4-H Record Keeping Philosophy

Philosophy for 4-H Record Keeping
The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends. Youth are encouraged to select from a variety of alternatives to meet their individual record keeping needs and learning styles.

Objectives for 4-H Record Keeping
- To learn how to set goals, how to make plans for action, and how to decide how well you did (evaluation).
- To learn the skills of record keeping and organization to use now and in the future.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and application forms.

Guidelines for 4-H Record Keeping
All 4-H'ers are encouraged to develop a record keeping system that includes:
- Record keeping for one or more projects.
- Completion of Yearly 4-H Summary 4H 96 or a 4-H Story.
- Member self-evaluation and/or a member-mentor conference.

4-H’ers are encouraged to select one or more of the following for their project records:
- Basic Project Record 4H 96A
- Experienced Project Record 4H 96B
- Advanced Project Record 4H 96C
- Project worksheets such as livestock, food and nutrition, and others
- Video or Audio Recordings 4H 97A (Use 4-H96 A, B or C as a reference)
- Portfolio 4H 97B (Use 4-H96 A, B or C as a reference)
- Computerized form (Use 4 H96 A, B or C as a reference)
- Or, create your own record keeping system.

Additional support materials also may be added to your record keeping system.

4-H record keeping should reflect the 4-Her's goals, accomplishments, and future plans.