WASECA COUNTY 4-H

On Your Way to Better 4-H Records:
Good Record-Keeping Practices

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

GUIDELINES FOR PAPER-BASED RECORDS
4-H Records are due to the Extension Office by September 15, 2019. Records need to be turned in (and complete) by this date to be evaluated for record judging awards.

A completed record consists of:
1. The Annual Reflection Report form
2. Financial Statements –
   a. Complete 1 financial statement for each non-livestock project you enrolled in.
   b. Complete 1 financial statement for each livestock project you enrolled in.
   c. If you have both livestock and non-livestock projects, you must complete both this Financial Statement (put non-livestock projects on this) and the Livestock Financial Statement
3. One “extra” page for each project you enrolled in that includes pictures, clippings, drawings, stories of your activities, journals or additional items related to the

Please Note –
Waseca County 4-H has their own set of 4-H Records that are different from records that may be used in other parts of the state.

Please ensure you are using the correct forms by downloading directly from the Waseca County Extension website (www.extension.umn.edu/Waseca) and not from elsewhere.

Our forms will say “Waseca County 4-H” at the top!
project. Please do not include any booklets you did for your fair exhibits with your project records.

4. Complete the “End of Year Activity” Survey - [http://z.umn.edu/wcendofyear](http://z.umn.edu/wcendofyear) (You don’t need to submit this with your Records/Reflection Reports - just complete online and submit)

5. 4-H Records will be evaluated on a point system by adult volunteers who do not know the youth whose records they are evaluating. Youth who score 85 or higher on their 4-H Records will receive recognition at the Achievement Celebration.

Cloverbuds only need to complete the [Cloverbud Record](https://z.umn.edu/record).

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**YOUR 4-H RECORDS SHOULD BE COMPLETED AS YOU DO YOUR 4-H PROJECT WORK.**

Use these steps to complete a 4-H Project from start to finish, and document the work on your 4-H Records:

1. **PREPARING** Before you dive into a project or activity, it’s a good idea to do some preparation. If you want to accomplish something, you need to decide what that “something” should be. Set **learning goals** in the project area.

2. **DOING** As you work on your project, keep track of when you did the work, what you did, how much it cost, who you worked with, and what you learned.

3. **SHARING** It’s important to share your work with others. Sharing is a way for you to teach others about what you’ve learned. It’s also a way to learn more about your project or activity from others who have done similar things.

4. **REFLECTING** If you participated in the project or activity in any way, you will have learned something. The Reflecting section is a place for you to tell about your new knowledge.

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**HELPFUL HINTS FOR SUCCESS IN RECORD KEEPING**

1. **Use 4-H Project Curriculum in your project work.**

   4-H Project Curriculum is available for many project areas. These booklets have activities that give you ideas as well as help you learn more about a project area. Project Curriculum is helpful in keeping records because as you do the activities, you are asked to make notes. You can then look back and see what you have learned, what has challenged you, and how your project skills have improved. Using 4-H Curriculum also helps you set goals to include on your records.

   **4-H Curriculum can be ordered from [https://shop4-h.org/collections/curriculum](https://shop4-h.org/collections/curriculum)

2. **Show a draft of your records to a parent, friend, or leader.**

   They will be able to give you positive feedback and offer helpful suggestions.
3. **Attend project workshops that are offered on a county, regional, or state level.** When project workshops are offered in projects that you are interested in, attend them – even if you are not enrolled in that project. These workshops can be included on your records – both on the project record and the participation record.

   If you are a social media user, be sure to follow Waseca County 4-H on Facebook, Twitter, and Instagram as many opportunities are shared there than you can attend for learning and growth.

   **Waseca County 4-H Events page:** [https://local.extension.umn.edu/local/waseca/4-h/events](https://local.extension.umn.edu/local/waseca/4-h/events)

4. **Give demonstrations both in your club and at the county level.** Project and participation records both ask you to share if you gave any demonstrations. Learn more about demonstrations at [https://extension.umn.edu/4-h-expressive-arts-communication-projects/4-h-communication-demonstration-project](https://extension.umn.edu/4-h-expressive-arts-communication-projects/4-h-communication-demonstration-project)

5. **Turn your records in on time.** This will ensure that they are evaluated and eligible for excellence in record judging awards. Records are due to the Extension Office on Sept. 15, 2019.

