



4-H YOUTH DEVELOPMENT RECORD KEEPING IN MINNESOTA

Parent and Volunteer Guide

PHILOSOPHY

The purpose of 4-H record keeping is to teach an important life skill. Because of individual differences, youth are encouraged to select from a variety of alternatives to meet their needs and learning styles. 4-H is not just doing, but learning by doing it – sharing it – understanding it – relating it – and using it. Record keeping encourages reflection (understanding, relating) so that 4-H members can apply their learning to other situations.

OBJECTIVES

1. To learn goal setting, action plans, and evaluation.
2. To learn the skills of record keeping and organization for current and future use.
3. To learn to communicate and summarize.
4. To learn responsibility through completion of a task.
5. To provide an opportunity to reflect.
6. To evaluate information that will market personal skills through future resumes and applications.

GUIDELINES

Minnesota 4-H Youth Development Records are divided into two levels – Basic and Experienced. Each 4-H member may choose the level that best fits his or her needs. There are no rules specifying age or grade requirements for either level. A Cloverbuds record and participation summary are available for members enrolled in that project.

All 4-H'ers should select a level (Basic or Experienced) and develop a record keeping system including:

- Record keeping of one or more project(s) on the 4-H Youth Development Record
- Completion of the 4-H Youth Development Participation Summary

Additional resources are available to enhance the record keeping system. These include:

- 4-H Planning Calendar (for both levels)
- 4-H Financial Statement Resource Sheet (for experienced level)

Other attachments may be added to the record keeping system, such as photo page(s), journal, animal science production and inventory information, etc.

4-H record keeping should reflect the 4-H member's efforts in preparing, doing, sharing, reflecting, and future planning.*

*Adapted from Youth and 4-H - Iowa State University, University Extension - Ames, Iowa.

This material is available in alternate formats upon request. Please contact your local County Extension Office. The University of Minnesota Extension Service is an equal opportunity educator and employer.