

***Douglas
County 4-H***

RECORD BOOK GUIDELINES

If you are wondering about the “whys”, “how’s”, and “when’s” of 4-H records you are in good company! Many new members and leaders have no idea what a record book is, or what to “do” with one! Even experienced leaders and members have numerous questions! Completing a record book does not have to be difficult! This 4-H Record Book Guideline serves as a reference to leaders, parents, and members who want to know more about 4-H record keeping.



*“Don’t delay, start your
4-H records today!”*

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INTRODUCTION

Why Record Books?

Yes, up to date record books are required for all members wishing to participate in Lamb Show and County Fair. But they are important and beneficial for so many reasons beyond the requirement! Record books teach members valuable, lifelong skills in record keeping, accounting, reporting, and written communication. Furthermore, members who keep record books are eligible for 4-H scholarships, travel opportunities, leadership positions, and awards at the county, state, and national levels. Record books also provide an invaluable personal history and memory book to preserve your 4-H career for years to come. Record keeping is a fundamental part of a members' 4-H experience, so you are encouraged to please, EMBRACE YOUR RECORD BOOK!

Douglas County 4-H Record Book Program Goal

The 4-H Record Book Committee has adopted the goal to have every 4-H member in Douglas County successfully complete a record book annually. The committee encourages 4-H Club Leaders to schedule time at meetings for updating the members' records and teaching 4-H members record keeping skills.

Note: Sections within this record book guideline were adapted from the following sources:

- *“Record Book Guidelines”, Curry County 4-H Youth Development Program, revised October 2014*
- *“Leadership Power Words”, Clackamas County*
- *“Jackson County 4-H Record Book Handbook”, compiled by Anne Manlove, Jackson County Extension Agent, 4-H & Youth Development (1997)*
- *Douglas County 4-H Record Book Guidelines, revised 1991; revised 2006*
- *Oregon 4-H Recognition Handbook, Oregon State University Extension Service (1997)*
- *“4-H Memories”, compiled by Sheila Kester and Loyal Hjelmervik and revised by the Clackamas County Awards & Recognition Committee (1989)*

TABLE OF CONTENTS

	PAGE
INTRODUCTION	i
Why Record Books?.....	ii
Douglas County 4-H Record Book Program Goal.....	ii
WHAT ARE 4-H RECORDS?	1
WHY ARE RECORD BOOKS IMPORTANT?	1
WHEN TO START AND END 4-H RECORDS?	1
DOUGLAS COUNTY 4-H RECORDS SCORE SHEET.....	2
IDENTIFICATION PAGE	3
MY 4-H RESUME.....	4
My 4-H Resume.....	5
Section 1: 4-H Involvement Summary	5
Section 2: 4-H Project/Program Summary	6
Section 3: Participation in 4-H Activities/Events	6
Section 4: Participation in Other Community Activities/Events	7
Section 5: Leadership in 4-H.....	7
Section 6: Leadership in Other Organizations.....	8
Section 7: Citizenship/Community Service in 4-H.....	8
Section 8: Other Citizenship/Community Service Participation	9
Section 9: Communications in 4-H	9
Section 10: Communications in Other Organizations.....	10
Section 11: Participation in 4-H Contests/Competitions.....	10
Section 12: Participation in Other Contests/Competitions.....	11
Section 13: 4-H Recognition	11
Section 14: Other Recognition.....	12
4-H STORY	12
LEADERSHIP WORDS	13
PROJECT RECORDS	15
SPECIAL PROJECT FORMS.....	15
ADVANCEMENT RECORDS.....	15
4-H NOTES	17
My 4-H Notes.....	17
PROJECT PHOTOGRAPHS.....	18
USING A COMPUTER TO COMPLETE YOUR 4-H RECORDS	18
ASSEMBLING THE RECORD BOOK.....	19
4-H RECORD KEEPING HINTS.....	20
TURNING IN 4-H RECORD BOOKS.....	20
COUNTY RECORD BOOK CONTEST.....	21
COUNTY MEDALS.....	22

STATE & NATIONAL RECOGNITION 23

 What is a 4-H Ambassador? 23

 What is the National 4-H Congress? 23

 What is National 4-H Conference? 24

 Oregon 4-H Scholarships - What 4-H Statewide Scholarships Are Available? 24

 State 4-H Scholarships..... 24

 County 4-H Fair Scholarships 25

 How do I Apply for 4-H National Congress or 4-H Statewide Scholarships? 25

THE PREPARATION PROCESS..... 26

WHAT ARE 4-H RECORDS?

Records are a written summary of 4-H activities and projects. Records need to show what the member has learned, what they have done in their projects, how 4-H has helped them, and the activities in which they have participated. The 4-H program has specific forms to help member's record important information. The forms are compiled in a book so that information can be referred to, reviewed, and updated on a regular basis. These forms are available at the Extension Office. Many Oregon 4-H records are also available online at <http://oregon.4h.oregonstate.edu/general-4h-publications>

WHY ARE RECORD BOOKS IMPORTANT?

4-H members enjoy working with their project but often-record keeping is not an activity enjoyed or done on a regular basis. However, since records become necessary throughout life it is a good time to begin developing good record keeping skills. Reasons why record books are important are numerous. The benefits include the following.

Members who keep good records:

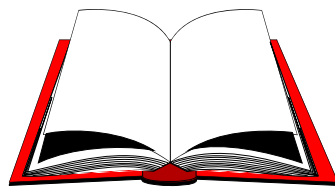
- Have the information needed to apply for 4-H scholarships, 4-H Ambassador program and National 4-H Congress
- Learn important life skills: goal setting, organizing, planning, and written communication.
- May receive county recognition.
- Have an invaluable personal memory book (this has proven very helpful as older 4-H youth complete resumes and apply for awards and college scholarships).
- Learn how to set goals and evaluate their project's progress.
- Can reflect on and evaluate their personal growth.

Another good reason why records should be completed is that the Douglas County 4-H program **requires** that 4-H Record Books be turned in for eligibility to participate in the Douglas County Lamb Show and County Fair.

WHEN TO START AND END 4-H RECORDS?

The 4-H Calendar year is from **October 1st** to **September 30th***. Record Books should be started **October 1st** each year (*Don't wait until a week before Fair!*). For members entering their records in the County Record Book Contest you will close your records and submit them to the Douglas County 4-H office on September 15th so that they may be evaluated prior to the Annual Recognition Festival in October. If members are new and/or don't get started in the fall, they should start as soon as possible.

**For those members entering the County Record Book Contest, your books are DUE to the Extension Office by 5PM on September 15th with completed 4-H Record Books and the 4-H Record Book and Special Awards and County Medals Registration Form as well as the appropriate Special Awards and County Medals applications.*



DOUGLAS COUNTY 4-H RECORDS SCORE SHEET

Jr. Int. Sr.

