



COUNTY 4-H YOUTH DEVELOPMENT RECORD

SENIOR

NAME _____ PHONE # _____

MAILING ADDRESS _____

PARENT/GUARDIAN NAME _____

YEAR: _____

AGE ON JANUARY 1ST: _____

YEARS IN 4-H (COUNTING THIS YEAR): _____

GRADE: _____

YEAR	CLUB MEMBERSHIP	# MEETINGS HELD	# MEETINGS ATTENDED
/			
/			
/			

This record was written by the member and is believed to be accurate.

DATE MEMBER 4-H LEADER

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DATE MEMBER 4-H LEADER

- **Elected or Appointed Leadership**

Year	Position	Responsibility
/		
/		
/		
/		
/		

- **Other Leadership Experiences**

Year	Hours	Responsibility
/		
/		
/		
/		
/		

- **4-H Promotion**

Year	What done
/	
/	
/	
/	
/	

- **Community Service/Citizenship**

Year	Hours	What done
/		
/		
/		
/		
/		

Activity	Level of Involvement	What Was Done
Field Trip		
Project Event		
Project Event		
Exhibit		
Exhibit		
4-H Camp		
Fundraising		
Workshop/Clinic		
County Recognition Event		
Presentation Day		
State Activities Day		
Eastern States Expo		
Teen Conference		
National Trip		

WHAT ARE MY SKILLS?

Through your 4-H and other experiences you have developed a variety of skills that will help you function as a capable, contributing adult. This section is to track that skill development. When you have a 4-H activity, think about what you gained from the experience and then note it under the appropriate skill. For example, if you were chair of a planning committee you might put the following under the block Career - organizing and planning: 96-chair foods committee. Set schedule for day, assigned jobs to committee members. Some skills may overlap into different categories. You may report it in whichever category you feel will be most appropriate. You may put more than one experience in a block. As a block fills ask for another set of skills sheets or continue your more active skills on another piece of paper.

• Goal Setting

I set a goal and planned activities to reach it. I prepared and followed a schedule to work toward my goal and I kept track of my progress. (Also a career skill.)	
Self assessment - I evaluated progress toward my goals, adjusted goals as necessary, and set more challenging goal for those I achieved. (Also a career skill.)	

• Career Skills

Organizing and planning - I identified tasks, planned a schedule, delegated duties, and monitored progress on the plan.	
Resources - I identified resources needed, organized the use of the resources, as distributed them where appropriate. (Also refer to management life skills.)	
People - I can work with people effectively. (Also refer to leadership, group process, relationship, and service skills.)	
Information Management - I organized and maintained information. For example, I took club minutes and kept them in a logical order. (Also refer to learning life skills.)	

Information Technology - I used computers to process information.	
Systems Observation - I observed systems and corrected performance. EX.-I observed that soil in my garden was too hard, stunting root growth. I added earthworms & water to loosen the soil.	
Systems Design - I improved existing systems or designed new systems to improve performance. EX.- I planned a new way to handle stable management at our fair that resulted in less stress and a better stable appearance.	
Tools Use - I selected tools and equipment for my project and used them safely and correctly. I followed proper procedure for setting up and operating equipment.	
Tool Maintenance - I maintained my tools and equipment and identified and solved problems that developed with those tools.	
• Life Skills	
Learning - Knowing how to learn - I used a variety of methods to learn new skills or knowledge such as reading, researching, asking another person, watching a video or actual process, etc.	
Learning - Information - I gathered and evaluated information to determine its value.	
Learning - Questioning - I used questions to clarify information, gather new information, or to expand my understanding.	
Learning - Problem Solving - I recognized a problem and figured out the best way to solve it.	

