

Record Keeping

Each 4-H member needs to keep a record of his work in 4-H. Records are not an extra task, but part of the 4-H project. Few young people enjoy record keeping. However, in our society, the record keeping habit is quite valuable. 4-H records help the member to establish goals, assume responsibility, collect information, and evaluate progress.

A good 4-H record will not only inform others of the member's progress, it will usually help stimulate self-improvement in the member. It reflects the member's accomplishments and serves as the basis for awards and other recognition. Modern society demands that everyone, no matter what vocation, keep track of financial and business matters. Learning to keep records early in life is a valuable asset.

There are five main reasons why 4-H members should keep records.

- 4-H records provide an index of a member's achievement in various 4-H activities. They provide a history of the member's learning experiences.
- Carrying a project through to completion, including keeping records, helps 4-H'ers learn to take responsibility.
- A well kept record is a record of self-improvement. 4-H records provide members with a tool for measuring progress toward both short-term and long-term goals.
- Completing 4-H records gives members experience in the important modern day task of filling out forms.
- 4-H records provide a means of achieving recognition. Awards at the county, regional, and state level rely heavily on the picture 4-H members' presents of themselves through their records.

When should 4-H records be completed? Members are strongly encouraged to work on their records throughout the year as they do their project work. Project leaders may have 4-H members work on their records at project meetings. If you don't know how project records are being handled in each of your child's projects, ask the leader.

There are several forms that each 4-H member should fill out each year. These include:

- [4-H Project Record \(Y620\)](#) - One record for each project in which member is enrolled. The section on goals should be filled out before or shortly after the first project meeting. The project record includes sections for learning activities (demonstrations, judging, workshops, tours, news articles, etc) as well as a financial summary.

- [Missouri Recognition Form \(Y2000\)](#) - This form provides a record of the entire member's accomplishments during the year. It has sections for project work, learning experiences, leadership, community service, and experiences in school, church and community. A separate record should be filled out for each project in which the member is enrolled. However, once the first MRF is completed, the only changes will be in sections I and IV.
- [Missouri Recognition Form \(Y2200\)](#) - This form is for those members 4-H age 14 and older and is required for trip reimbursement. This form is due in February each year and is in addition to the Y2000.

Remember, 4-H records provide a history of the member's learning experiences. It's fun to see where you've been, it's important to know where you are, it's exciting to plan where you're going, and it's rewarding to be recognized for your efforts in making the best better!