



# UConn 4-H Fact Sheet



**UConn** | EXTENSION

## 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 Scrap book. 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 clip pings 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 re view 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 lifelong 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. Period ically 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