Member's Name

Project Area to be Judged

Member Score

COVER AND I.D. PAGE....5 points _____

- 1 Flat
- 1 Well-secured (must use brads, string or other binder implements, NO loose records)
- 1 Name and Address
- 1 Year and Club
- 1 Leader's Signature (I.D. page)

GENERAL APPEARANCE....10 points _____

- 1 Legibility
- 1 Neat
- 1 Clean
- 1 Divider Tabs
- 6 Proper Order

4-H RESUME RECORD (check current year only)30 points _____

- 15 Sections up-to-date and filled out accurately
- 15 Information organized and usable for the future

4-H STORY....25 points (650 word minimum word count) Current Year Only _____

- 5 Introduce self
- 5 What you learned about project and self:
 - How has 4-H helped you become a better person?
- 5 Leadership and community service
 - Tell us about your leadership & community service this year.
- 5 Plans for future/next year
- 5 Creativity

PROJECT RECORD, 4-H NOTES....30 points _____

- 5 Leader signature where appropriate
- 15 Sections up-to-date and filled out accurately
- 10 Notes, concise, information useable for future

Bonus:

PROJECT PHOTOGRAPH PAGE _____

- 2 Securely mounted
- 2 Descriptions or comments
- 1 One page - one side only

ADVANCEMENT PROGRAM...up to 5 points (current year only) _____

- 1 Advancement record included in record book (does not have to be fully complete)
- 2 Advancement record fully completed
- 2 Advancement certificate included in record book

TOTAL SCORE _____

IDENTIFICATION PAGE

This page is to identify the 4-H member. Identification pages are available at the 4-H Extension Office. This page includes general information about the 4-H member and their project(s). A photo of the 4-H member is optional on this page. (Sample below)

NAME: _____

4-H PROJECT YEAR: *(example: 2014-2015)* _____

ADDRESS: _____

4-H CLUB(s): _____

Club Name Project

Club Name Project

Club Name Project

*(4-H MEMBER and/or
PROJECT PHOTOGRAPH HERE)*

Leader's Signature

Date

(Leaders are responsible for seeing that club members have their records up to date and within county guidelines prior to county shows and the record book contest) The Leaders signature is required for the county record book contest (DUE September 15th).

Note: The following is an example of the My 4-H Resume Record. Most 4-H'ers will not have the quantity of entries on these pages. The My 4-H Resume Record is available to download from the internet as a printable or a fillable PDF document. Go to <http://oregon.4h.oregonstate.edu/general-4h-publications> for directions.

MY 4-H RESUME

Formerly called the Permanent Record. This record will be your summary of 4-H work done in all projects for every year you are in 4-H. Start with your first year and keep it up to date. It will be useful to you to know how much you have accomplished and could be helpful when you are filling out other forms for 4-H, school, scholarships, and other youth programs. It will be fun, too, to look back several years from now to see what you did.

If you began your record keeping with the My 4-H Permanent Record (prior to the 2015 4-H enrollment year) you may choose to convert your entire record into the My 4-H Resume or begin keeping your My 4-H Resume. If you are beginning your 4-H enrollment October 1st, 2015 or later, you will use My 4-H Resume only. This record is in a fillable PDF and can be accessed at:

http://oregon.4h.oregonstate.edu/sites/default/files/publications/my_4-h_resume_fillable.pdf

You can also print the record and fill it in by hand. Copies are available at the OSU Extension Office.

If you want to type your My 4-H Resume, follow these IMPORTANT INSTRUCTIONS:

STEP 1: Check to make sure that you have a recently updated version of Adobe Reader for Windows or iOS (11 is the most recent version). Upgrade this free program if you need to. The State 4-H Office also recommends using **Firefox** as your browser.

STEP 2: Download the fillable version of the My 4-H Resume from the state website. Save it. Do not start typing into the form in your web browser – it will NOT save your changes.

STEP3: Open the My 4-H Resume file that you just saved. It will now let you save your entries. Type in a few lines, save, close, and reopen the file to make sure it is working.

STEP 4: Fill out the My 4-H Resume.

STEP 5: If you fill up a page, download the “Individual Sections from the state 4-H website. These pages say “Section _____ - continued” at the top. You will need to create a new file for each extra page so name them carefully.



My 4-H Resume

Name _____ Boy ___ Girl ___

Date of Birth _____ County _____

Date I joined 4-H: _____

Suggestions for use:

1. List each year only once on each page at the first entry for that year.
2. Most items should only be entered once; however, some things may be listed in multiple places. For example, a speech you gave may be entered both in Section 11 if you gave it at your county contest AND in Section 9 as a Communication in 4-H. For major activities, you might emphasize different aspects of the activity in different sections. As an example, you might enter what you did and the hours you worked at a Community Service project in Section 7, but also enter it in Section 5 under Leadership in 4-H if you were the person responsible for organizing the event.
3. Be as specific and complete with your entries as possible. You want people who read your record to understand the extent of what you have done.
4. Be careful in your use of abbreviations and/or acronyms. Someone reading your record might not be familiar with those you use, and some have multiple meanings.
5. Remember that quality is more important than quantity. Don't put things in your record just to fill up space.

Section 1: 4-H Involvement Summary

List all clubs/groups you are in each year. Try to list clubs in the same order each year.

Year	Grade	Name of Club/Group	Number in Club/Group	Club/Group Leader or Advisor	Meetings	
					Held	Attended
2012-13	9	Oak Grove Clothing Club	9	Mrs. L. Jones	15	12
	9	Country Critters	8	Mr. Smith	10	9
2013-14	10	Oak Grove Clothing Club	12	Mrs. L. Jones	15	14
	10	State Ambassador Team	15	Mr. Brown	8	7
	10	H. High Tech Wizards	10	Mr. White	15	13

Section 2: 4-H Project/Program Summary

List all projects or programs on this page. Show total size or scope of projects by number of animals owned/leased, dishes prepared, meals served, articles made, etc. (not just county fair exhibits). *You can also include a summary of total project hours per project in the Project Size or Scope column.*

Year	Name of Project/Unit	Project Size or Scope (What I Made, Did, Raised or Cared For)
2012-13	Clothing	1 apron, 2 dresses
	Rabbit	10 does, 3 bucks
2013-14	Photography	350 photos
	Junior Leader	12 members, 10 meetings
	Tech Wizards	Designed a webpage; 2 Remote Operated Vehicles
	YA-4H	Food survey of school

Section 3: Participation in 4-H Activities/Events

Include training activities, workshops, clinics, field trips, and special club or program activities and events. Show where you participated and also indicate things learned. Do not include competitive events.

Year	Kind of Activity	Things Learned	Local/Club	County	Regional	State	National	International
2012-13	Record Keeping Clinic	Stay up-to-date!		X				
	Photography Clinic	How to take better close-ups		X				
2013-14	Summer Conference	Self-confidence				X		
	4-H Camp	How to tie knots			X			
	Camp Counselor Training	How to work with younger members			X			
	Club Fundraiser Car Wash	How to make a promotional flyer	X					
	Robotics Workshop				X			

EXAMPLES:

➤Workshops: Judging Clinics, Camp Counselor Training, Record Book Workshop, Presentation Workshop, Livestock Clinics, Horse Clinics, State Forums/Workshops, Field Days, Livestock Tours, Sewing Clinics, Photography Clinics, County Market Animal Weigh In's, etc.

➤Activities: Trail Ride, Consumer Education, Fund Raising Activities, Fabric Tour, Places you visit for Photography project pictures that you take, Field Trips, etc.

➤Events: Interstate or Japanese Exchanges, Recognition Festival, OSU Summer Conference, 4-H Day or Resident Camps, Leadership Retreats, National 4-H Congress/Conference, Conferences, etc.

