



Recordkeeping Tip Sheet

If you are new to recordbooks, you may be wondering what information you need to include. Please use this tip sheet to guide you on how to do good record-keeping throughout the year!

1. **SET GOALS.** When you write your recordbook story you will need to talk about what goals you set for yourself at the start of the 4-H year and what experiences helped you achieve them! Remember no goal is too big or too small!

Please fill out the following:

What do I want learn about this year (Ex: New project area, new skill, new contest)?

Do you want to compete in a 4-H contest this year (Ex: Food Challenge, Roundup, Quiz Bowl, etc.)?

How can I give back to my community?

BIG GOALS:

- Place 1st in District to go to State in Food Show
- Organize a canned food drive for Local Food Bank
- Attempt a brand new project I've never done!
- Attend 4-H Leadership Lab Retreat!
- Run for Club Officer.

SMALL GOALS:

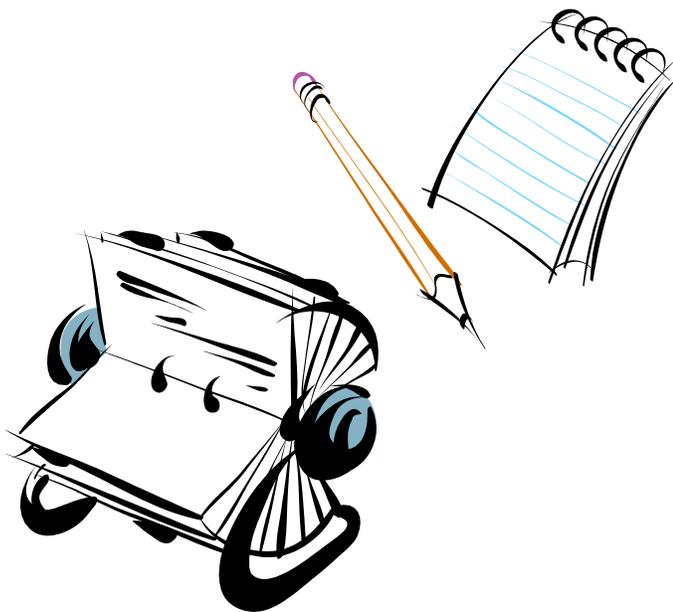
- Participate in Fashion show for the first time!
- Sign up to help my club manager pass out handouts at the meetings.
- Learn a new recipe for Food Show!
- Make new friends in 4-H

2. **KEEP A JOURNAL!** Keep a record of the events, activities, and projects you take part in AS THEY HAPPEN. Do not wait until the last minute to try and remember a year's worth of 4-H activities in a few days. Some easy ways to keep a journal are:



Keep a calendar ONLY for 4-H events. Write down when the activity took place, what you did, and what you learned from it!

Smart Phones have excellent apps and features to make record keeping easy. Take pictures on your phone to include in your story. Use voice recorders to remind yourself later about the event you just attended.



Keep a notepad or index cards handy to take notes! If you're at a club meeting and a Project Leader shows you something new, that's a NEW skill and something you can definitely include in your record book. The more information you write down and keep the better your recordbook will be!

3. **REFLECT.** Go back and look at the goals you set for yourself in the beginning of the year. Did you achieve them? If yes, what EXPERIENCES helped you reach that goal? If not, what things do you want to do next year so you can meet that goal? Some questions to answer:

What did you learn from your project this year?

Did you meet any of your goals? Who helped you? If you didn't meet a goal what were the obstacles and what can you do differently to meet it next time?

How did your project change or grow within the year or from previous years?

Did you take on any leadership roles?

What impact did you have on your club and/or community?

Has your project influenced your future career choices?
