



# County 4-H Records

*A Guide for Members Ages 11 - 13*

## About the County 4-H Record Forms

This document has been designed to help you, as a 4-H member to keep track of your accomplishments. Using this record regularly throughout the year will make it much easier to tell your 4-H story. The type of information that you might record includes club membership, participation in meetings, events and activities, leadership and community service involvement, special recognition received and personal development.

Use the right 4-H record forms for your age group. There is one form for junior members ages 8-10, an intermediate form for 11-13 year olds and a senior record for members who are 14 and older. You can download a MS Word template from the New Hampshire 4-H web page and keep your records electronically.

## Why Do County Records?

Record keeping is a basic skill that will benefit you throughout life. Managing a checkbook or finding a solution to a problem requires record keeping skills. Keeping good records will help you to build skills in organizing and goal setting. Even if you do not submit your completed records for judging, you will find them useful for when you need to recall your involvement and experiences on applications for college or work. Looking back over your record will give you a sense of pride in your accomplishments.

Every 4-H member should keep a 4-H record. Ask your 4-H Leader or Extension Educator if you need help in tracking projects and skills you have learned. Your 4-H record is an important document. Keep your 4-H record in a notebook or holder that will protect it and keep it neat and clean. Remember where you put your record, as you will be adding to it on a regular basis.



## Recognition

Records may be evaluated at the club and/or county level. Check with your county 4-H Extension Educator to learn about recognition for 4-H members who complete 4-H records each year.

Members who are age 11 or older who have been enrolled in a project for two or more years may choose to apply for County 4-H medals. Ask your leader for a County Medal Application Form to learn how to apply for a project medal. The 4-H Record is a major part of this process.

## Cover Sheet

The first page of the County 4-H Youth Development Record is a cover sheet. The cover sheet is made to be updated annually. (Use the same cover sheet each year until you move to the next age grouping.) Circle the correct number for age, years of membership, and grade. Both you and your leader will sign at the bottom of the page each year.

Note that for number of business meetings attended, members may just keep a tally in the block. At the end of the year, you can write a number in the bottom of the block.

## Project Page

The project page shows all information related to different projects. You should create a new project page for each year. Since most of your time in 4-H goes toward project work, you should be updating this part of your record often. At the beginning of the 4-H year, you should work with your leader to set personal goals and write them down on this page. Fill out blocks 1, 2, and 3 at this time. During the year you will track your progress toward your goals that you set. **Remember to have your leader sign your project page.**

**Note** – If you have more than one project, please use a separate page for each project area. This allows you to group project pages by project area, showing growth in that project over time.

## Life Skills

Life skills are skills that you need to learn to help you to be a successful adult. When you have learned one of the listed life skills through your 4-H work, please note this on your record. Perhaps you already had learned a specific life skill but 4-H gave you a chance to practice this skill – that should also be noted. Leave lines for unused skills blank. Note that there is one line for each year of this three-year form. You may have used communication skills six times over the course of a year, but you do not need to list each one. Give one example of when this skill was used. Use phrases, not sentences and be specific.



## Activities

This section allows members to track involvement in activities beyond the regular club meeting. Check off activities as they happen. If you participate in an activity that is not listed, you may add it in one of the empty blocks at the bottom of the page. Write a few words telling how you participated. (Refer to the example in the Leadership section). Use a few specific words rather than writing a lengthy sentence.

## Leadership, Citizenship, Service

Leadership and service are important parts of what 4-H is about. In this section you should record your efforts in this area. Use as many lines as needed for each year. The following year will start on the next blank line. If you run out of space just add another piece of paper or start a second page from a fresh record.

Keep your descriptions brief and to the point. Ask yourself, "What part did I take in this effort?" Maybe you were a planner, helper, caller, etc. What did you actually do? **For example:** *caller – remind 8 families of meetings, service chairperson – asked Human Society needs, helped collect 150 pounds of pet food.* Use numbers to show hours, dollars, number of people when possible.

## My \_\_\_\_\_ 4-H Year

This is your chance to highlight your year's work and to make your record more about you. A new story page needs to be added each year.

**Note** - If you have access, a computer can be a helpful and creative way to do a 4-H story. This must be your work. If an adult must do the computer work, it should be just as you tell it and you should be involved in any changes made to your story.

Pay attention to format, grammar and style of writing. Please proofread your work. This should be in your own words, but an adult may help you smooth over any rough spots. Spelling and punctuation should be checked. Judges will not disqualify a record with grammatical and spelling errors, but may note under comments if you need to be more careful in this area.



## Addendum

You may add up to two pages of pictures and/or mementos to finish your record, but that should not be overdone. Only significant pictures and items from the current 4-H year should be included – items from previous years should be removed and put in a memory book. Do not crowd your pages – no overlapping of items. If you have an active life in other organizations, one of these pages may be used to show your involvement in these activities.

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