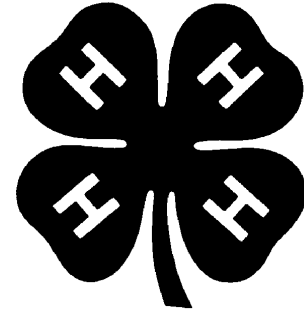


RECORD KEEPING IN KEWAUNEE COUNTY



YOUTH GUIDE

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. Record keeping is a part of doing a complete job and is required to be recognized as a high achieving member.

PREPARING

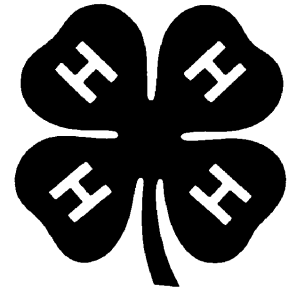
It is best to start your record keeping as you begin your project and club activities for the year. Let's start with your record pages called My 4-H Project Record. This is a two-sided page that you will be completing for each of the 4-H projects you have enrolled in for the year. This page asks for your goals (what I would like to do and learn in my project this year). Record your ideas on the form(s). If you need ideas, scan through the project literature, talk to your project leader, parent/guardian, or county 4-H Program Educator. Think big! As an example, in ceramics you might want to learn to stain, paint, glaze, airbrush, or do firing. This is much more specific than saying I am going to make a ceramic item.

Next, think about what you want to do and accomplish as a member of your club this year. The Activities page can give you some ideas and you can get help in planning your 4-H year by looking through the Kewaunee County 4-H Calendar and the Kewaunee County 4-H Division of Extension website. Make notes of your plans and goals. Watch the *Extension Connection* newsletter for other project and general activities that you might want to try.

DOING

Once you've started the new year in 4-H, it's time to GET INVOLVED! As you do the activities that you planned, record the date, what you did and learned, and how much it cost if it is a project item. Explain your role or responsibility. It is almost a sure bet that you will take part in some unplanned activity that comes up during the year. That's okay. Be sure to record this 4-H activity, too. And sometimes you will plan to do something, but you will be unable to accomplish it. That's okay, too. Just make a note of why it was not possible. The important thing is that you set goals at the beginning of the year and generally work toward reaching those goals.

If you have never done a 4-H record book before, don't worry. You probably set unwritten goals in previous 4-H years without realizing it. The record book process will just be asking you to record the thinking process you had done previously so that you can see it and remember it better - both throughout the year, but also in the future when you can use the information for such things as academic or vocational applications, and just to look back at your 4-H experiences.



SHARING

It's important to share your work with others. Could you share your project at a club meeting, be a youth leader in a project or activity, give a speech at the county contest on a favorite topic, teach at the county Project Day, share your project at the 4-H Open House, or more? With each thing that you do, you might learn more about the project, or you might improve your skills in speaking, working with others, decisions making, or leadership. All these things will help you get more out of 4-H, while at the same time you are contributing back to your club and to other 4-H members. This will also be beneficial for award nominations and scholarship applications. Be sure to use your record book to record what you shared and what others learned through your sharing.

REFLECTING

If you participated in your project or an activity in any way, you will have learned *something*. There is room on the record book forms to tell what you learned. Tell your story with the forms or add your club story to your record book with extra page(s). Include photographs, news clippings, drawings, etc. to talk about your 4-H year.

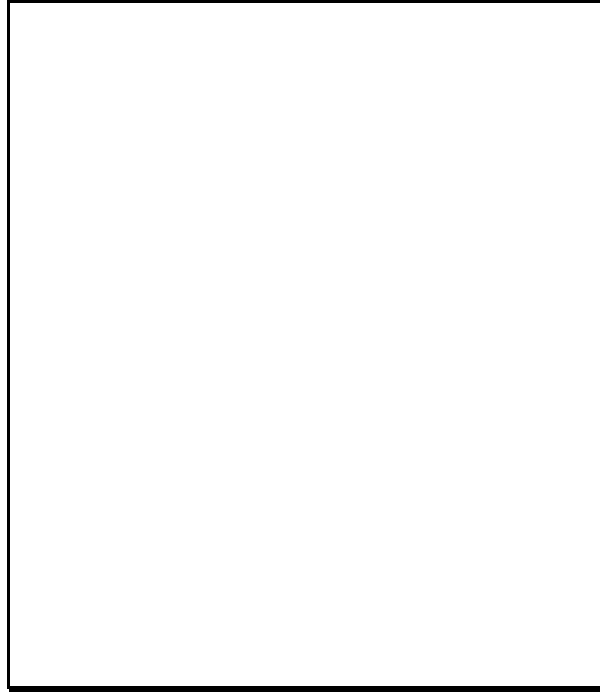
That's it! You're done! Keep your records from each year. This collection of information will help remind you of your many 4-H accomplishments. It will be helpful in applying for awards or scholarships, developing a resume, further educational opportunities and employment AND it will be fun to look back at and share with people you meet throughout your life. Is technology your thing? Keep a record book in Google Drive where you can record all the same information, and upload photos and videos to your electronic record book.



(4-H Year - January-September Year)

KEWAUNEE COUNTY 4-H RECORD BOOK

(Your photo here)



NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE _____

GRADE _____

PARENT/GUARDIAN NAME _____

CLUB NAME _____

ACTIVITY EXPLANATION PAGE

Year: _____

Give a brief description of your involvement in the previously listed activities. See examples.
You need not explain all activities that you marked.

Activity Number	Brief explanation of your involvement.
Example 7	<i>Our club played bingo with the residents at the Kewaunee nursing home. I sat next to Joe, and he told me about when he was a farmer.</i>
Example 29	<i>I gave a demonstration called <input type="checkbox"/>How to Raise Worms for Fun and Profit<input type="checkbox"/>. I got a blue ribbon.</i>
Example 52	<i>I showed my rabbit poster at the State Fair and received a participation ribbon and comments from the judge.</i>

My 4-H STORY (OPTIONAL)

Tell about your 4-H year. Choose one or more 4-H activities that you participated in and elaborate on it. What was your favorite thing that happened this year? What would change about this year if you could? What did you learn? Anything else you would like to share.

Add more pages if needed.



MY 4-H PROJECT RECORD

Project Name _____

Year in Project _____

Use one Project Record Sheet for each project in which you are enrolled. Complete the first part of this form at the beginning of the year.

Some things I would like to do and learn in my project this year:

Things I have done and learned in my project this year. Things I liked or might do differently.

Number of club and/or county project meetings held this year: _____ Number I attended: _____

Other events I attended related to this project: _____

EXHIBITS

<u>What was shown</u>	<u>Placing</u>
_____	_____
_____	_____
_____	_____
_____	_____

4-H PROJECT FINANCIAL RECORD

Project Name _____

Expenses - What did you buy to make your project or buy for your project?

List Items: If someone gave you material, please list and indicate the value.

<u>Items:</u>	<u>Cost of items:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Income - How much is the item worth (if you would sell it or did sell it), premiums from the fair, other money you earned through this project.

<u>Source of income:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Parent's and/or Leader's Comments (please sign):