




Name _____ Club _____

Grade Just Completed _____ Years in 4-H _____

Record Book Evaluation

Records Should Include: (All forms are available online at <http://www.extension.iastate.edu/washington/page/4-h-record-keeping-information>)

1. **4-H Summary (4H-92 or 4-H-96)** 
OR 4-H Story (See 4H 91 - Achieving Goals through 4-H Record Keeping, p. 4 for guidelines)

YEARLY MEMBER SUMMARY 4-H Record Keeping

The yearly member summary is intended to serve as a personal reference of all the most important things you want to record to summarize your year. You do not need to list every event or activity in this summary—only the most meaningful or meaningful accomplishments that you would like to highlight for the year.

This resource is limited to two pages by design. Summarizing your achievements into a concise format to share with others is a valuable life skill. You will use these skills in the future when you apply for awards, college, or a job. You will also use these skills when writing a resume.

The information in this form may be adapted or modified to use with other record keeping formats.

ABOUT YOU	
Current Year	
County	
Age	
Grade or School	
Years in 4-H	
4-H PARTICIPATION	
My 4-H club, county, regional, state, or national activities this year include:	
My awards, ribbons, certificates, or other recognition this year include:	

2. **4-H Record Keeping Self-evaluation (4H-98)** 

YEARLY SELF-EVALUATION 4-H Record Keeping

Record keeping is a unique 4-H learning opportunity. Throughout the year, your record keeping can help you think about and record what you have accomplished. All leaders can learn more about each 4-H member and how they can best help them accomplish their 4-H goals by reviewing the records or by talking with them about the goals. Record keeping is a skill you can use throughout life.


You can use this publication for your own self-evaluation, or you can use it to guide a discussion with a club leader, mentor, or other leader. 4-H members, parents, or caring adults can use this book to talk about what you have done with another person. They can ask questions to help you process your goals and your progress. Use what you learn through this process to help you plan your goals for next year!

This information in this form may be adapted or modified to use with other record keeping formats. Use an additional sheet if you need more space for comments.

RECORD KEEPING	COMMENTS (OPTIONAL)	PARTICIPATION	COMMENTS (OPTIONAL)
How do you feel about the 4-H record keeping method and how you used this year?		Summarize highlights of the activities, events, and projects in which you participated.	
How did you decide which things to record?		What have you learned and enjoyed about working with others?	
Did you record your goals for the majority of the year? If not, why not?		What did you do to accomplish your goals?	

3. **4-H Exhibit Records or 4-H Project Records listed below** (for one or more project areas depending on how many areas involved in. Check with club leader for exact requirements/expectations and club deadline.)

Members may choose one or more of the following:

- 4-H Exhibit Record 
- Basic (Juniors) Project Record 4H-96A
- Experienced (Intermediates) Project Record 4H-96B
- Advanced (Seniors) Project Record 4H-96C
- Project worksheets – required for Livestock Financial Records
- Videotape 4H-97A (use project records as reference)
- Audiotape 4H-97A (use project records as reference)
- Portfolio 4H-97B (use project records as reference)
- Computerized Form (use project records as reference)

  **4-H Exhibit Form**  

Name: _____ Club Name: _____
 Class No: _____ Class Name: _____
 # of Years in Project: _____ Grade Completed: _____ County: Washington

What was your exhibit goal(s)? (What did you plan to learn or do?)

Remember, a goal should include:
 1. Action - How you are going to do it
 2. Results - what you will do to see the goal of results
 3. Timeline - when you plan to have it done or before the record keeping.

What steps did you take to learn or do this? (Include what you did so it is easily understood. The judge wants to know if understood the steps you used to make your exhibit.)

Leaders:

Please use the back side of this form for evaluating record books. You may use the points as a guideline for evaluation.

- 80 points and above – Outstanding Record Book
- 70-80 points – Honorable Mention

Criteria	Comments	Points Possible	Score
<p>1. Cover Page</p> <ul style="list-style-type: none"> • <i>Includes name, picture, 4-H year, grade just completed</i> 		5	
<p>2. Yearly 4-H Summary or 4-H Story tells of:</p> <ul style="list-style-type: none"> • <i>4-H participation</i> • <i>Recognition (4-H and other activities)</i> • <i>Communication experiences (educational presentations, working exhibits, share the fun, pride of Iowa, leading workshops, other presentations)</i> • <i>Involvement in home, community, school</i> 		40	
<p>3. 4-H Exhibit Records state:</p> <ul style="list-style-type: none"> • <i>Required of livestock and non-livestock exhibits</i> • <i>Goal</i> • <i>How did they work towards goal</i> • <i>What did they learn</i> • <i>Citizenship/Leadership</i> 		30	
<p>4. Financial Records</p> <ul style="list-style-type: none"> • <i>Livestock exhibits should have additional Livestock Project Records to record detailed financial records</i> • <i>Non-livestock exhibits may be included on Exhibit Record</i> 		10	
<p>5. Self-evaluation</p>		5	
<p>6. Support Material (pictures, clippings, etc.) may be added</p>		10	
	TOTAL	100	