

# RECORD SHEETS AND ACHIEVEMENT CARDS

- 1) Why is paperwork important?
  - a. review what 4-H'er has learned
  - b. helps 4-H'er to keep track of progress in a project
  - c. paperwork is a part of life
  - d. 4-H scholarships when you are in 10<sup>th</sup>-12<sup>th</sup> grade
  
- 2) All Project Record Sheets
  - a) Completed record sheets for all projects are due July 1<sup>st</sup> to the office
  - b) If a completed record sheet is not turned, it will receive a green participation ribbon and no premium \$. You will also not complete the project that year.
  - c) Remember that you need your leader's signature on all record sheets, please make those arrangements and do not wait until the last minute.
  - d) Record sheets can be picked up at office or downloaded from the website:  
<https://extension.purdue.edu/Johnson/Pages/article.aspx?intItemID=25359>
  - e) County Fair Project entries---due no later than July 1st via FairEntry.
  - f) There are three levels of record sheet based on the member's grade level, grades 3-5, 6-8, 9-12. You should build on your skills year to year.
  
- 3) Achievement Cards
  - a) Every 4-H member should keep a 4-H Record of Achievement (4-H620) their first year of 4-H membership.
  - b) This card provides a means for members to track the projects and activities they participate in during their 10 years in 4-H.
  - c) It is important that this card be updated each year because then the 4-H member becomes older he or she will be eligible to apply for scholarships, trips and awards (national, state, local). There is a state scholarship that is based solely on this card.
  - d) It is the responsibility of the 4-H member to keep their own records, the extension office has record of past projects, but it is not our responsibility to notify you of these records should you call and inquire about them.