Section 4: Participation in Other Community Activities/Events

Include your participation in sports, band/choral, school clubs, drama, scouts, and other organizations. Tell what you did and the time you spent. Check all locations that apply. You should also include any jobs you've had.

Year	Kind of Activity	What I did and time spent	Local	County	Regional	State	National	International
2012-13	Soccer Team	80 practices, 20 games, 300 hours	X					
	Church Choir	5 performances, 20 hours	X		X	X		
	Ballet	50 lessons, 2 performances, 80 hours			X			
2013-14	Soccer Team	120 practices, 20 games, 400 hours	X			X		
	Work	10 hours/week at McDonalds	X					

EXAMPLES:

School choir, plays or band
Sports teams
Work experience
Other school activities
Cheerleader

Library helper
Breed association member
Speech teams
Other Youth Organizations: (FFA, Camp Fire, Scouting, Explorers, etc.)

Section 5: Leadership in 4-H

List all leadership roles you have and describe what responsibilities these entail. Include such things as club officer, camp counselor, junior leader jobs, organizing a clinic, etc.

Year	Leadership Title and Responsibilities	Hours Spent	Number of People Reached
2012-13	Refreshment committee – brought snacks to two meetings	1	14
	Organized clinic on Master Showmanship; contacted presenters, made flyer, arranged for facility	3	50
2013-14	Junior Leader – Sheep club, 8 members, planned and conducted 5 meetings; arranged tour of feed store	15	15
	Camp Counselor – 50 youth, taught crafts	40	50
	Club Secretary – Took notes at 10 meetings	2	14

EXAMPLES:

Junior Leadership
Teen Leadership Team
Parade Chair
Teach Others How-To
Advisory Committee Representative
Event Emcee
Offices Held
4-H County or State Ambassador
State Youth Council

Clerking at County Fair
Teen Staff at County Fair
Workshop Leader
Organized 4-H Activities
Committee Chairperson
Camp Counselor – Skits, Hikes, Etc.
County Council Youth Representative
Junior Leader Training
Youth Rep. on State Development Committee

Section 6: Leadership in Other Organizations

List all leadership roles you have outside of 4-H and describe what responsibilities these entail.

Year	Name of Organization	Leadership Responsibilities	Hours Spent	Number of People Reached
2012-13	Middle School	Student Aid in office; answered phone; greeted visitors	50	1000
2013-14	High School	Student Council Vice-President	20	1000
	Soccer Club	Team Captain	10	20

Examples:

Student Council Officer/Member
Eagle Scout
Band Officer
FFA Leadership Roles

Choir (school/church) Officer
Sports Team Captain
Manager of School Team

Member of Court (Rodeo or School)
Church Club Officer
Sunday School Aide/Teacher

Section 7: Citizenship/Community Service in 4-H

List 4-H related activities that contributed to the welfare of your club or community. Be specific about what you actually did.

Year	What I Did as a Club Member and/or Individual	Hours Served	Number of People Reached
2012-13	Visited nursing home; introduced my 4-H dog to 4 elderly patients	4	15
	Club assembled Thanksgiving food basket for family of 6	1	6
	County fairgrounds clean-up; weeded flower beds by entrance	3	100
2013-14	Fairgrounds work day; painted beef barns	4	500
	Wrote 10 letters to military with the County Ambassador team	2	20

Include all 4-H service projects. Do not include fundraisers (they are listed under 4-H activities.) Do list what service projects you completed with money raised through 4-H fundraisers.

This section includes activities that contribute to the welfare of others and/or your 4-H group. These can be done in a group or as an individual. Put the most important experiences first within each year. Indicate time spent in hours/days, number of people involved, etc. If you take some leadership role in planning or organizing the activity, it will also be listed under leadership. Helping your family is not a Community Service.

EXAMPLES:

Help at 4-H Recognition Festival
Thank you notes of appreciation
Parades
Clerking for judge at Fair
Food Drives by 4-H club or group
Making lap blankets for retirement homes
Petting Zoo participant

Host of an Interstate or Japanese Exchange Student
Park or public area clean-up
Planting trees or shrubs
Ring Steward at a show or Fair
Ribbon and Award person at Shows or Fair
Led Pledges for a meeting or event

Section 8: Other Citizenship/Community Service Participation

List activities you did outside of 4-H that contributed to the welfare of your community.

Do not include anything you were paid to do.

Year	What I Did as an Individual or with Another Group	Hours Served	Number of People Reached
2012-13	<i>Did yard work for elderly neighbors</i>	5	2
	<i>Made campaign posters for school board candidate</i>	4	10
2013-14	<i>Oregon beach clean-up with church youth group</i>	5	1000
	<i>Donated food for school drive</i>	1	100

EXAMPLES:

Political Campaign Worker

Visit nursing home or elderly

Working for needy or disabled

Helping at a Church event

Stuffing envelopes for a non-profit

School fund raiser

Food server at a non 4-H event

Section 9: Communications in 4-H

Include presentations, public speeches, impromptu speeches, camp skits, educational displays, newspaper articles, radio spots, posters, etc. that are done in or about 4-H.

Year	Type of Communication	Topic	Times Given	Location	Size of Audience
2012-13	<i>Demonstration</i>	<i>How to Straighten Material</i>	2	<i>Club & County</i>	73
	<i>Newspaper Article</i>	<i>International Exchange</i>	1	<i>Oregonian</i>	185,000
2013-14	<i>Illustrated Talk</i>	<i>Bathing a Sheep</i>	3	<i>Club, County, and State Fair</i>	15
	<i>Educational Display</i>	<i>Breeds of Sheep</i>	2	<i>County and State Fair</i>	2000
	<i>Speech to Rotary Club</i>	<i>What 4-H Has Taught Me</i>	1	<i>County</i>	25
	<i>Interview Judging</i>	<i>Photo, Art, and Science</i>	3	<i>County</i>	6
	<i>Oral Reasons</i>	<i>Livestock Judging Contest</i>	3	<i>County</i>	1
	<i>Video</i>	<i>How to Shear a Sheep</i>	<i>N/A</i>	<i>You-Tube</i>	86 views

- Presentations are planned talks that include an introduction, body and conclusion. The categories include:
 - Demonstrations: Show and tell how you actually do something
 - Illustrated Talk: Uses slides, power point, pictures, charts or models
 - Speech: Talking to an audience without using props
- Include type of communication, title/topic, number of times you have given this type of communication, location of your communication event (4-H club meeting, county or state Fair, etc.) and the number of people in attendance (this is normally an estimated number).
- Talks before 4-H groups – anytime you are “up front” talking before 4-H groups giving “off the cuff” talks when the 4-H leader asks you to explain something or reports for advancement program.

Section 10: Communications in Other Organizations

List all types of communication not related to 4-H.

Year	Type of Communication	Topic	Times Given	Location	Size of Audience
2012-13	Oral Book Report	Oregon Trail	1	School	35
	Scripture Reading	Different each week	10	Church	150
2013-14	Science Fair Display	Recycling Study	1	School	30
	TV Story	Interviewed regarding soccer team	1	KGW TV	5000
	Web site	FFA chapter information	N/A	www.-----	50 members

- Types of talks before other groups might include organizations such as: Kiwanis, Rotary, Schools, Hospitals and Youth Groups.

