

# QUESTIONS AND ANSWERS

## Record Book Tips

**Q: Why Do We Have To Do Record Books?**

A: 4-H record keeping is meant to teach you skills you will need as an adult. We live in a society where accurate and organized records are a necessity. If you learn to keep accurate records, it will help you later on with managing your money, your checkbook, or your business. Your record books will also help you think through your goals and how much you have accomplished.

Your records reflect your ability to carry through on your projects until completion. This says a lot about you!

**Q: What Should I Put in My Record Book?**

- A:
- 1) Include your photo sheet
  - 2) YMS (Younger Member Annual 4-H Summary)
  - 3) FR01 (financial record) - required for all projects except crops RS-1, dairy LDR, livestock & Poultry-MA and Horse-TC230.
  - 4) Project records – in order they are listed in the “Wisconsin Enrollment Guide” that your family received when you enrolled in 4-H this year.
  - 5) Completed project workbooks, where available, should be submitted with your record book.
  - 6) Remember to include Youth Leadership if you have taken it.

Be sure you have all the required records for your project.

**Q: What Should I Leave Out of My Record Book?**

- A:
- 1) Last year’s records. (Except when you are graduating out of 4-H and want to apply for the “Achievement Award.” All of your records are judged on this award).
  - 2) Ribbons, letters, certificates, program booklets, score sheets, do NOT belong – keep these for a scrapbook.

**Q: What Makes a Good Record Book?**

- A:
- 1) **Neatness** – Use a typewriter or computer or write with the same color ink; print if you can.
  - 2) **Completeness** – Anyone reading your record book should be able to tell exactly what you did in your project work and what you learned. Don’t leave us guessing because you didn’t explain well enough. Essay form (complete sentences and paragraphs) is fine. You may also use an outline form. If there is a question on your record sheets that you can’t answer, write “does not apply.” Never leave a blank.
  - 3) **Accuracy** – It is important that the work and learning you report was actually done by you.

**Q: What Can I do to Make My Record Book a Little More Special?**

- A:
- 1) Newspaper clippings (be sure the story is about you and your project/activity). Underline your name and your club’s name.
  - 2) Photographs – pictures that show you working on a project or that help to explain what you have done, are fine. Remember: The pictures must be part of your project work – a record book is not a photo album.

**Q: When Do I Start My Record Book?**

A: As soon as you get your project materials. Continue to work on your records throughout the year. Update your goals as necessary.

**Q: When Do I have to Get This Done?**

A: Finishing your record book right after the County Fair is the best idea. It will still be fresh in your mind and besides, you’ll have it all done!