning my project(s). | | | | |
| I planned and described what I did. | | | | |
| I kept information organized. | | | | |
| I kept financial records if needed. | | | | |
| I included how I felt about my project(s). | | | | |
| I included how I would use what I learned in the future. | | | | |

My additional comments about my 4-H record keeping: _____

Adult/teen mentor comments: _____

4-H Record Keeping Self-evaluation Guide

Record keeping is one of the unique 4-H learning opportunities. During and at the end of the year, your record keeping can help you think about and record what you have accomplished. 4-H leaders can learn more about each 4-H'er and how they can best help them accomplish their 4-H goals by reviewing members' record keeping and/or talking with the 4-H'ers.

Record keeping is a process (method) that can be used throughout life in many ways.

4-H'ers can learn:

- How to set goals
- To plan and do things to meet their goal(s)
- To collect and organize information
- To accept and complete responsibility
- To tell what they liked to do and learned

Prepared by the 1995–1997 ISU Extension 4-H Youth Record Keeping Club Task Force; Melva L. Berkland, former ISU extension communication specialist; Donna Fincham, composition consultant, Creative Services, ISU Instructional Technology Center; and Lonna Nachtigal, illustrator.

At the end of the year, we recommend using the 4-H Record Keeping Self-evaluation 4H-98 (on the other side of this page) as a guide to evaluate the 4-H record keeping system you chose to use.

It is most helpful to talk about what you have done during the year with a leader, another 4-H'er, a parent/guardian, or someone interested in your 4-H participation. They can help by asking questions or making suggestions to think about using the 4-H Member/Mentor Conference Guide VI-2025C-sas.

Evaluate, and next year can be even better!

Now that you have completed a self-evaluation for the year, you may wish to improve some of your record keeping skills. What could you plan to do differently, or could you try a different method of record keeping? The following resources, available from the county extension office, may be helpful to you, your parents, and/or your leader.

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of

Member Resources

Achieving Goals through Record Keeping 4H-91

Using Audio or Video Tapes for 4-H Project Record Keeping 4H-97A

4-H Portfolio Guidelines 4H-97B

If you want to try another method of record keeping, check the resources listed. Your 4-H leader also can share other resources to help with 4-H record keeping choices and evaluation.

Additional Leader Resources

4-H Record Keeping 4H-95

Setting Project Goals VI-2022-sq (Outline for club activity)

Record Keeping Skill-A-Thon (YouthRNet)

Goal Setting Can Be Fun (YouthRNet)

The county extension office may have other resources.

Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Stanley R. Johnson, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.