Section 11: Participation in 4-H Contests/Competitions

List all contests/competitions you entered in 4-H. Include a brief description of the class name. Championships and other special awards should be listed in Section 13.

Year	Event and Level	Exhibits or Division Shown	Ribbon(s) Received or Placings
2012-13	County Fair	Horse: showmanship, western equitation, trail, ground training, jumping, dressage	3 blues, 2 reds, 1 white
	County Fair	Sheep: showmanship, market lamb	2 blues, 1 red
	County Fair	Clothing: 1 dress phase 2; 2 articles for home	1 blue, 2 reds
2013-14	County Judging Contest	Livestock	1 blue
	County Presentation Contest	Illustrated Talk	1 blue
	Spring Horse Classic - State	Illustrated Talk	3 rd place individual presentation
	County Fair	Photography: series, nature, special effects	1 blue; 2 reds
	State Fair	Photography: 1 nature photo	1 red

EXAMPLES: Showmanship, Breed Classes and Market Conformation Classes, Food Preparation, Yeast, Fruits/Vegetables, Main Dish, Mini-Meal, Judging (Horse, Livestock and Dairy), Record Book Contest, Herdsmanship, Horse Bowl, Spring Horse Classic, Presentations and Public Speaking Contests, etc.

Section 12: Participation in Other Contests/Competitions

List all contests/competitions you entered outside of 4-H.

Year	Contest/Event	Recognition Received (if any)	Local	County	Regional	State	National	International
2012-13	Chess Tournament	3 rd place	X					
2013-14	FFA Livestock Judging	2 nd place team				X		
	Mid-Valley Paint Show	4 th place English Equitation			X			
	State Debate finals	Participant; did not place				X		

Section 13: 4-H Recognition

List important 4-H recognition (awards, championships, medallions, scholarships, advancement completion certificates, etc.) Do not include ribbons listed in Section 11.

Year	Type of Recognition
2012-13	Livestock Advancement Certificate – Step 1
	Top Intermediate Record Book
	County Fair Intermediate Sheep Showmanship – Champion
2013-14	County Medal – Sheep
	National 4-H Conference Delegate
	Selected for State 4-H Ambassador Team

Bonus points are awarded for completing advancements in the county Record Book Contest.

This is the place for those special awards and recognitions you have received in 4-H. If you were singled out for some reason, that is an honor.

EXAMPLES:

4-H Champion and Reserve Champion Placing's
Scholarships
Winner of any 4-H Contest
Master Showmanship Winner
Certificates for Special Awards
Chosen as State/County 4-H Ambassador
Grand Champion Record Book
Club Recognition
Nation 4-H Congress/Conference Delegate
Judging Teams (chosen for state contest)

Spring Horse Classic Team Member
Douglas County 4-H Member of the Year
Special Trophies/Awards
County Medal (project area)
Cash Awards
State Youth Council Delegate
Club Herdsmanship Winner
Spirit of 4-H Award Winner
4-H Citizenship Award

Section 14: Other Recognition

List important recognition given by groups other than 4-H. Do not list awards listed in Section 12 or 13.

Year	Type of Recognition
2013-13	<i>Spelling Champion for Grade 9</i>
	<i>Student of the Month for March</i>
	<i>First Aid Certificate</i>
2013-14	<i>Eagle Scout Rank</i>
	<i>Hunter Safety Certificate</i>

List in this section any recognition you may have received from other organizations such as school, sports, awards, youth groups, contests and special open class awards.

EXAMPLES:

Student of the Month	Eagle Scout, etc.)	Trophies
Open Show Award Placing's	Sports awards	Ribbons (non 4-H)
Certificates	FFA awards	Any other contest
Courts	Varsity Letter	Honor Roll (List GPA)
Other youth organization	Church Honors	Musical Honors
honors – (Camp Fire, Church,	Medals	

4-H STORY

Your "4-H Story" is about the things that occurred during the most current 4-H year that you want to remember. All project areas are combined into **one** 4-H Story. (This story is required for the county's record book contest.) Members are often unsure of how to write their story or what to include. Members should follow these guidelines:

- The 4-H Story is not to replace your 4-H project notes.
- Introduce yourself - your age, where you live, your family, and your interests.
- Tell about your 4-H projects and activities. What did you learn about yourself and your project(s) in the last year? How have your projects grown in size and scope from previous years or just in one year? Describe your successes and/or failures (not necessarily having to do with the Fair).
- Explain how 4-H has helped you become a better leader and citizen. Tell about your leadership experiences. What have you learned from working with other 4-H'ers. Tell about your community service experiences and or contributions.
- Tell about your plans for the future or next year that are connected with your 4-H work.
- Be CREATIVE! - Creativity is appreciated and rewarded.
- One to two hand written or typed pages is adequate. Stories must have a minimum word count of 650 words and is not to exceed 6 pages.

LEADERSHIP WORDS

Wondering how to communicate what you've done? Check out our list of LEADERSHIP WORDS, to use when compiling your record books.

