

WINNESHIEK COUNTY 4-H



How to: Record Keeping

The Purpose of 4-H Record Keeping

The purpose of 4-H record keeping is to teach youth how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends.

Clover Kid/Junior Member books are due to your leader by September 15. Afterschool Clover Kids Clubs should turn books into the Extension Office by September 15.

Leaders should be conference judging with each 4-H member that fills out a record book. Following the conference judging, 4-H leaders will submit to the Extension Office, a summary sheet with the awards each 4-H member is eligible to receive by October 3rd.

Intermediate/Senior Member books are due to the Extension Office by September 15. If the 15th falls on a day the office is closed, books are due the following business day.

Volunteers from the 4-H community will judge intermediate and senior record books. Seniors are also eligible for Senior Achievement awards.

Senior Achievement Awards must complete a required interview; scheduled after September 15.

NEW Seniors must complete a record book to be considered as a recipient of the Winneshiek County 4-H Scholarship that is recognized in the spring.

When will I receive awards and recognition?

Join us for the Annual Fall Awards Banquet. Check your 4-H newsletter for details!

Requirements for Submitting Records

- Complete record book in suggested order (see back).
- Complete and demonstrate competency in at least one project record; submit current year project record.
- Clover Kid/Juniors use *Basic Project Record*
- Intermediates use *Experienced Project Record*
- Seniors use *Advanced Project Record*
- To apply for an award please submit current year and two prior years. Prior years are not required to be in succession. *May receive each project award once as an intermediate and once as a senior.*
- Livestock project area records must include 4-H Market/Breeding Animal Worksheets to show feed rations, vet care and cost analysis.
- Some non-livestock areas have specific forms. Including: photography, crops, vegetables, and Safety and Education in Shooting Sports.

Record Keeping Tips:

- ⇒ Be neat. Make your writing clear and to the point (type if possible).
- ⇒ Check spelling, grammar, and math.
- ⇒ Be sure to tell what you learned in each project throughout the year.
- ⇒ Please do not include the following items: fair ribbons, feed tags, 4-H newsletter, club programs, fair write-ups or stall cards.
- ⇒ This is a record book, not a scrapbook.

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Additional Record Book Forms may be found on the Iowa 4-H Youth Development page:
<https://www.extension.iastate.edu/4h/record-keeping>

The Extension Store has many helpful forms for completing your Record Book that can be found here: <https://store.extension.iastate.edu/Topic/Member-Resources/Record-Keeping?S=0&A=0&F=0>

Suggested Order for 4-H Record Book

Forms found through Record Keeping link above.

- Title Page with Photo** – Options to include: your photo, your name, club name, grade last completed in school and years in 4-H.
- Expected Standards** – visit website above.
- 4-H Yearly Summary** – The summary helps you summarize your participation in 4-H projects, local group involvement and at community, county, regional, and state levels. Pictures and clippings related to club events may be placed here. Examples: club meetings, camps, float, county and state fair non-project activities.
- Project Records** – Add current project records on top of only two prior years records. *For example: 2009-2010 on top of 2008-2009, etc. Please put additional prior records in other book at home.*
- One Project Record** form is needed for each project in which you are enrolled. **Please tab by project area; do NOT tab projects by year.**
- Goals** are required for each project area. *See below.*
- Intermediate and senior members** are required to include some type of financial statement on their projects. *Financial records are encouraged for Junior and Clover Kid members; not required.*
- Project related photos, clippings, and exhibit information should be placed after project record forms.

What is a Goal?

Goals are what you want to learn in each project and includes three parts. *Ask yourself: Do I have control over these 3 parts?*

- ⇒ ACTION - how you are going to do it.
- ⇒ RESULT - what you will do.
- ⇒ TIMETABLE - when you plan to have it completed.

Goal Examples

- ⇒ I want to learn how to make chocolate chips cookies to serve at the March 4-H meeting.
- ⇒ I want to train my dog to sit before county fair time.
- ⇒ NOT: I want to win a blue ribbon at fair.

What Other Awards Can I or my Club Apply for? Can I nominate Others?

Application and nomination forms found through Award Forms link above.

- Reading Award** Do you love to read? Share with us the titles and a brief summary for your chance to be recognized! *Applications due October 3.*
- 4-H Youth & Family Volunteer Award** This award is given to Junior, Intermediate and Senior level 4-H'ers and/or a 4-H Family that have demonstrated strong support of the Winneshiek County 4-H program through volunteer efforts. *Nominations due October 3.*
- Senior Achievement** awards recognize seniors in the following areas. Achievement: in Agriculture, Experience, Leadership, Citizenship. And other awards: Ak-Sar-Ben, Lamp of Knowledge, I DARE YOU Award, Iowa State 4-H Youth Conference Trip and/or Animal Science Round-Up and Top Livestock Project Award. *Application due October 3.*
- Club Officer Awards** These awards are to be applied for by the officer whose work has been done this past year. Officers may be any age. Materials must be submitted by 4-H'er holding respective office. *If more than one office is held by 4-H'er, that individual may apply for only one officer award.* Club Officers include: President, Vice President, Secretary, Treasurer, Historian, Photographer, Reporter, Recreation Leader, Healthy Living Officer. *Applications due October 3.*
- 4-H Club Community Service Award** Groups or clubs may submit a written report along with pictures, newspaper clippings, etc. about their club's community service project from the 4-H year. *Applications due October 3.*
- Alumni Award** is given to an individual that was a past 4-H member and has given their time and talents to the benefit of 4-H members and/or the 4-H program. *Nominations due October 3.*
- Honorary Award** is given to an individual that was never a 4-H member, but has given their time and talents to the benefit of 4-H members and/or the 4-H program. *Nominations due October 3.*
- Meritorious Service Award** is given to an individual, group, or business that has supported the 4-H members and/or the 4-H program through their time, talents or resources. *Nominations due October 3.*

