



Making the Best 4-H Clubs Better –Version 2.0

Intended Audience:

- 4-H club members and their parents

Lesson Objectives:

Club members and parents will:

- Learn how and why to effectively keep records of their 4-H experiences.
- Gain awareness regarding 4-H opportunities that are available.
- Reflect on their 4-H experience by recording their yearly activities.

Time: 20 minutes

Equipment and supplies:

- Pencils
- Handout:
 - “My 4-H Career Record Book”

Do Ahead:

- Review lesson.
- Gather equipment and supplies.
- Copy handout, one per member. Note: If you can't copy the entire document, just use one page of the book for members to use in recording their current year activities.

Keeping Your 4-H Records

BACKGROUND

Youth are often caught up in the day-to-day activities of their 4-H projects and experiences and don't take the time to keep accurate records. Encouragement by volunteers and parents is critical to making this happen. Youth may be unsure of what records they need to keep, and when it is time to start filling out award and scholarship applications, they may be overwhelmed because they are missing the information they need. Keeping records allows youth to reflect on their experiences and helps them to recognize their many accomplishments.

Why is it important to keep good records?

- Positively reflect your 4-H work.
- Aid you in completing 4-H achievement records and 4-H scholarship applications.
- Earn trips, scholarships, and other awards.
- Enhance writing skills.
- Enhance record keeping abilities.
- Help prepare for college.
- *Help prepare for future career opportunities!*

Documenting the 4-H Experience:

- Show how 4-H has impacted your life.
- Tell what you have learned through your 4-H experience.
- Document experiences, growth, and degree of participation.
- Where appropriate, include: hours, dollars, amounts and numbers of donations.

Tips for Making it Easy:

- Keep records from year to year.
- Continue adding to your forms each year.
- Don't forget about the small events that may apply.
- Start Early!

Create a culture of everyone helping each other succeed!



Sources:

- “My 4-H Career Record Book”
<http://www.ohio4h.org/4-h-youth/teens/awards-scholarships>

Additional Resources:

- “Creating Effective Achievement Records,” (PowerPoint presentation) at
<http://www.ohio4h.org/4-h-youth/teens/awards-scholarships>

Additional lessons in this series can be found online at:
go.osu.edu/bestbetter14.



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WHAT TO DO**Activity:**

- Ask members: Why it is important to keep good records?
 - o Have members share their answers with the group
 - o Review the answers in the background information
- Review the background information section on: “Documenting the 4-H Experience.”
- Have members complete one page for the current year of “My 4-H Career Record Book.”
 - o Ask members to share examples from the various sections of their 4-H Career Record Book
 - o Encourage youth to use examples from other club members to help fill in their records with things they may have forgotten
- Review “Tips for Making it Easy” from the background information.
- Explain that this is something that club members can work on together to help each other succeed.

TALK IT OVER**Reflect:**

- What is one thing you have learned through your 4-H projects?
- Name one way you feel that your 4-H experiences have benefited you?

Remind youth to write down their answers somewhere in their 4-H Career Record Book.

Apply:

- Have members share one way they plan to keep up these records in the future.
- Challenge youth to find one other 4-H member to mentor and help encourage them to keep better 4-H records.
- How can these 4-H experiences help you in applying for future jobs?

PREPARED BY

- Erin Dailey, Extension Educator
4-H Youth Development
OSU Extension Jackson County
740.286.5044 x25
dailey.108@osu.edu