



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Understand the importance of keeping accurate records.
- Establish a routine of recording information to maintain records.

Time: 20 minutes

Equipment and supplies:

- “My Career Record Book” (one for each participant)
- Pencils or pens for each participant
- Optional: Dry erase or chalkboard, markers or chalk

Do Ahead:

- Review lesson
- Gather supplies
- Make a copy “My 4-H Record Book” for each participant

Record Keeping

BACKGROUND

Record keeping is one of the many life skills 4-H members develop throughout their 4-H career. This skill is used daily by keeping track of animal care, finances, medications, and meeting work requirements, among other items.

Keeping track of records allows youth to:

- Reflect on things that have been done in the past.
- Learn how to set goals, make a plan of action, and evaluate performance.
- Keep track of project work.
- Use information to complete college applications, apply for scholarships or other awards and opportunities.
- Be prepared for college and future careers!

Keeping records can be overwhelming if you do not know where to begin, do not know your options or priorities, or are not able to remember what you have done. By starting to maintain records early in a 4-H member’s career, it will ease the process of knowing how and remembering items to record.

WHAT TO DO

Activity:

Begin a discussion by asking participants why they should keep records. After they have shared items, disclose additional items they have not listed (see background information for items). Provide each individual with a copy of “My 4-H Record Book” and writing utensil.

- As a group generate ideas your club or group has done together (community service projects, fundraisers, etc.) in the past. Have participants record this information on their copy of “My 4-H Record Book” in correspondence with the year the activity took place. Optional: record these ideas on a dry erase or chalk board so the group can see them.
- Ask the participants to work on their own by having them record items from previous years or during this year.
- Have participants share with others what they have recorded. Encourage individuals to write down new ideas they think about during the discussion. If desired, write these items on the dry erase or chalk board.
- Share tips for keeping records with the participants.



Sources:

- Fitzpatrick, C., Gagne, K.H., Jones, R., Lobley, J., Phelps, L. (2005). Life skills development in youth: Impact research in action. *Journal of Extension*, 43(3). Article 3RIB1. Retrieved from <http://www.joe.org/joe/2005june/rb1.php>

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Tips:

- Start a filing system to keep track of what has been accomplished. Keep programs, awards, notes, etc. in one location, such as a box or file folder. Revisit these items when compiling all the information.
- Record information on a piece of paper; be sure to include details (cost, time spent, etc.) so you can remember this later!
- Take pictures to capture photographic evidence.
- Document information on a computer in a word, excel, or other document.
- Update “My 4-H Record Book” often (at least one time a year!)

TALK IT OVER**Reflect:**

- What is one thing you learned about the importance of keeping records?
- How will you keep track of your 4-H records?

Apply:

- Revisit project books or other programs, notes, etc. to continue adding detailed records to “My 4-H Record Book”.
- Set a goal for when to update records and stick to it!
- Revisit club member’s records at least once a year.
- Reflect on what you have done and how you can continue setting goals to better yourself, your community, and your world.

ADDITIONAL LINKS

Ohio 4-H older youth state opportunities (including achievement forms, scholarship applications, and other items) and resources can be viewed at: <http://www.ohio4h.org/awardsandscholarships>

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

Considerations for Conducting Virtually:

- Send materials to participants prior to meeting, so they can complete the activity at their own workspace while you have a conversation with the large group.