



STEPS IN COMPLETING SUCCESSFUL PROJECT RECORDS

4-H Project Development Records

Why complete 4-H Records? All 4-H youth are encouraged to complete “records”. Completing Project Records helps youth develop lifelong skills. Records include a process of setting goals, taking steps to accomplish those goals, keeping track of income and expenses and evaluating the outcome or end product. Youth in the animal science projects learn how to keep track of health costs, equipment costs, etc. Youth that start completing records at a young age will develop valuable record keeping skills.

What are Project Records?

Project Records are a tool that will help a 4-H member reflect on what they have learned over the past year, determine what went well and what didn't, and decide on future projects in a particular project area.

What is the Process of completing records?

Project Records can be found on the county website. On the website, you will find records specific to **general projects, horse, small or large animals**. One record should be completed per project. 4-H members can choose to complete as many records as they choose for the projects they are enrolled in.

You can download Project Records from the [Washington County website](#).

Completing a **Participation Record** is required when submitting a Project Record for judging. In judging Project Records, the Participation Summary is not heavily weighted. It is simply required to document ALL the activities that the youth participated in during the year. Submission of a Project Record without a Participation Summary will render the record ineligible for judging and awards. The Participation Record helps the 4-H member keep a resume of the activities they have been involved with in 4-H throughout the years and is a valuable tool to have when youth are completing college applications, scholarships, etc.





Tips for Submitting Records

- One record may be completed for **each project** area you are enrolled in, or youth may choose to complete only one record.
- One Participation Summary needs to be completed each year.
- The Participation Summary should be put in a separate folder/binder by itself, not combined with a Project Record.
- Include photos to help tell your story and show what you have learned. Remember to take pictures throughout the year to include in your records.
- Track activities on a calendar or in the actual record each month. For animal science projects, keep a record of vaccines, medications, shows, awards, etc. Frequent tracking will help you remember what you did when it comes to completing your records at the end of the year.
- Supplementing your project records with activities you have participated in that relate to your project is helpful. If you are doing a 'Performing Arts' record, and you participated in One Act Play or Share the Fun, include a program, certificates, and awards etc. from the event in your records. Records can serve as a great scrapbook.
- If you complete more than one record, each project record should be put in its own folder/binder.

When do records need to be completed? Records are due at the County Fair on Project Judging Day, usually the day before the fair officially opens.

Records are eligible for Awards. Judges will review and provide feedback on the records that are submitted each year. Youth who complete project records have an opportunity to win ribbons based on the quality of their records. Judges are looking for the overall learning that has taken place while the project is being completed. Did the youth accomplish the goals they set out at the beginning of the year? Is the learning age appropriate? Is there growth in the project?

Have fun! Records are a little like school work, but are great life long skills. Many alumni have enjoyed looking back at the project records they completed when they were in 4-H. Enjoy the experience!