ACCELERATED	expedited, hastened, stepped-up	CONVERTED	persuaded, transformed, translated, transposed
ACCOMPLISHED	achieved attained, reached, realized	COORDINATED	arranged, attuned, integrated, unified
ACQUIRED	gained, secured, procured, obtained	COUNSELED	advisor, consultation, guidance, information, instructed, solicitor
ADAPTED	acclimated, accommodated, adjusted, suited	DECREASED	abated, diminished, lessened, reduced
ADDRESSED	applied, approached, directed, focused	DEFINED	created, established
ADMINISTERED	administrated, dealt, directed, dispensed, executed, governed, headed, managed	DELIVERED	administrated, furnished, provided, transferred, relinquish, hand-over, give-up
ADVISED	acquainted, apprised, counseled, educated, enlightened, informed, notified, recommended	DEMONSTRATED	authenticated, confirmed, corroborated, displayed, established, exhibited, validated
ANALYZED	dissected, examined, inspected, investigated, resolved	DESIGNED	contrived, dervish, mapped, planned, projected
ANSWERED	acknowledged, confirm, respond, reply, remark	DETERMINED	arbitrated, ascertained, concluded, discovered, resolved
APPLIED	addressed, employed, exercised, implemented, utilized	DEVELOPED	evolved, formed, generated, produced
APPOINTED	designated, named, nominated	DEVISED	charted, contrived, design, formulated, invented
APPROVED	adopted, accepted, affirmed, confirmed, ratified	DIRECTED	administered, commander, conducted, controlled, devoted, focused, guided, instructed, managed, operated, supervised
ARRANGED	classified, coordinated, integrated, marshaled, negotiated, order, prepared, scheduled, systematized	DISCOVERED	ascertained, determined
ASSESSED	evaluated, gauged, judged	DISTRIBUTED	arranged, classified, dispersed, organized
ATTAINED	accomplished, achieved, gained, reached, realized	DONATED	contribution, offering, gratuity
ATTENDED	accompanied, chaperone, showed-up, visited	EARNED	gained, merited, realized, yielded
AUDITED	examined, inspected	EDITED	created, reviewed
AUGMENTED	amplified, expanded, extended, magnified, multiplied	EFFECTED	caused, engendered, executed, implemented, induced, invoked, produced
AUTHORED	penned, published	ELIMINATED	eradicated, omitted, removed
BOUGHT	acquired, purchased	EMPLOYED	applied, exercised, implemented, retained, utilized
BROADENED	expanded, extended, widened	ENFORCED	effected, executed, implanted, invoked
BUILT	assembled, constructed, established, fabricated, forged, founded, heightened, manufactured, multiplied, produced	ENGINEERED	designed, devised, formulated, planned
CALCULATED	appraised, assessed, computed, evaluated enumerated, gauged, tallied	ESTABLISHED	authenticated, confirmed, created, founded, installed, instituted, organized
CAMPAIGNED	canvass, crusade, electioneer, solicit-votes	EVALUATED	appraised, assessed, calculated, gauged
CENTRALIZED	concentrated, focused	EXAMINED	analyzed, inspected, investigated, scrutinized
CLARIFIED	cleared, elucidated, illuminated	EXECUTED	administered, fulfilled, implemented, performed, practiced, utilized
CLERKED	recorder, scribe	EXPEDITED	accelerated facilitated, hastened
CO-ORGANIZED	arranged, classified	EXTRACTED	culled, gamer, gathered
COACHED	drill, direct, instructor, manager, prompt, teach, trainer, tutor	FINANCED	backed, capitalized, funded, subsidized
COLLECTED	assembled, gathered	FIXED	attach, secure, repair, mend
COLLABORATED	cooperated	FORECASTED	predicted, projected
COMPLETED	consummated, concluded	FORMED	composed, developed, modeled, shaped
COMPOSED	collected, constituted, contained, controlled, produced	FORMULATED	devised, drafted, expressed, fabricated, invented
CONCEIVED	comprehended, envisioned, originated	FOUND	constitute, created, establish, instituted, organized
CONDUCTED	conveyed, directed, guided, managed, operated, steered, supervised	FULFILLED	executed, exercised, preformed
CONSOLIDATED	advised, conferred, parleyed	GATHER	collect, aggregate, assemble, accumulate, condensed
		GENERATED	created, developed, engendered, produced, spawned
		GUIDED	conducted, directed, escorted, piloted
		HANDLED	manipulated, marketed, merchandised, operated, retailed, vended
		HELP	assist, facilitate, support
		HIRED	chartered, employed, retained
		IDENTIFIED	associated, linked, recognized
		IMPROVED	amended, bettered, meliorated
		INCREASED	accrued, amplified
		INFLUENCED	impacted, impressed, swayed
		INSPIRITED	inspirits, motivated, prompted, provoked, stimulated
		INFORMED	make known, advise, to tell
		INSTIGATED	excited, inspired, motivated, provoked, stimulated

CONTRACTED bargained, engaged, pledged, undertook

LEADERSHIP WORDS (continued)

INSURE certified, guaranteed
INTEGRATED coordinated, embodied, incorporated
INTERPRETED executed, explained, illustrated
INTERVIEWED assesses, evacuated
INVENTED devised, formulated
INVESTIGATED analyzed, examined, inspected, researched
JUDGED decide, concludes, form an opinion
LAUNCHED commenced, embarked, inaugurate, initiated, instituted, introduced, undertook
LED commanded, conducted, guided
LOCATED positioned, situated
MAINTAINED asserted, supported
MANAGED administered, conducted, directed, headed, operated, supervised
MARKETED handled, retailed, vended
MEDIATED arbitrated
MOBILIZED impelled, propelled
MODIFIED altered, changed, varied
MONITORED managed, regulated, supervised
MOTIVATED encouraged, incited, inspired, stimulated
NEGOTIATED arranged, settled
OBTAINED acquired, gained, procured, secured
OPERATED conducted, handled, managed, supervised
ORGANIZE constituted, created, established, founded, instituted, order, originated, started
ORIGINATED commenced, created, established, founded, initiated, introduced, instituted, launched, organized
PARTICIPATED engaged, indulged, partook
PERFORMED enacted, executed, implemented, presented
PINPOINTED identified, located, recognized
PIONEERED authored, created, developed, founded
PLANNED charted, designed, devised, projected
PREPARED arranged, readied, scheduled
PRESENTED awarded, bestowed, enacted, extended, granted, offered, performed, tendered, volunteered
PROCESSED prepared, scheduled
PROCURED acquired, gained, obtained, secured
PRODUCED constructed, created, cultivated, developed, earned, engendered, forged, generated, induced, manufactured, realized, yielded
PROGRAMMED slated, scheduled
PROJECTED designed, devised, planned
PROPOSED intender, offered, submitted, suggested
PROVED confirmed, demonstrated, established
PROVIDED afford, delivered, furnished, offered, supplied
PUBLISHED authored, announced
RAISED brought up, cultivated, developed, elevated
RECOMMENDED advised, commended, complimented, counseled, endorsed
RECONNECTED accommodated, coordinated, integrated, resolved
RECRUITED enlisted, enrolled
RECORDED noted, written
REDESIGNED alter, converted, modify, remarked, reworked
REDUCED curtailed, decreased, demoted, deprecated, demolished, lessened, lowered
REGULATED adjusted, controlled, governed
REORGANIZED redo, reassembled, reconstruct, overhaul

INSTRUCTED commanded, directed, educated, trained

RESOLVED analyzed, concluded, deciphered, determined explained, rectified, settled
RESTORED reinstated, revived, reconstructed, rejuvenated, renovated, returned
REVIEWED critiqued, epitomized, reconsidered, summarized
REVISED amended, corrected, improved, revamped
REVITALIZED rekindled, resurrected, revived, reactivated
SCHEDULED arranged, prepared, programmed, slated
SECURED acquired, captured, gained, guaranteed, obtained, pledged, procured, warranted
SERVED attended, availed, benefited, ministered, profited, suited
SET-UP constitute, created, erected, establish, found, instituted, organized, started
SOLD convinced, handled, induced, marketed, merchandised, persuaded, retailed, vended
SOLVED deciphered, explained, resolved, unraveled
SPECIFIED cited, designated, detailed, indicated, stipulated
SPONSORED backer, benefactor, helper, supporter
STAFFED equipped, furnished, provided
STIMULATED activated aroused, encouraged, energized, excited, galvanized, inspired, motivated, provoked, stirred
STRENGTHENED confirmed, fortified, reinforced, toughened
STRUCTURED built, constructed, produced
STUDIED considered, examined, researched, scrutinized
SUGGESTED indicated, offered, proposed, submitted
SUMMARIZED abstracted, epitomized, recapped, reviewed
SUPERVISED conducted, directed, managed, operated, oversaw
SURVEYED examined, observed
TAUGHT disciplined, educated, instructed, trained, tutored
TERMINATED ceased, completed, concluded, discontinued, ended finished, suspended
TESTED experimented, examined, proved
TRAINED disciplined, educated, instructed, taught
TRANSLATED commuted, construed, converted
TUTORED lecture, instructor, teacher
UNDERTOOK assumed, commenced, contracted, engaged, incurred, inaugurate, initiated, launched, offered
UNIFIED integrated, orchestrated, coordinated
UTILIZED applied, exercised, implanted, practice
VERIFIED attested, confirmed, justified, proved, substantiated, validated
WON acquired, captured, deserved, earned, gained, merited, obtained, procured, secured
WROTE authored, composed, created, penned, produced, published

PROJECT RECORDS

Each year you have new "Project Records" for the projects in which you are enrolled. Most projects have special record book sheets. Those projects without record book sheets specific to the project use "My _____ 4-H Record". These sheets are used to record everything you planned to do and what you did and learned in each project. Make sure all sections are up-to-date and filled out accurately.

