



Plymouth County 4-H Project Records



What are 4-H records?

A 4-H record is an organized, written account of the progress, personal growth and accomplishments of the member, gained through participation in 4-H as well as other programs and activities. The process of record keeping teaches youth valuable skills in goal setting, planning and organizing, critical thinking, record keeping and other life and work skill areas. All youth are encouraged to keep records in 4-H.

Why is it important to keep records?

- to keep track of dates and important information.
- to recall events, experiences and activities.
- to compare progress and growth from year to year.
- to document and show what has been achieved.
- to provide assistance in managing resources, such as money and time.
- for use in selecting members to receive recognition for their accomplishments.
- as an important resource for future use such as college or job applications and resumes.

How can the 4-H member keep track of valuable information for his or her records?

Each member is encouraged to keep track of valuable information throughout the year in a way that is simple for him or her to do. This valuable information includes the member's participation in:

- 4-H club activities.
- 4-H county, state and national activities.
- community service activities and leadership activities.
- programs and activities that he or she is involved in outside of 4-H.

Some members keep a calendar during the year and write down important information directly on the calendar. Other members keep a 4-H notebook and record their information there. Another method is to jot down information on scrap paper or index cards and drop into a shoebox or card file designated for this. It is important for each member to determine a way to keep track of this information. Otherwise, at the end of the year the member will not be able to remember all of his or her activities to include on the record forms.

How can we encourage 4-H members to keep records?

Convincing members that 4-H records are valuable and motivating them to keep records can be a challenge! We hope that parents will work with group leaders to encourage youth to keep 4-H records so that they may develop those valuable record keeping skills. Here are some suggestions to motivate youth:

- explain to all new members and parents what is expected in record keeping.
- discuss the reasons to keep records.
- show them examples of records done by other 4-H members.
- remind them periodically about record keeping; you may wish to set aside time at club meetings (leaders) or at home (parents) to work on records.
- record keeping is easier for some youth than others; recognize all youth who make progress, even though their record books may not be the best ones.
- parents, leaders and members are encouraged to attend 4-H record keeping workshops offered by UMass Extension.
- be enthusiastic – believe in records yourself!

What do we do with the complete record packet?

Completed record packets are due in the local 4-H offices November 1st. If November 1st falls on a Saturday or Sunday, they are due on the following Monday. Records are judged by 4-H staff and/or volunteers. All members receive valuable feedback for improvement. County medals are awarded by each county or region based on the results of the 4-H record judging process.