**Recordkeeping in 4-H – Recordkeeping is a skill for living**

4-H record requirements vary among counties, clubs and projects. 4-H records help youth:

* establish good organizing and planning habits;
* evaluate economic growth;
* gain satisfaction and motivation from progress;
* improve written communication skills;
* improve decision making and priority setting skills; and
* establish positive direction and identify goals.

4-H members do not learn these skills automatically. Younger 4-H'ers need practice, encouragement and help in the record keeping process.

4-H records are very valuable at the local project and club level:

* as evidence of accomplishments (for employment, family awareness, recognition, goal setting, etc.);
* as a tool for helping leaders and other youth know the young person better; and
* as a tool for involving the family in the youth's goals and accomplishments.

4-H scrapbooks – including video, audio, and other media – can also be a fun and useful way to keep records of activities and projects.

Project record forms are available in Appendix B.