List expenses and income (including premiums) for each project on its own record. Totals from this record (size of garden/number of vegetables, number of garment/foods made, hours and items, feed/number of hours worked on animals, etc.) will go under "project size" Section 2: 4-H Project/Program summary of the 4-H Resume record. The advancement records and production records are considered part of the project record. Advancement records are carried over each year (see Advancement Records section below for more information).

Your 4-H main club leader needs to sign your Project Record(s) each year. Project records may be ordered from the Extension Office and most can be downloaded at <http://oregon.4h.oregonstate.edu/general-4h-publications>.

SPECIAL PROJECT FORMS

Some projects have additional record sheets that may be used. Examples of special project forms include; Ewe Production Record, Dairy Production Record, Sow Production Record, Budget Sheet and Feed and Growth records for market animals, etc. To find out what is available for your projects, check with the Extension Office.

ADVANCEMENT RECORDS

Annual project members will want to use the advancement guide to make sure they are learning about all areas related to their projects. The advancement certificate needs to be placed behind the advancement record. You can include the advancement record in the record book even if it is not fully completed.

Advancement records are not available for all project areas. The following project areas have advancement program records:

Animal Science:

Dog: Oregon 4-H Dog Advancement Program; download PDF 4-H 1204R

Horse: Oregon 4-H Horse Advancement Program; download PDF 4-H 1302R

Market Animals: Beef, Sheep & Swine; Oregon 4-H Meat Animal Advancement Program; download PDF 4-H 1020R

Dairy: Cattle & Goats; Dairy Advancement Program; download PDF 4-H 1101R

Goat: Pygmy; 4-H Pygmy Goat Advancement Guide; download PDF 4-H 1133

Meat; 4-H Meat Goat Advancement Guide; download pdf 4-H 1134

Cavies: 4-H Cavy Advancement Program; download PDF 4-H 1621R

Pigeons and Doves: Poultry and Pigeon Advancement; download PDF 4-H 1501R

Rabbit: Oregon 4-H Rabbit Advancement Program; download PDF 4-H 1601R

Family & Consumer Science:

Clothing: 4-H Clothing Advancement Guide; download PDF at

<https://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/52479/4-h320-01R.pdf>

Foods & Nutrition: Oregon 4-H Food and Nutrition Advancement Guide; download PDF at

<http://oregon.4h.oregonstate.edu/sites/default/files/publications/511-15r.pdf>
Horticulture: 4-H Horticulture Advancement Guide; download PDF 4-H 2301R

4-H NOTES

Your "4-H Notes" is a form for you to keep track of what happens at club meetings, events, and day to day project work. This can be done in either a diary form or story form. 4-H Notes may be written for each project area and included with the project records for that area **OR** one set of 4-H Notes may be written for all project areas (see "Assembling The Record Book.")

Suggestion: You may want to keep a calendar with all the important costs, happening and activities to be transferred to your notes monthly. Include the following details on your calendar: purchases, sales, breeding, daily happenings, failures, achievements, weights, things learned, items made, summary of club meetings, participation in activities, involvement in fair, etc.

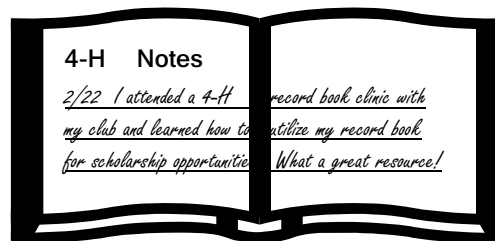
You can add multiple lines to your notes record by using a ruler and drawing in columns. Add as many columns as are helpful to you. Examples of columns include:

- Date
- Project (especially if you carry multiple projects and only use one set of notes)
- Description of activity done for each of your projects on a particular date
- Hours spent for each project per entry by date

My 4-H Notes

for 2014 to 2015

<u>DATE:</u>	<u>DESCRIPTION OF 4-H ACTIVITY (INCLUDE PROJECT NAME):</u>
2/22/2015	Had a club meeting. Our club made plans for a fund raiser.
2/26/2015	Our club held a car wash at the Sherm's parking log. We made \$143 and it was fun day.
3/26/2015	I paid \$175 to purchase my 4-H market lamb today. It is a Suffolk and weighs 75 pounds.
4/4/2015	I went to the Winston lamb weigh in site today. My lamb weighed 83 pounds and his tag # is 1215.
4/18/2015	My club held a lamb clinic and we worked on showmanship with our lambs for 2 hours.



PROJECT PHOTOGRAPHS

- ***Photos are optional and are not required but will be one of the treasured parts of your 4-H records when you look at them in the future. They are worth bonus points in the Record Book Contest.***

Photographs are limited to one side 8½" x 11" page per project. (Example: 1 page for Foods, 1 page for Horse, and 1 page for Beef). Include CURRENT photographs. Select individual photographs or a sequence of photographs to illustrate the highlights of your project. Photos should show you actively involved in the project and may include photographs of your citizenship and leadership experiences. **USE ACTION PHOTOS (you doing something)!** Photos do not need to be taken by the 4-H member for use in this section.

Photos should be neatly displayed on **only one side** of an 8½" x 11" piece of paper with captions or journaling of the picture briefly describing what is taking place in the photo.

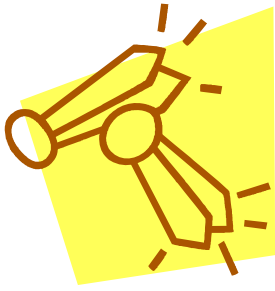
USING A COMPUTER TO COMPLETE YOUR 4-H RECORDS

Using a computer to complete your records is not expected. Handwritten or records done with word processing are both perfectly acceptable. Douglas County 4-H members who hand write their records and use the same permanent record throughout their 4-H career has a document that shows growth over time and is a personal record. **Remember whether they are handwritten or done on computer, records should be the work of the member!** This includes all writing or typing that may be done.

More and more 4-H records are available on the internet. Many of the records are available in a fillable PDF format. To view these online materials, you will need to download free *Adobe Acrobat Reader*. The 4-H Permanent Record is available to download and save as a Microsoft Word document. All 4-H records available for downloading can be located at <http://oregon.4h.oregonstate.edu/projects>

Computer generated records should be easy to read. Use a type size of 10 or 12 depending on the font chosen. Times New Roman or Arial fonts are recommended.

Specific download directions and use of electronic records are given in the “My 4-H Resume” section.



ASSEMBLING THE RECORD BOOK

Use the Record Book Cover provided by the 4-H Office or the cover available from the National 4-H Supply Catalog. A report cover with extension brackets or metal rings may be used to protect the cover purchased at the OSU Extension Office. **The use of ribbon or string to bind records is not acceptable.**

If using the covers provided by the 4-H Office, be sure to use metal fasteners, metal rings or report covers with metal extension brackets to secure the records. When using report covers or 2" binders; members are to put their name, address, post office (city) and county in the upper right hand corner of the cover front. The cover provided by the 4-H

Office is inserted inside the report cover. The cover may be cut in the center before placing in the binder in order to accommodate a thick Record Book.