<p>Learning - Visualization - I used my imagination to visualize objects, symbols, descriptions of things, or other information.</p>	
<p>Learning - Reasoning - I reasoned things out. I discovered a rule or principle that described the relationship between two or more objects or ideas and used it to solve a problem.</p>	
<p>Communication - Speaking - I organized my ideas and expressed them orally. I asked questions when appropriate.</p>	
<p>Communication - Writing - I wrote thoughts, ideas, messages and information clearly. I wrote letters, articles, and reports.</p>	
<p>Communication - Listening - I listened well. I heard and responded to speech and common gestures such as nodding. I carried on conversations with people of all ages.</p>	
<p>Sense of Self - Self esteem - I believe I am a caring and capable person.</p>	
<p>Sense of Self - Understanding self - I recognize what skills and interests I have and I capitalize on my strengths.</p>	
<p>Relationships - Diversity - I am considerate of others and can work with men, women, youth, and adults from diverse backgrounds and with varied abilities.</p>	
<p>Relationships - Sociability - I was friendly, adaptable, and polite in groups. I understood the needs and feelings of others.</p>	
<p>Group Process - Teamwork - I participated as part of a team and contributed to the team effort.</p>	

<p>Group Process - Systems - I understand the structure of groups and can work effectively to accomplish objectives within the framework of the group.</p>	
<p>Management - Time - I planned my time to accomplish the tasks I set out to do.</p>	
<p>Management - Money - I estimated expenses and set a budget. I saved and earned money and spent it wisely. I kept records.</p>	
<p>Management - I used my space and materials in a logical, orderly manner.</p>	
<p>Management - Other resources - I identified materials needed, found a source for them, and distributed them as needed.</p>	
<p>Decision Making - - I identified my choices, evaluated the possibilities, and made choices based on my evaluation.</p>	
<p>• Leadership Skills</p>	
<p>Teaching - I taught others new skills</p>	
<p>Leadership - I demonstrated leadership by persuading or convincing others; I developed a plan for change. I spoke out or wrote a letter to call attention to an idea, problem, or cause.</p>	
<p>Negotiation - I used negotiation skills by helping others to resolve disagreements peacefully, fairly, and in a way that made everyone satisfied. I helped others exchange resources.</p>	

<p>Help from others - I recognized others skills and interests and assigned work to those who could do it best. I gave clear instructions and helped others to correct their mistakes.</p>	
<p>• Youth Service</p>	
<p>Group Effort - I participated in a group that served others in some way. I gained understanding of the needs of others.</p>	
<p>Needs - I helped identify a need, made a plan to meet the need, and carried the plan out.</p>	
<p>• Personal Qualities</p>	
<p>Responsibility - I took responsibility; I worked hard to reach my goals, I didn't give up. I kept promises and commitments.</p>	
<p>Integrity/Honesty - I acted with integrity and honesty. I understand right from wrong, and I am honest and consistent in my actions.</p>	
<p>Sportsmanship - I maintain high standards in my efforts, I appreciate the efforts of others, and I carry out my efforts in a positive, courteous, sportsmanlike manner.</p>	
<p>Self-Management - I know my own abilities and limits and act accordingly. For example, I stay in shallow water if I am a weak swimmer. (Also refer to sense of self life skills.)</p>	
<p>Sociability - I am friendly, adaptable and polite in groups, I am considerate of others feelings and needs. (Also refer to relationship life skills.)</p>	

<ul style="list-style-type: none"> • Basic Skills 	
<p>Literacy - I located and used written information from textbooks and reference materials. I did library research for my projects in 4-H and in school.</p>	
<p>Writing - I put thoughts, ideas, information, and messages into correct, clear written language. I write letters, essays, articles, reports. (Also refer to communications life skills.)</p>	
<p>Mathematics - I used math in my projects. I made calculations and used simple algebra and geometry to solve problems.</p>	
<p>Thinking Creatively - I am a creative thinker. I came up with new ideas and I used new knowledge or research; I used my imagination. (Also refer to thinking career skills.)</p>	
<ul style="list-style-type: none"> • Health Practices 	
<p>I am aware of and use proper nutrition and exercise in my daily life.</p>	
<p>Health Issues - I keep up to date on issues related to the health of myself and others.</p>	
<p>Stress Management - I am aware of and know how to manage my stress level, I use my leisure time in a positive way.</p>	

