

# 4-H Record Keeping



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# All about 4-H Record Keeping

## Why keep a 4-H Record?

- Records help you remember what you have done and accomplished.
- Records help you plan and set goals for what you will do in the future.
- Record keeping is an important life skill that will be useful in your personal life and career.

UVM 4-H recognizes that we all learn and express ourselves differently and we do not want record-keeping to deter someone from fully participating in 4-H activities. We welcome creativity and new ideas to documenting 4-H projects and experiences!

## Member and Project Record Templates

For those who find a form and template easy to use, there are fillable PDF record templates on the Vermont 4-H website here: <https://www.uvm.edu/extension/youth/projects>. These templates include the member record, independent member record, and project specific records, like horse, dairy, etc.

## Here are some other options to help you keep records:

If using a template is not helpful or appealing to you. There are many other ways you can keep records of your 4-H experience.

4-Hers may communicate their own learning in any way that makes sense to them. There are many creative ways for members to demonstrate what they have learned and accomplished over the 4-H year outside of the Member Record Book PDF template. They can integrate infographics, animations, 3-D projects, videos, or news reports. They can give presentations using Powerpoint or Canva, illustrate a story or comic book, create their own websites or digital stories, or create a blog or a scrapbook. The possibilities are endless and should reflect the members' interest and current proficiency with programs and technology. Below is a partial list of examples of what is possible. Digital records can be submitted via flash drive, Google Docs, or on a website. Alternatively, check with your 4-H Educator about the UVM File Transfer Service for sharing large files.

- **Create Videos:** Members can make a video to demonstrate their learning. It can include acting or singing or they can create an animation or a documentary to show what they have accomplished. The video can also be part of a larger Powerpoint, or other, presentation.
- **Create a Graphic Novel or Illustrated Story:** Members can use the online cartoon creating tools such as ToonDoo to create a cartoon or make a story book to illustrate their understanding of a concept.
- **Create presentations/slideshows:** Members can use tools like Prezi or PowerPoint to present their records. If you know how to use Prezi, you can create maps of texts, images, videos, graphics, etc., and present them in a nonlinear way.
- **Use Graphic Organizers:** A graphic organizer is a visual display that members can use to demonstrate relationships between facts, concepts or ideas. They can build upon a visual map or diagram and guide their own thinking. Brainstorming webs, concept maps, mind maps and Venn diagrams are some of the types of graphic organizers.
- **Write a Blog Post:** This one is great for the creative writers. Writing blogs allows members to write for a real audience who might respond and ask questions. They can add appropriate images and include a reflection on their learning.
- **Create Digital Portfolios:** There is a lot of creative potential in digital portfolios as a tool to demonstrate learning and provides a fun opportunity for members to take charge of what they learn and how they present their learning. Digital portfolios are great organizational tool for the members who like to share all of their work, awards, certificates, pictures, etc.

**NOTE:**

- Any record can be modified and accommodations made, in consultation with the 4-H Educator and the State Livestock Educator.
- All records must be kept up to date and ready for clinics, regional, and state days.

**Record Keeping Requirements**

All record books no matter the medium must include the following items:

- ▶ Goals
- ▶ Information about what the member did/learned/explored
- ▶ Reflected/reflection piece (akin to the My 4-H Story)
- ▶ Name, club name, date, project name, number of years in project, and club leader name
- ▶ *If you are not using one of the PDF record book templates from the website and are hoping to apply for national trips and competitions, please consider including some of the data that's asked for in the record templates. As an example, creatively listing your competition/show history and growth helps a committee understand how a 4-H member has progressed with the project animal. Other projects may look at other aspects like knowledge of health history or even club leadership.*

**For additional questions about projects and record keeping, contact your county 4-H Educator.**