



Record-keeping guide for parents and volunteers

Philosophy

The purpose of 4-H record-keeping is to teach an important life skill. Because of individual differences, youth are encouraged to select from a variety of alternatives to meet their needs and learning styles. 4-H is not just doing, but learning by doing it, sharing it, understanding it, relating it, and using it.

Record-keeping encourages reflection (understanding, relating) so that 4-H members can apply their learning to other situations.

Objectives

1. To learn goal-setting, action plans and evaluation.
2. To learn the skills of record-keeping and organization for current and future use.
3. To learn to communicate and summarize.
4. To learn responsibility through completion of a task.
5. To provide an opportunity to reflect.
6. To evaluate information that will market personal skills through future resumes and applications.

Guidelines

Minnesota 4-H Youth Development records are divided into two levels—**basic** and **experienced**. Each 4-H member may choose the level that best fits his or her needs. There are no rules specifying age or grade requirements for either level. A Cloverbuds record and participation summary are available for members enrolled in that project.

All 4-H'ers should select a level (basic or experienced) and develop a record-keeping system including:

- Record-keeping of one or more project(s) on the 4-H Youth Development Record
- Completion of the 4-H Youth Development Participation Summary

Additional resources are available to enhance the record-keeping system. These include:

- 4-H Planning Calendar (for both levels)
- 4-H Financial Statement Resource Sheet (for experienced level)

Other attachments may be added to the record-keeping system, such as photo page(s), journal, animal science production and inventory information, etc.

4-H record should show the 4-H member's efforts in preparing, doing, sharing, reflecting, and future planning. (Adapted from Youth and 4-H – Iowa State University Extension, Ames, Iowa.)