



4-H Record Keeping



TIP SHEET

Record keeping is a skill that will serve 4-H members throughout their lives. Many 4-H alumni say that what they learned filling out a record book is one of the best and longest-serving life skills learned during their 4-H membership.

Objectives for 4-H Record Keeping:

- Learn how to set, act on, and evaluate goals.
- Learn record keeping and organization.
- Learn to communicate and summarize.
- Learn responsibility by completing a task.
- To keep a history of 4-H involvement.

Tips for Success:

- Complete record keeping as you go.
- Involvement report is a great resource for scholarship information -- don't forget to add each activity and event!
- Remind youth of the importance of record keeping throughout the year.



Involvement Report

Each year, members add to their Involvement Report to provide a summary of their 4-H career.

The first page of the Involvement Report is a record of meetings attended. Youth should list all business meetings and separate project meetings. Business meetings and project meetings that happen on the same day do not need to be logged separately.

The Involvement Report includes sections to record non-project specific experiences. These sections include:

- 4-H Leadership
- 4-H Community Service
- Non-4-H Community Service
- 4-H Contests and Special Events
- 4-H Promotion

91910



University of Idaho
Extension

4-H Involvement Report

Name: Riley Vandal
 County: Example County
 First Year in 4-H: 2018-2019

4-H Club / Project Information

Year (Example: 2012)	4-H Club or Project Group Name	No. of meetings	
		Held	Attended
2018	Club Name – Business Meetings	10	9
2018	Club Name – Baking 1 Meetings	6	6
2018	Club Name – Market Swine Meetings	7	6
2019	Club Name – Business Meetings	10	9
2019	Club Name – Baking 1 Meetings	8	7



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Project Record Book

The Project Record Book gives members a place to keep account of their project each year. Youth should complete a new record book each year for each project completed.

Goals: Set one to three project goals of what you want to learn or accomplish for the year.

Oral Presentation: Describe the oral presentation you gave showing or telling about something learned within the project.

Activity Log: Record all project activities.

Expense Record: Record all project expenses and income.

How Did You Do?: Record a self-evaluation of progress toward goals set at the beginning of the project.

4-H Story

The 4-H story is all about 4-H experiences. This the chance for youth to describe their 4-H year in detail. The length of the story varies based on age:

Juniors (8-11 yrs.): 1-4 pages

Intermediates (12-14 yrs.): 1-6 pages

Seniors (15-18 yrs.): 1-8 pages

Things to include in a story:

- Introduce yourself
- Share why you joined 4-H
- What went well this year?
- What didn't go well?
- What skills did you gain?
- What would you keep the same about your project?
- What would you change?
- Give details about your projects
- Do you want to try a different project?
- What new projects do you want to try?

Please contact the Canyon County Extension for help or clarification:

208-459-6003