

### 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!

# 2023/2024 KANSAS 4-H PROJECT AWARD CATEGORIES

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

Photography

Poultry Rabbits

Reading Adventures

Robotics Self-Determined

Sewing & Textile Design

Sheep

Shooting Sports

Shopping in Style Small Engines

Swine

**Veterinary Science** 

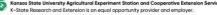
Visual Arts Wildlife

Woodworking

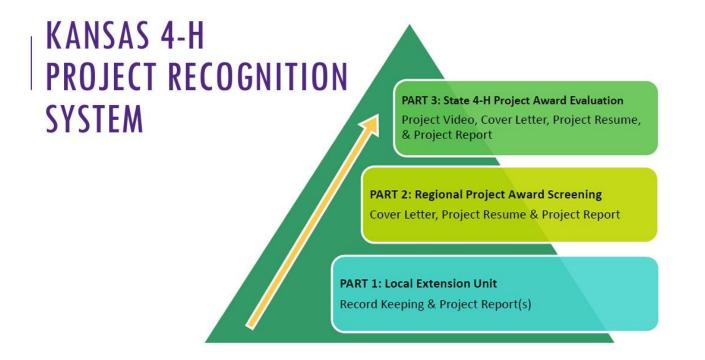
**Uncrewed Aircraft Systems** 







#### 4-H Project Recognition Ladder (3-Parts)



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 RECOGN	ITTION CHECK SHEET		K-STATE	3
4-H men	mber;		Age Division:	Please select	
4-H Age	(as of Jan. 1):	Local Extension Unit:			
SUBMI	T TO COUNTY/DISTRIC	T EVALUATION:			ck if
1.	Record Book Check S	heet		0	
2.	Personal Information  ✓ Appropriate Signs				
3.	✓ Correct age form				
4.	Kansas 4-H Permane	nt Record			
SENIO	R DIVISION ONLY: IF AL	DVANCING, SUBMIT TO REGIONAL	L SCREENING:		ck if
4.	Items submitted loca  Check Sheet  Personal Informal  Kansas 4-H Projec (submit only the r folder/binder)	tion Page	arate into individual		
5.	Cover Letter				
6.	Resume				
SENIO	R DIVISION ONLY: IF AL	DVANCING, SUBMIT TO STATE EVA	ALUATION:		ck if sched
Ž	Items submitted loca Check Sheet Personal Information Kansas 4-H Project Re (submit only the reco	Page	e into individual folde	r/binder)	
	Items submitted to R  Cover Letter  Resume	legional Screening			

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



			K	STATE earch and Extension	9
Kan	sas 4-H Person	al Informa	tion Page		
Name:			Birth Date:		
4-H Club:			This is my	year in 4-H	
Local Extension Unit:			West Contract	A CONTRACTOR OF THE PARTY OF TH	
Address:		City:		Zip:	
Parent's or Guardian's Name:					
School You Attend:			Grade or Year:		
Phone:	E-mail:				
I have personally prepared the Date	is report and believe Signed	it to be correct.			
			4-H Member		_
Approved:					
Date	Signed				_
		5	arent or Guardian		
Date	Signed				_
		Commun	ity or Local 4-H Clu	b Leader	

#### PERMANENT RECORD

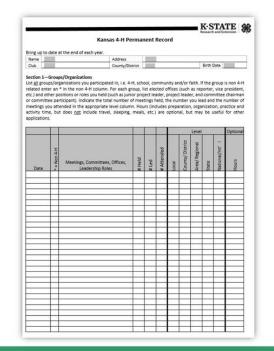
Section 1: Groups/Organizations

Section 2: Communications/Presentations,

**Exhibits & Contests** 

Section 3: Activities

Section 4: Most Important Recognitions



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.

4-Hers will each have a

permanent record within their



Families will choose one of two options for project records at the beginning of the 4-H year:

- 1. Zbooks
- 2. Form Fillable PDF's These options are evaluated the same. Choose which option your child is most comfortable with.

After choosing ZBooks or Form Fillable, use the appropriate report form, either animal or general.

### PROJECT REPORT FORM

- Zbooks OR Form Fillable PDFs
  - Animal Report Forms
  - General Report Forms
- Project Focused
- Age appropriate, growth mindset
- Set font size, Arial size 10



KANSAS 4-H GENERAL PROJECT REPORT FORM K	arch and Esternion
SENIOR FORM for 4-H members age 14-18. Pill out a project report form for EACH general project you of form is used to report one year's worth of 4-H project work. Refer to the Guide to Kansas 4-H Project Re	
This Record Belongs to: Ye	ar.
4-H Club: Age a	s of Jan. 1:
My Project is: Select a project from the dropdown list Years in project: Ye	ars in 4-H:
As a person of character, who is trustworthy, responsible and fair, I have personally prepared this re it occurately reflects my project work: I will respect the judge's final decision.	port and certify that
Record Approved by:	
an member	Date
Record Approved by:	
Perent/Burden	Dete
Record Approved by:	Date
Record Approved by:	Code  Check of
Record Approved by  One times  SECTION 1: PROJECT GOALS  Take goals written on SECTION 4: PROJECT GOALS  Include project goals of all types, it is itematic goals, existently goals, and incurs here.  Section 4: The section of all types, it is itematic goals, existently goals, and committee.	Check if Accomplished
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## PROJECT REPORT FORM SECTIONS

Section 1:	Project Goals	Section 5:	Project Leadership
Section 2:	Project Presentations &	Section 6:	Project Civic Engagement
	Communications	Section 7:	Project Finances
Section 3:	Project Learning Experiences	Section 8:	Project Reflection
Section 4:	Project Exhibits & Showcases	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 Search and Extension 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 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 designed 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 meet- ing.	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			

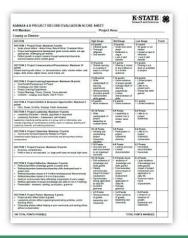
Time to begin. In the spaces provided on the next page, set your goals for each project you are enrolled in this year. Attach additional pages as necessary.

Please keep in mind that younger 4.4 members will have fewer, less complex goals than older, more advanced 4.4 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.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

# Hooray! You completed your record book! Now what?

#### **EVALUATING THE PROJECT REPORT FORMS**



SECTION 1: Proped Gods		
SECTION 2: Project ConsequenceStorm/Propertyborn		
SECTION 3: Project Learning Experiences		
SECTION 4: Project Exhibits & Showcase Opportunities		
SECTION S: Project Leaderstep		
SECTION 6: Project Citizerably		
SECTION 7: Project Finances		
ALCOHOL STANCE		
SECTION 8: Project Reference		
SECTION 9: Project Phase-		
Cannad State University Agricultural Experiment Station a Grate Research and Experience is an equal apportunity provi	and Cooperation Extrension Service	K-STATE



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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