

4-H Record Keeping 2023-2024 Atchison County

Why should you do record books?

4-H is about youth development. Record keeping is a beneficial skill for 4-Hers to have while growing into young adulthood. It reinforces project mastery, and also helps create a growth mindset for 4-H youth who are trying to obtain goals. After enrollment, 4-Hers should create goals for enrolled projects and detail their growth within the project over the year!



Aerospace/Rocketry
Ag Mechanics Welding
Agronomy
Astronomy
Beef
Building Block Engineering
Civic Engagement
Communications
Computer Science
Dairy (Includes Dairy Cattle & Dairy Goats)
Dog
Electric & Renewable Energy
Entomology
Environmental Science
Family Studies
Fiber Arts
Foods & Nutrition
Forestry
Geology
Health & Wellness
Horse
Horticulture & Landscape Design

Interior Design & Architecture
Leadership
Meat Goats
Performing Arts
Pets
Photography
Poultry
Rabbits
Reading Adventures
Robotics
Self-Determined
Sewing & Textile Design
Sheep
Shooting Sports
Shopping in Style
Small Engines
Swine
Veterinary Science
Visual Arts
Wildlife
Woodworking
Uncrewed Aircraft Systems



4-H Project Recognition Ladder (3-Parts)

KANSAS 4-H PROJECT RECOGNITION SYSTEM



These slides are specific to Part 1: Local Extension Unit.

Part 1 of 3 (Local Level):
Each record book should include a check sheet, personal information page, permanent record, and one of the two options for record forms (ZBooks or Form Fillable).

PART 1: LOCAL RECORD KEEPING & PROJECT REPORTS

- ✓ Check Sheet
- ✓ Personal Information Page
- ✓ Permanent Record
- ✓ Project Report Forms
- ✓ Other local unit specific requirements



CHECK SHEET



KANSAS 4-H PROJECT RECOGNITION CHECK SHEET	
4-H member: _____ Age Division: Please select ▾	
4-H Age (as of Jan. 1): _____ Local Extension Unit: _____	
SUBMIT TO COUNTY/DISTRICT EVALUATION:	
1. Record Book Check Sheet	<input type="checkbox"/> Check if Attached:
2. Personal Information Page ✓ Appropriate Signatures	<input type="checkbox"/>
3. Kansas 4-H Project Report(s) – (one report per project) ✓ Correct age form (Junior 7-9, Intermediate 10-13, Senior 14-18) ✓ Correct form (general project or animal) ✓ All Sections Included ✓ No additional pages	<input type="checkbox"/>
4. Kansas 4-H Permanent Record	<input type="checkbox"/>
SENIOR DIVISION ONLY: IF ADVANCING, SUBMIT TO REGIONAL SCREENING:	
4. Items submitted locally ✓ Check Sheet ✓ Personal Information Page ✓ Kansas 4-H Project Report(s) <i>(submit only the record(s) that won locally, and separate into individual folder/binder)</i>	<input type="checkbox"/> Check if Attached:
5. Cover Letter	<input type="checkbox"/>
6. Resume	<input type="checkbox"/>
SENIOR DIVISION ONLY: IF ADVANCING, SUBMIT TO STATE EVALUATION:	
1. Items submitted locally ✓ Check Sheet ✓ Personal Information Page ✓ Kansas 4-H Project Report(s) <i>(submit only the record(s) that won locally, and separate into individual folder/binder)</i>	<input type="checkbox"/> Check if Attached:
2. Items submitted to Regional Screening ✓ Cover Letter ✓ Resume	<input type="checkbox"/>
3. Video Presentation	<input type="checkbox"/>

Each record book will include a check sheet. This is included so 4-H members can ensure they have everything necessary for a complete record book.

Each record book will contain a personal information page, which displays information about a 4-Her. These need to be signed by a club leader, parent, and the member prior to turning into the extension office at the end of the 4-H year.

PERSONAL INFORMATION PAGE

A form titled "Kansas 4-H Personal Information Page" with the K-STATE Research and Extension logo in the top right corner. The form contains several fields for personal information: Name, Birth Date, 4-H Club, Local Extension Unit, Address, City, Zip, Parent's or Guardian's Name, School You Attend, Grade or Year, Phone, and E-mail. Below these fields is a section for listing projects in alphabetical order, with a photo icon. At the bottom, there are three signature lines: one for the 4-H Member, one for the Parent or Guardian, and one for the Community or Local 4-H Club Leader. The form is dated "Revised September 2020".