DO:

- **Fasten Record Book Securely**
(No ribbon or string)
- Keep Record Book clean & neat
- Have records up to date with most current information

DO NOT:

- Include registration or pedigree papers
- Include fair or lamb show ribbons or other scrapbook items
- Use plastic covers on record pages

YOU MAY USE A 3 RING BINDER WITH THE MANILLA 4-H RECORD BOOK COVER ON THE INSIDE OF YOUR BINDER. BINDERS MUST NOT BE LARGER THAN 2"

Order of Records

1. **Official Record Book Front Cover**
2. **Identification Page**
3. **My 4-H Resume Record**
4. ***4-H Story** (required for the county record book contest, not for lamb show or county fair)
5. **Leadership Records**
6. **Current Project Records: (Example for a sheep project)**
 - a. Project Record
 - b. Other Project Record(s) if applicable (Ewe Production, Feed & Growth Record, etc.)
 - c. Advancement record(s) if applicable
 - d. Advancement certificates if applicable
 - e. 4-H Notes
 - f. Photo page (optional)
7. **Current Project Records: (Example for a photography project)**
 - a. Project Record
 - b. Advancement record(s) if applicable
 - c. Advancement certificates if applicable
 - d. 4-H Notes
 - e. Photo page (optional)
8. **4-H Notes** - * Only if all project areas are included in one set of notes vs. a separate 4-H Notes Record for each project
9. **Official Record Book Back Cover**

Cover

- Assemble your book in the green "4-H Member's Record Folder" (available for purchase at the Extension Office for \$4)
- The member's name and club name should be very clearly written, or typed, on the front cover.
- The appearance should be neat, clean, and professional. Extra points are **NOT given for creativity.**

Divider Tabs

- Use a divider for each section. Label tabs on each divider.
- If labels in your tabs are removable, secure them with tape so they don't fall out.
- Do not use a divider before the ID page.
- Tabs should have the following labels:
My 4-H Resume
My 4-H Story
Leadership Records
Project Records (Use a divider between each project)
Advancements (Records & Certificates can be together)
4-H Notes *See item #8 above
Photos *If you do not include with each project you can include 1 page of photos for all of your projects

TOP TEN RECORD BOOK TIPS & TRICKS

10 Take advantage of “fillable” forms! Almost every form has a fillable version so you can update your records on the computer. This is a great way to keep them looking professional and easily editable.

9 Do not include extras! Stick to the Order of Records in this guide and leave out any extra documents, forms, and awards. These extra pages clutter up your book and create headaches for judges.

8 Use the “Notes” page wisely! This is your opportunity to WOW the judges with a written account of your 4-H year.

7 SCORE extra points! Take full advantage of extra credit opportunities! Including Photo Pages of your

project with journaling or captions & show off your hard work with your Advancement Program. Both will boost your score!

6 Attend record book clinics and workshops! Come for a refresher or simply use them as dedicated time to work on your records and get help from the experts. Watch the newsletter for announcements of clinics.

5 Binders and tabs: choose wisely! Select a binder that’s the right size for your records and divider tabs that look sharp. Judges look for a professional appearance and not all tabs and binders are created equal!

4 Don’t let your parents help TOO much! Judges will know if you didn’t do your own work. Use your parents for advice and support, but don’t let them do the typing or decide what to write.

3 Get help from experienced members and leaders! Your best resources are those who know the routine. Ask an older member in your club or an experienced leader for some one-on-one time with your record book.

2 Score your own book before turning it in! Use the official score sheet; if you would dock points in a category, the judge probably will too. Make those corrections or improvements before putting it in the judge’s hands.

1 Don’t procrastinate, keep records current! Record books can become a nightmare if you wait until the last minute. Keep them up to date throughout the year so they’re ready to go when the submission deadline approaches.

**TURN IN YOUR RECORD BOOKS FOR THE COUNTY CONTEST BY SEPTEMBER 15TH!
\$\$\$ CASH AWARDS ARE GIVEN TO THE TOP SCORING BLUE AWARD IN EACH AGE DIVISION & 4-H PROJECT AREA!!!**

4-H RECORD KEEPING HINTS

BE SPECIFIC... BE SPECIFIC... BE SPECIFIC!

Tell all there is to know! Include Who, What, Where, When, and Why.

Example: If you participated in a canned food drive as a community activity, be sure to list the group who sponsored the drive and how many cans you collected and for whom they were collected.

- When using abbreviations like FBLA, state the full name [Future Business Leaders of America (FBLA)] or Leadership Camps like Camp Counselor Trainings the first time it is recorded.

USE NUMBERS

Numbers show growth. How many meetings did you attend, how many were in the audience, how much profit (or loss), how many people were helped, how many hours worked, or how many total dishes you cooked?

NEATNESS

Records should be neat (either pencil or ink; word processing is also acceptable). **If handwriting records, pencil is highly recommended.** **If a 4-H member is disabled or learning challenged exhibitors may have an adult or a youth help as needed, please have a discussion with a 4-H staff member to determine the best course of action for the 4-H member's situation.*

Records should be the work of the member! This also includes any typing that may be done. If using ink, members are encouraged to use the same color of ink throughout the record book.

RECORD STORAGE:

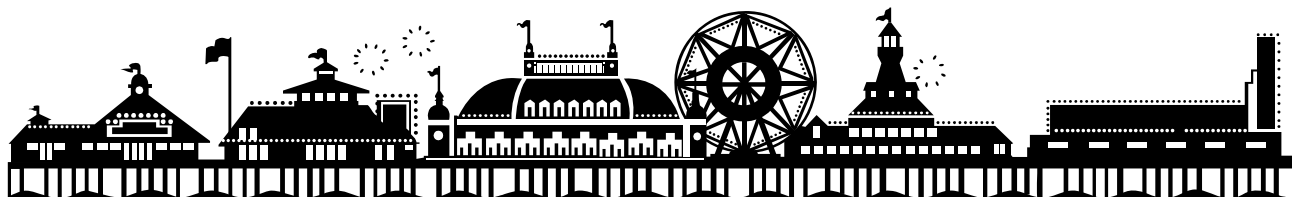
- After completing your first year of records, remove the project records and store them in a three-ring binder. We suggest you keep the same permanent record; it shows growth over time and is a personal history for you. If you re-copy your permanent records at any time, file the old copies in the binder also. When you want to go back and reminisce, it will all be together.
- It is recommended to keep a yearly scrapbook of 4-H work. This should include news items, records, pictures, etc., and can be used as a reference when applying for future trips, college scholarships and other state and national awards. The scrapbook can be a part of the 3-ring binder.

TURNING IN 4-H RECORD BOOKS

Lamb Show, County Fair and Record Book Contest

Records will be checked for completeness and whether they meet the County Record Book Guidelines prior to:

- 1) Showing or selling lamb at lamb show
 - 2) Registering for Horse Gaming or State Fair Qualification classes when not attending County Fair with a horse project
 - 3) Receiving an entry pass at the County Fair
- Leaders are responsible for seeing that club members have their record books up-to-date and within the county guidelines prior to county shows.
 - Main Club Leaders should be sure the record book is complete and within the guidelines prior to signing the Identification Page and Project records.



