**Record Booking throughout the year hints:**

Pick a method and use it for the year – **the main hint is to work on it throughout the year**. Pick a date – maybe the day after our monthly meeting. Keep your method in a convenient place.

## Journaling - As Things Happen

Record keeping is going to be an important part of a member’s life. Members will keep records inhigh school, at work, in college, and even if they own their own business or work forsomeone else. Now is the time to learn how to keep good records**. The most important thing about 4-H record keeping is to find a comfortable way to collect information.** Some of the most common ways of keeping up with 4-Hrecords include a calendar, an index box and a notebook. These are further defined below.

1. Calendar Method - Keep a calendar in a handy location (such as on therefrigerator) and every time the member does something related to 4-H, school,church or other organizations, write it down. Then at the end of eachmonth place the calendar in a safe place until it is time to assemble the record book.
2. Binder or Spiral Notebook Method - Grab an old school binder and put copies of summary and record book pages into binder. Then divide with dividers and put *binder somewhere you will see it often* and fill out throughout the year.
3. Electronic Device - Use your smartphone to take notes (Google Keep or Quick Memo for example) on your smartphone. OR fill out actual record book forms on your computer and keep the files in a shortcut on your desktop so you see it all the time.
4. Smartphone “app” – Use your smartphone to access online forms and enter information directly the system. See Alana Taylor to get your electronic app forms.

ALSO consider using the end of the summer before school gets back in session to fill out all the exhibit and fair information on your projects. This is also a great time to fill out the head/heart/hands/health wheel section on project record form and get that form and summary form up to date with activities and things you have already done since Jan. This will relieve your stress come winter break as you will have done a large portion already.