PERMANENT RECORD

- Section 1: Groups/Organizations
- Section 2: Communications/Presentations, Exhibits & Contests
- Section 3: Activities
- Section 4: Most Important Recognitions



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Kansas 4-H Permanent Record

Bring up to date at the end of each year.

Name: _____ Address: _____
 Club: _____ County/District: _____ Birth Date: _____

Section 1—Groups/Organizations
 List all groups/organizations you participated in, i.e. 4-H, school, community and/or faith. If the group is non 4-H related enter an * in the non 4-H column. For each group, list elected offices (such as reporter, vice president, etc.) and other positions or roles you held (such as junior project leader, project leader, and committee chairman or committee participant). Indicate the total number of meetings held, the number you lead and the number of meetings you attended in the appropriate level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.) are optional, but may be useful for other applications.

Date	Non 4-H	Meetings, Committees, Offices, Leadership Roles	# Held	# Led	# Attended	Level				Optional Hours
						Local	County/District	Area/Regional	State National/Int'l	

4-Hers will each have a permanent record within their record book to thoroughly document their involvement, activities, and accomplishments. This will carry over each year and will grow with the 4-Her. It will be beneficial when he or she begins to think about resumes, applications, and scholarship opportunities after 4-H. This is a great place to document 4-H efforts that aren't project specific.

PROJECT REPORT FORM SECTIONS

Section 1: Project Goals

Section 2: Project Presentations &
Communications

Section 3: Project Learning Experiences

Section 4: Project Exhibits & Showcases

Section 5: Project Leadership

Section 6: Project Civic Engagement

Section 7: Project Finances

Section 8: Project Reflection

Section 9: Project Photos

Each report form will have nine sections. These sections highlight the experience a 4-Her has had completing their project, the learning that took place, and any development that occurred over the 4-H year specific to the project.



Goal setting can be a hard task for both youth and adults. K-State Research and Extension provides Goal Setting tools for youth attempting to set goals for the 4-H year.

Link to Goal Setting worksheet:

<https://bookstore.ksre.ksu.edu/pubs/4H1100.pdf>

K-STATE Setting 4-H Project Goals

Name: _____ Club: _____ Year: _____

Now that you have selected your 4-H projects for the year, it is important to plan out what you would like to learn and accomplish. What new skills would you like to gain? Who is going to help you along the way? Setting measurable goals will help guide you through positive 4-H project learning experiences.

WHAT IS A GOAL?

A GOAL is ... Deciding what you want to do and learn in a 4-H project.
A road map. It helps you get where you want to go.

Your goals should have three parts that will allow you to measure and check your progress. The three parts of a good goal, include:

1. **ACTION** — How are you going to do something.
2. **RESULT** — What are you going to do. Be specific!
3. **TIMETABLE** — When are you going to do it.

This worksheet is to help you set your 4-H project goals. Below are some examples of well-written goals:

Action	Result	Timetable	Who Will Help Me
I want to learn	about my bucket calf's nutritional needs	before county weigh-in.	Dad
I want to make	three nutritious snacks for the nursing home residents	by our June club meeting.	my project leader
I want to learn	about the aerodynamics of my rocket	before the spring launch.	Mom
I want to lead	a horse project meeting	by February.	my extension agent
I want to keep	accurate records of my photography project experiences and expenses	monthly.	my project leader & parents

CONTROL TEST: Do your goals pass the control test? Do you have control over all parts of what happens? If you can answer "yes," then you are ready to begin record keeping. For example, "I want to win grand champion with my cookies at the county fair," does not pass the control test. A 4-H member doesn't have control over ribbon placing.

Now it is your turn. Practice writing three goals that you would like to accomplish this 4-H year. If you need help, ask an adult to assist.

Action	Result	Timetable	Who Will Help Me
I want to ...			
I want to ...			
I want to ...			

Time to begin. In the spaces provided on the next page, set your goals for each project you are enrolled in this year. Attach additional pages as necessary.

Please keep in mind that younger 4-H members will have fewer, less complex goals than older, more advanced 4-H members. A good rule of thumb is three to five goals per project for ages 7 to 10, four to eight goals per project for ages 11 to 13, and seven to 12 goals per project for ages 14 to 18.

Hooray!

You completed your record book! Now what?

