

Guide for 4-H Volunteers

Accurate record keeping is important throughout our lives. We keep records about banking, investments, school transcripts, bills paid, taxes, achievements, and so on. Motivating youth to develop the record keeping habit is one of the primary goals of the 4-H Youth Development program.

Getting youth to keep records isn't always the easiest task. If you can get them started, they may find that it helps them recall activities and is a good way to compare their work from year to year, seeing progress and improvement. An organized record book makes it easier for 4-H'ers to apply for awards and is an invaluable aid when youth apply for colleges and scholarships.

Here are some suggestions to help motivate youth to keep records:

- ❖ Show examples of other 4-H'ers record books or types of records families may keep.
- ❖ Discuss values of maintaining records. Records help review what one has accomplished, provide a check on progress of skills learned, assist in recalling information when completing other forms such as awards applications, help to compare programs from year to year, and show at a glance what has been achieved.
- ❖ Discuss record keeping at meetings periodically. 4-H'ers may have questions.
- ❖ Reminders are needed to prompt 4-H members to keep records up to date. Emphasize their importance and be enthusiastic.
- ❖ 4-H'ers are individuals. Some will find record keeping easier than others. Provide encouragement and set aside time for record keeping so that it becomes part of their own system.
- ❖ Recognize progress being made in record keeping. Periodically help your 4-H members review. Give them positive, verbal reinforcement and encouragement, even when the record keeping is not the best. A little encouragement can go a long way!