

# 4-H Leader Guide

## Record Keeping

4-H member records serve two primary purposes:

- They enhance the educational experience of the 4-H member
- They help counties determine whether members have shown achievement

The educational objectives are:

- To help the member realize what he/she has learned during the year
- To help the leader realize what the member has learned during the year
- To help the member learn how to figure costs (time and money)
- To help the leader determine how he/she can help the member

Member records are designed to fit the following criteria:

- Record keeping should be a positive experience for the 4-H member
- 4-H member records should not be driven by the awards program, but the member can choose to use his/her records to compete for county, state, and national awards
- Records should add to the educational experience of the member and not distract from it
- Records should reflect the educational level and maturity of the 4-H member
- Records should be practical and encourage good planning and evaluation

The 4-H member records are currently designed for two levels. Level 1 is for 3rd

and 4th grades. Level 2 is suggested for 5th grade and above. Each 4-H member has different interests and abilities and the level of record book he or she uses should reflect these abilities.

Instructions for filling out the record book are on the inside front cover of the Level 1 and Level 2 books.

These records are designed to be flexible. This means that members will fill out the record differently. This is not only OK, it is encouraged.

### **Substance is more important than form.**

The important part is how the record reflects the educational experience of the member. For example, the member who records all of his/her project experience in the Journal or Project experiences. Some projects need add sheets in order to get a complete picture of the year's work. Some members' project work may be so unique that they will need to develop their own add sheets.

**It is OK to leave some spaces blank.** Not everyone does everything, and some members are more active than others. This will challenge the most active members to find ways to effectively record what they do in summary or cumulative form. The less active member may record every unique event. Both are OK.

The following suggested score sheet is designed so that leaders may evaluate the educational experiences of the members. The content is more important than the style. However, the 4-H member should learn that accuracy, clarity, and completeness are important in keeping records.



# Record Book Judging Score Sheet

(sample)

	Points	Score
<b>1. General Appearance</b> Cover is neat. Dividers are in proper order. Member has done own work.	5	_____
<b>2. Calendar</b> Used to plan the whole 4-H year. Includes project, club, and county activities. Checked when attended.	10	_____
<b>3. Project Plans/Commitment</b> Complete and realistic for member's abilities. Shows learning goals.	10	_____
<b>4. Project Diary/Journal and Add Sheets</b> Shows project activities and work for period covered. Shows what was done, how it was done, and what was learned.	25	_____
<b>5. Project Summary/Highlights</b> Summarizes what was done and learned, problems and successes, and what will be done differently next time.	15	_____
<b>6. Project Pictures</b>	5	_____
<b>7. Permanent Record</b> Kept current with past year's work included.	20	_____
<b>8. Story</b> Shows the member's personal situation, what was done that was important to the member, and the impact 4-H has had on his/her life.	10	_____
<b>Totals:</b>	<b>100</b>	_____