EVALUATING THE PROJECT REPORT FORMS

KANSAS 4-H PROJECT RECORD EVALUATION SCORE SHEET

4-H Member: _____ Project Area: _____

County or District: _____

SECTION	High Range	Midrange	Low Range	Points
SECTION 1: Project Goals - Maximum 7 points <ul style="list-style-type: none"> • Have well-defined objectives (short-term, long-term/intermediate) • Project budget/management plan (include 4-H fee) • Ability to identify and utilize resources/organizational information and/or other goals 	7-5 points <ul style="list-style-type: none"> • Well defined objectives • Budget/management plan • Ability to identify and utilize resources 	5-3 points <ul style="list-style-type: none"> • Objectives are stated • Budget/management plan • Ability to identify and utilize resources 	3-1 point <ul style="list-style-type: none"> • Objectives are stated • Budget/management plan • Ability to identify and utilize resources 	7-1 point
SECTION 2: Project Leadership - Maximum 10 points <ul style="list-style-type: none"> • Demonstrated leadership • Project planning • Project Meeting (Dates, Location, Type, agenda) • Leadership (4-H fee, 4-H fee, 4-H fee) 	10-8 points <ul style="list-style-type: none"> • Demonstrated leadership • Project planning • Project Meeting (Dates, Location, Type, agenda) • Leadership (4-H fee, 4-H fee, 4-H fee) 	8-6 points <ul style="list-style-type: none"> • Demonstrated leadership • Project planning • Project Meeting (Dates, Location, Type, agenda) • Leadership (4-H fee, 4-H fee, 4-H fee) 	6-4 points <ul style="list-style-type: none"> • Demonstrated leadership • Project planning • Project Meeting (Dates, Location, Type, agenda) • Leadership (4-H fee, 4-H fee, 4-H fee) 	10-4 points
SECTION 3: Project Extension & Showcase Opportunities - Maximum 6 points <ul style="list-style-type: none"> • Fair, Show, Exhibit, Display, Public Showcase 	6-5 points <ul style="list-style-type: none"> • Fair, Show, Exhibit, Display, Public Showcase 	5-4 points <ul style="list-style-type: none"> • Fair, Show, Exhibit, Display, Public Showcase 	4-3 points <ul style="list-style-type: none"> • Fair, Show, Exhibit, Display, Public Showcase 	6-3 points
SECTION 4: Project Learning - Maximum 10 points <ul style="list-style-type: none"> • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) 	10-8 points <ul style="list-style-type: none"> • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) 	8-6 points <ul style="list-style-type: none"> • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) 	6-4 points <ul style="list-style-type: none"> • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) • Learning (4-H fee, 4-H fee, 4-H fee) 	10-4 points
SECTION 5: Project Citizenship - Maximum 10 points <ul style="list-style-type: none"> • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) 	10-8 points <ul style="list-style-type: none"> • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) 	8-6 points <ul style="list-style-type: none"> • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) 	6-4 points <ul style="list-style-type: none"> • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) • Citizenship (4-H fee, 4-H fee, 4-H fee) 	10-4 points
SECTION 6: Project Extension - Maximum 10 points <ul style="list-style-type: none"> • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) 	10-8 points <ul style="list-style-type: none"> • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) 	8-6 points <ul style="list-style-type: none"> • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) 	6-4 points <ul style="list-style-type: none"> • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) • Extension (4-H fee, 4-H fee, 4-H fee) 	10-4 points
SECTION 7: Project Reflection - Maximum 10 points <ul style="list-style-type: none"> • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) 	10-8 points <ul style="list-style-type: none"> • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) 	8-6 points <ul style="list-style-type: none"> • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) 	6-4 points <ul style="list-style-type: none"> • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) • Reflection (4-H fee, 4-H fee, 4-H fee) 	10-4 points
SECTION 8: Project Photos - Maximum 5 points <ul style="list-style-type: none"> • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) 	5-4 points <ul style="list-style-type: none"> • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) 	4-3 points <ul style="list-style-type: none"> • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) 	3-2 points <ul style="list-style-type: none"> • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) • Photos (4-H fee, 4-H fee, 4-H fee) 	5-2 points

SEE TOTAL POINTS POSSIBLE: _____ TOTAL POINTS ACHIEVED: _____

KANSAS 4-H PROJECT REPORT FORM EVALUATION FEEDBACK

SECTION 1: Project Goals

SECTION 2: Project Leadership

SECTION 3: Project Extension & Showcase Opportunities

SECTION 4: Project Learning

SECTION 5: Project Citizenship

SECTION 6: Project Extension


SECTION 7: Project Photos

SECTION 8: Project Reflection

SECTION 9: Project Photos

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Record books are turned into the extension at the end of September. Just like projects at the county fair, record books are judged and returned on Achievement Night, where you are recognized for your efforts. The same evaluation sheet is used at the local, regional, and state level.

For any additional questions or questions about what happens after record books are judged at the local level, contact the extension office using the contact information below.

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