6. **Be sure your records are done neatly.** You can handwrite them or complete them on the computer and print them out. Records are posted on the Waseca County Extension website ([www.extension.umn.edu/Waseca](http://www.extension.umn.edu/Waseca)) in both PDF and Word formats. The Word format allows you to type on the form and save to your computer.

7. **Spend some time each month working on your records.** This could be before or after your club’s meeting, the 15th of every month, or whatever works for you. Stick to your record time – this will prevent last-minute completion and will also help your records be more complete.

8. **Record everything – including mistakes!** If you are working on a project and it doesn't turn out or go as you planned, be sure to include that experience in your records.

9. **Ask for help.** If you need some help or have questions, be sure to call the Extension Office or ask a club leader or older, more experienced project member. Do not just leave something blank because you didn’t know what to write.

10. **Add items to enhance your records.** Newspaper articles, photos, certificates, etc… can all enhance your records. These items all help tell your project experience in a more complete way.

11. **Use a folder or binder to keep your records together.** Make sure your records are attached neatly in a 3-ring binder or folder. Your records should start with the current 4-H year, followed by other years. Keeping all your records together allows you and others to see how you grow in your project work.

   **Waseca County 4-H Members get a 4-H Record folder in their first year of 4-H membership.**
12. **Try to begin your records as soon as you get them.** The first thing you should do in your work is set your goals – what you want to learn and things you want to try. Do something each month to help you achieve these goals. Be sure to write in your records when you do project work and what the outcome was.

13. **Your project goals should go beyond “I want to get a blue ribbon at the fair.”** Set measurable goals – ones where you can easily tell if you achieved them. Numbers are key in measurable goals. Instead of saying “I want to work with my horse a lot,” try “I want to spend half an hour every day with my horse.” Goals should be obtainable – something you can realistically reach in a year’s time. Goals should also build on previous year’s project works, if possible.

   4-H Goal-Setting: Smart Goals Resource -
   https://docs.google.com/document/d/1XnaViDSqji2AScXsqps20dhEYoxT_MJJQEWFX9Q0iYfo

14. **Keep receipts and other financial documents for your project work together with your records.**

15. **Do your own work.** It is ok to ask for project ideas and help with your records, but your records should be completed by you.

16. **Make notes throughout the year.** It is very helpful to jot down some notes on your projects while working on them. Before actually writing on your records, it may be advantageous to write it on scratch paper first. Once you are happy with what you have written, you can write it directly on your records.

17. **Keep records in a safe spot, somewhere that you will remember where they are.** Try to put them somewhere visible so you will be reminded to work on them as you work on your projects.

**INFORMATION ON 4-H RECORDS ON SOCIAL MEDIA (9TH GRADE AND OLDER)**

*Due to safety considerations of youth utilizing social media, this option is only available to 4-H members in 9th - 13th grade.*

1. **Decide what social media channel you will be using to share your 4-H project growth and participation through the year** – Facebook, Twitter, Instagram or if you will use a combination of channels.
   - *Youth who are interested in participating in this opportunity but who do not want to share on their current social media profiles should set up a second account to be utilized for sharing 4-H records information*

2. **Complete the Google Form for participation** - [https://forms.gle/V1bQGxAZsCXzuHbY8](https://forms.gle/V1bQGxAZsCXzuHbY8)
   - Completing this form will help staff match a social media mentor for you based on the channel/s of social media you will be using
3. **You will be notified with who your adult social media mentor is after submitting the intent for participation form** (link above) - this mentor will be following your 4-H Record Keeping posts and providing encouragement and feedback throughout the 4-H year.

4. Post about your **4-H Project Work** - use the hashtag **#WasecaCounty4Hprojects**

5. Post about your **4-H Participation** in events, activities, and opportunities - use the hashtag **#WasecaCounty4H**

6. **For a guideline of what to post and when, see the “Social Media Instructions” handout.**

7. At the end of the 4-H Year (September 30), complete a brief evaluation form: [https://z.umn.edu/RecordKeepingEval](https://z.umn.edu/RecordKeepingEval)

8. Instead of having these records judged and given awards, 4-Hers who have participated in using social media for their 4-H Records will be invited to an end of the year group Celebration Dinner with their adult mentors.

**QUESTIONS?** Send a message to Amy Nelson, 4-H Program Coordinator, at dobbe007@umn.edu