

## 4-H Record Keeping

### Guidelines

We are very happy that you are doing a 4-H Record Keeping project. Record keeping is useful in evaluating your accomplishments for the year and allows you to maintain a record of your experiences and growth through out your 4-H career. Keeping records on your 4-H projects can be useful and rewarding. The work that you put into recording your project accomplishments and achievements will make it easier to apply for county and state awards, scholarships and college.

- Keep a project log for each 4-H project by using the Project Log sheet or Project Report form.
- Keep a record of your year in 4-H, school, activities and interests by using the 4-H Member Record book (4-H 1145), a scrapbook or other method.
- Keep record of Club officer's responsibilities and activities
- Keep a complete record of everything related to the project (time and money spent, planning, responsibilities, activities, meetings, etc.)
- Updating information and data often will be easier and more accurate.
- Pictures, receipts for money spent and/or received, newspaper articles, programs, etc. that will help to document the project, activity and your involvement are always beneficial.
- Records can be kept for the current year or may be cumulative showing your progress over several years (see fair book).
- Project records may be dually exhibited with the project and also in the record keeping division (beef, swine, shooting sports, horse, etc.)
- Community service and leadership while part of your project are also separate project areas at the Fair and may be dually entered.
- Records will be judged on completeness, accuracy, neatness, and learning.
- Also see the 4-H Record Keeping Judging Guide and 4-H Record Keeping Evaluation form.
- The important thing is to learn something, even if you learned that there are things about the project that you didn't like. It is okay to be honest in your evaluation.