



UCONN 4-H RECORD KEEPING

Helpful Hints for Successful Record Keeping

For 4-H Members

- Copies of Animal Verification Forms can be kept in the front of your Record Book. They still have to be turned in at the appropriate time.
- Work on your Record Book at least 4 times a year.
- A calendar is a good means of keeping track of 4-H meetings, activities and events. Keep a 4-H calendar or log to make a simple notation of each thing you participate in during the year.
- It is easier to keep all years records in one record book, with the current year's placed on top. Use labeled dividers to separate the years.
- Use folders, notebooks or 3 ring binders with a plastic cover to hold your Record Book.
- Some lines may not pertain to you and not every line must be filled in. All sections must be up to date. Use the abbreviation N/A where non-applicable is appropriate.
- If you need more room on a sheet, you may copy the page or print them from the state 4-H Web page. A Record Book is not a Scrapbook. Any certificates, event programs, ribbons or other items of recognition should not be kept in record books. Those should be kept in a Scrapbook. However, one or two select pictures or news clippings that apply directly to you project area and which adds value to the record may be included on the Project Record or Yearly Record.
- When a record book is turned in for evaluation, include information current to that date.
- Your 4-H Leader should review your records at the end of the year and sign in the space provided on the Yearly Record. If you are an individual (lone, independent) member, you should have someone who is familiar with your work review your records and sign in the leader signature line.
- Have questions? Ask your leader.



For 4-H Leaders

Motivating youth to develop the record keeping habit is one of the primary goals of the 4-H Youth Development program.

Helping youth to keep records isn't always the easiest task. Once started, youth may find that record keeping helps them recall activities and is a good way to compare their work from year to year, seeing progress and improvement. An organized record book also makes it easier for 4-H'ers to apply for awards, trade school, colleges, and scholarships. As an adult, organized and complete records will help you apply for loans and jobs.

- Show examples of other 4-H'ers record books or types of records families may keep.
- Discuss values of maintaining records. Records help review what one has accomplished, provide a check on progress of skills learned, assist in recalling information when completing other forms such as awards applications, help to compare programs from year to year, and show at a glance what has been achieved.
- 4-H'ers are individuals. Some will find record keeping easier than others. Provide encouragement and set aside time for record keeping so that 4-Hers adopt record keeping as a healthy life long habit.
- Review, discuss and work on record keeping at meetings periodically. 4-H'ers may have questions. It is ok for you to keep record books in-between meetings.
- Remind 4-Hers that a calendar is a good means of keeping track of 4-H meetings, activities and events. Keep a 4-H calendar or log to make a simple notation of each thing you participate in during the year.
- Recognize progress being made in record keeping. Periodically help your 4-H members review their records. Give them positive, verbal reinforcement and encouragement, even when the record keeping is not the best. A little encouragement can go a long way!

ABOUT CONNECTICUT 4-H

Connecticut 4-H Youth Development serves more than 20,000 Connecticut young people, aged 5 to 19, each year as the youth education program of UConn Extension. 4-H provides non-formal, out of and in-school community-based learning to all 169 cities and towns in the state. Programs are made accessible to youth through the leadership and support of adult volunteers. These volunteers offer learning opportunities that are age-appropriate, experiential/hands-on, and are focused on developing life-skills and open to all youth regardless of geography, ethnicity and ability.

PUBLIC PRIVATE PARTNERSHIP

4-H is led by a unique public-private partnership of the Cooperative Extension System, land-grant universities, federal, state and local government agencies, and foundations. 4-H National Headquarters NIFA provides national program leadership to identify, develop and manage high quality youth development programs, through the extension land-grant system for 4-H. NIFA helps Cooperative Extension System and land-grant universities take research-based knowledge and expertise to identify and address current issues/problems facing youth in rural, suburban and urban communities. National 4-H Council is the private sector, non-profit partner of 4-H at all levels – national, state and local. National 4-H Council works to build stronger 4-H Programs through national fundraising support, marketing and brand management. For information on how to support 4-H contact:

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