



4-H YOUTH DEVELOPMENT

Record keeping in Minnesota

YOUTH GUIDE

Would you believe that creating a record of your 4-H work can be a valuable and easy way to bring you more success with your 4-H projects, your school work, and even your future career? If you DON'T believe this, keep reading!

Record keeping for 4-H projects and activities is now easier than it ever was, and it's part of doing a complete job. The records are divided into two levels: Basic and Experienced.

**4-H Youth Development
Participation summaries**

**4-H Youth Development
Records**

PREPARING

It's best to start your record keeping as you begin selecting your activities and projects for the year. Let's start with your Participation Summary - fill in the information requested at the top of the form. Think about what you want to do in 4-H this year, and write the reason down on this summary. As you select projects and activities you would like to try, write down each one on the summary. Use your planning calendar to list all your project and event activities in one place. Be sure to list the steps needed to complete your projects. Do all your plans realistically fit within the time you have available?

Can you get everything done? If not, what can you rearrange?

DOING

Once you've started the new year in 4-H, it's time to GET INVOLVED! There are many activities inside and outside of 4-H that you will probably get involved with over the year. Find a time each month (maybe before or after a 4-H Club meeting) to write down some of the activities you are involved with in your Participation Summary. Explain the role or responsibility you personally had for each one.

When you begin your work in a project area or major activity, it's time to get out your 4-H Youth Development Records. Use a different one for each project in which you're enrolled. Start by filling in the name of the activity or project, the current year, your name, and the number of years you've been participating in the activity or project.

PREPARING: Before you dive into a project or activity, it's a good idea to do some preparation. If you want to accomplish something, you need to decide what that "something" should be. In the Preparing section, tell about your most important goal, and about any other goals you have for the project or activity.

DOING: As you work on your project, keep track of when you did the work, what you did, how much it cost, who you worked with, and what you learned.

SHARING: It's important to share your work with others. Sharing is a way for you to teach others about what you've learned. It's also a way to learn more about your project or activity from others who have done similar things. In the Sharing section, tell about what you did to share your experiences in this project or activity with others, and when you did it.

REFLECTING: If you participated in the project or activity in any way, *you will have learned something*. The Reflecting section is a place for you to tell about your new knowledge. If you are not quite sure what to write, look back to the previous sections of the record.

ADDITIONAL NOTES: You can add just about anything to tell your story about the activity or project. It's YOUR RECORD, so add whatever you think is needed to make it complete (for example: planning calendar, financial statement, photo page, journal, exhibit and awards, recognition, etc.).

REFLECTING

Believe it or not, your records are almost complete! At the end of the year, collect your work. If you have the Basic Participation Summary, answer the questions; if you have the Experienced Participation Summary, tell your story of the 4-H year. You can use written words, pictures, drawings, or any other medium. Feel free to use additional pages, or even other methods of telling the story (such as a video).

The final step in record keeping is to get feedback about your work from others. Ask a friend and an adult to read through your work and to make some comments or suggestions on the back page of your Participation Summary.

That's it! You're done! If you choose, you can keep your records from past years with this year's records to show how much you have learned over time. This collection of information will help to remind you of your many accomplishments both in and out of 4-H. It will also be helpful in developing a resume as you apply for awards, further educational opportunities, and employment.