

About Record Keeping

All 4-H members must complete a record book for their 4-H project every year. The type of records you keep will depend on the kind of 4-H project you have. This record book is a guideline for you.

Why do you keep records in 4-H?

- To record information about your project so you can look it up later and recall it
- So you can see the actual costs involved in completing your project
- To keep track of the work you have done
- To learn how to keep accurate records
- To remember your club activities
- To credit and honor your achievements and progress
- Keeping records is a good business procedure.

What is involved in a good record book?

- **Completeness** - A good record book has all the required information. Dates, amounts, places, prices and names are all important details to include.
- **Accuracy** - Your information and costs should be accurate and up-to-date.
- **Neatness** - Always do your best to keep your book neat and readable. If you cannot read your records you will be unable to use them in the future.
- **Personality** - This is your record book. Be original and personal in the information you keep in your book. Add photographs, newspaper and magazine articles on you, your club, your project area and 4-H in general. These help the reader understand your project and appreciate the work you have done.

Tips for Good Record Keeping

- Use a three ring binder. A binder allows you to easily add pages and keeps your pages secure.
- Start your record keeping as soon as you have chosen your project. End your record keeping for the project year by the end of August.
- Keep your records up-to-date. It is easy to forget details. Complete records will help you make better decisions.
- Every project has costs associated with it. Include all costs, no matter how small. This will give you a true picture of your actual costs. If you don't know exact prices, there may be people you can ask or your club may decide to set a value for certain items. Keep receipts.
- Be consistent in measurements. Use the same units and round numbers to the same decimal point. Do calculations elsewhere before recording in your record book.