

UCONN 4-H RECORD KEEPING

Why Records?

Why Keep Records?

Accurate record keeping is an important and critical life skill that 4-Hers will use throughout their lives. If you keep good records as a 4-Her, you will be better able to prepare applications for awards, scholarships, jobs, trade school, or college. As an adult, good record keeping is important to track business or household expenses, investments, or taxes.

The Purpose of the CT 4-H Record Keeping System

A Connecticut 4-H member in good standing records what they learn every year. The CT 4-H Record Keeping System helps you:

- Develop the life skill of good record keeping
- Record their 4-H development and accomplishments
- Plan your 4-H career

Every county has different policies regarding Record Books and participation in Fairs. Please contact your local 4-H Educator for county specifics.

Why Complete a Record Book?

4-H records present a picture of the growth and development of you as a 4-H member. Accurate record keeping will provide you with personal satisfaction as you record your accomplishments and see improvement in yourself and your project work. It is also a way for you to learn other valuable skills such as setting goals, organization, collecting information, evaluating information, tracking costs, income and expenses and making decisions.

What is a 4-H Record Book?

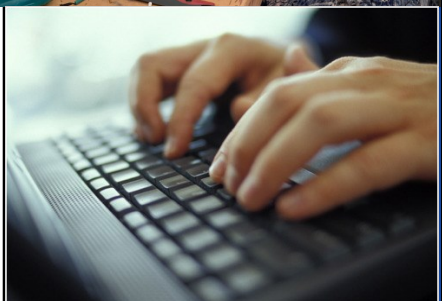
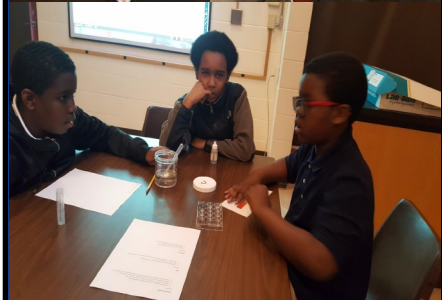
4-H Record Books are a personal written record of all your experiences. Regardless of the number of clubs or projects, use the same Yearly Record and the appropriate Record Sheets for each project. The Record Book is a summary of a 4-Her's experience - not a summary of each club's activities.

Can 4-H Members Record Activities from a Non 4-H Activity That is Related to a 4-H Project?

Several 4-H project areas have local, state or national events that are organized by 4-H. Many other 4-H project areas do not. 4-Hers are encouraged to participate in any event related to your project - whether the event is organized by 4-H or not. It is ok to record activities in your Record Book. BUT DO NOT list non 4-H activities that are not related to your 4-H project, ie church/FFA related.

How Should a Record Book be Organized?

Every year, a 4-H record book should be completed. You should keep records for all years in one book, with the current year on top. Label each year with a notebook divider. These forms should be placed in one notebook, binder, or other appropriate folder. A record book is not a scrap book. Do not put ribbons, or souvenirs in your record book.



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List your records in the following order:

- Connecticut 4-H Record Cover
- 4-H Yearly Record or Alternate Yearly Record
- 4-H Project Record Sheet(s) or Alternate Project Record(s)
- Supplemental Sheets as needed
- Connecticut 4-H Record Back Cover

Parts of the Record Book

A 4-H Record Book should be completed every year and includes:

- Connecticut 4-H Record Book Front Cover
The 4-H member's name, address, date of birth, club or lone member status and county should be stated
- 4-H Yearly Record or Alternate Yearly Record
- Project Record or Alternate Project Record— Used for each individual project
- 4-H Project Supplemental Record Sheets - For each individual project taken during that year
- Connecticut 4-H Record Book Back Cover

Types of Record Keeping Sheets

All forms are available on the state 4-H web page www.4-h.uconn.edu as a Word document or PDF.

The Yearly Record is the overview of all projects and activities a 4-H member has completed that year. It is the summary of the entire 4-H experience. Every 4-Her, regardless of your project, fills out the same Yearly Record. It records:

- involvement in leadership and citizenship activities
- recognition received
- public presentations or demonstrations given.
- involvement in local/county/state/national activities/programs
- 4-H story

There are 4 standard Project Records— animal, non-animal, animal study and robotics. All sheets include the following:

goals	describe your project
project activities	time spent on your project
financial summary	yearly review

The animal records also ask for:

animal ID info	vet and health
show record	summary of income and expenses

Supplemental sheets include: growth and market, growth, fiber, breeding and progeny, egg production, egg incubation and milk production.

Alternate Forms—These forms were developed to provide younger 4-H members (7 & 8 year olds) and those with reading and math challenges the opportunity to learn record keeping skills. Choose the forms that work the best for you. If in doubt, see your 4-H Educator.

CT 4-H Explorers— CT 4-H Explorers Recordkeeping form. An adult may assist in filling out the form. It can be done as a group record or individual.

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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