COUNTY RECORD BOOK CONTEST

Any 4-H'er in Douglas County is eligible to enter the County Record Book Contest. Record Books for the annual contest are due in the Extension Office by 5:00 p.m. **September 15th**.

The contest is intended to be an incentive for developing a record book and to provide feedback on each 4-H'er's progress. The Record Book Committee recognizes individuality and growth in life skills. Youth who enter the contest are judged on the completeness and accuracy of their record keeping and **NOT** for the size and scope of their project work. The County Record Book Contest is not a "stepping stone" to the State Recognition Program, nor is it a prerequisite to state competition. However, much of the information required for this contest is also required for applying to be an Oregon 4-H Ambassador or 4-H National Congress delegate.

The county contest concentrates on the proper completion of each record book section (see contest score sheet on page 2). The contest score sheets and record books are returned to the member at the fall 4-H Member/Leader Recognition Festival.

Members entering the contest compete for the following Record Book Awards:

- The contest is judged using the Merit system with all participants receiving a blue, red, white or participation ribbon. The **top scoring blue award** in **each age division** and **4-H project area** wins a **CASH award**.

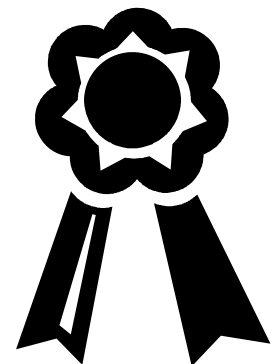
The point system used for the Record Book contest is:

90 points and above -	Blue Award
80-89 points -	Red Award
79-61 points -	White Award
60 points and below -	Participation Award

- Awards will also be given for the Champion and Reserve Champion books in each age division and the Grand and Reserve Grand Champion Record Books overall. Record books must have a blue ribbon score to be considered for these awards.

The awards are as follows:

- Champion Junior Record Book
- Reserve Champion Junior Record Book
- Champion Intermediate Record Book
- Reserve Champion Intermediate Record Book
- Champion Senior Record Book
- Reserve Champion Senior Record Book
- Grand Champion 4-H Record Book
- Reserve Grand Champion 4-H Record Book



All Champion, Reserve Champion, Grand Champion and Reserve Grand Champion recipients will receive a rosette ribbon, but not a monetary award.

COUNTY MEDALS

What is the County Medals Program?

The purpose of the County Medals program is to recognize those 4-H members in project and activity areas that have shown outstanding growth in their project, as well as in their leadership responsibilities and citizenship activities. Recipients of county medals should be able to demonstrate through their records an increasing breadth and substance of their experiences and activities in a project area, in leadership and citizenship.

The applications and score sheets are available at the Extension Office. Applications are due by 5:00PM, September 15th at the Extension Office. Recipients of these awards are announced at the Douglas County 4-H Fall Recognition Festival.

Who is eligible for these Awards?

- Members must be in the 7th through 12th grades
- Members must turn in a completed 4-H County Medal Application form with their Record Book by September 15th
- Members may receive only one project medal per year
- Members may also receive a Fashion Revue Medal or an Achievement Medal in the same year they receive a project medal
- If merited by outstanding accomplishment, members may receive the same medal once as an Intermediate and once as a Senior. (Exception: Fashion Revue and Achievement Medals may only be awarded once to any member)

Application Procedure

Applications for county medals can be made in two ways: 1) The 4-H leader nominates members and has them each fill out a County Medal Application Form. The leader then writes a recommendation and signs the application form; or 2) A member completes a County Medal Application Form and takes it to a leader for signature and leader recommendation. County Medal Application Forms are available at the Extension Office or at:

<http://oregon.4h.oregonstate.edu/county-medals>

How is the member's application evaluated?

The evaluation of the County Medal application and record book is based on the following guideline:

- | | |
|--|-------------|
| • Experience in 4-H Projects and Activities - | 50% |
| As shown by: | |
| -New Knowledge, attitudes and skills learned | |
| -Scope and characteristics of projects and activities | |
| -Project and activity participation experiences | |
| • Experiences in 4-H Leadership - | 25% |
| As shown by: | |
| -Leadership participation | |
| -Offices held and committee assignments | |
| • Experiences in Citizenship and Community Service - | 25% |
| As shown by: | |
| -Development of positive attitudes toward service to others | |
| -Participation in citizenship and community service activities | |
| TOTAL | 100% |

STATE & NATIONAL RECOGNITION

You may have read or heard something about 4-H ambassadors and National 4-H Congress. Those that are aware probably know that it has something to do your record books and 4-H experiences. But few know the process that takes to apply for these recognition opportunities.

What is a 4-H Ambassador?

Being an Oregon 4-H Ambassador is very much an honor. Ambassadors are called upon to represent 4-H at various county events throughout the year. Additionally, they may be asked to promote 4-H to potential members, parents and the public as well as encourage financial support for 4-H within their county.

Youth in 9th-11th grades are eligible to apply to be a 4-H County Ambassador. This involves completing a short application and answering some questions about your 4-H experiences any why you want to serve in an ambassador role. All ambassadors must attend the OSU Summer Conference where specialized training is done. The State Ambassador team is made up of 10-20 outstanding 4-H members and is coordinated through the state 4-H office, in Corvallis at Oregon State University. You must be at least 14 years of age to apply to be a State Ambassador. Ambassador team members are selected at Summer Conference and can be reappointed each year until they graduate. Although it is an honor to be selected as a state ambassador, this is a working position. Ambassadors are expected to attend and actively participate in at least half of all yearly activities.

What does this have to do with your 4-H record book? You will need the information compiled in your 4-H Record Book to give a good overview of what you have done in 4-H on your application. Information and Ambassador Applications are available from the Extension Office or online at: <http://oregon.4h.oregonstate.edu/ambassador-program>

What is the National 4-H Congress?

National 4-H Congress is held each Thanksgiving weekend in Atlanta, Georgia. Over 1,000 4-H members from all 50 states and Puerto Rico attend Congress. At Congress, delegates hear inspirational speakers; participate in cultural workshops, a large-scale community service project, and other fun activities. Oregon Congress trip winners typically demonstrate a considerable breadth and depth of 4-H experience.

The Oregon 4-H program views National 4-H Congress as an important opportunity for members and is committed to providing this experience to as many 4-H members who can benefit from it as much as possible. Because the trips to Congress are dependent on donations, a selection process is held each year. The State 4-H Recognition Committee selects Congress delegates based on the member's overall achievement in 4-H projects, leadership, communication, citizenship/community service and readiness to benefit from their Congress experience.

National 4-H Congress Eligibility & Application Requirements

- Members must have at least three years of 4-H participation, including the current year
- The 4-H member must be an active 4-H participant during the current 4-H year
- Members must be in the 10th, 11th, or 12th grades at the time of application
- 4-H members must complete and submit their Congress application to the Extension Office by the established county due date. Each application must include a completed submission form and the 4-H Resume (*this 4-H Resume is different from your 4-H Resume records; however the layout of the 4-H Resume Record was intentional to help you use the information from your record book to enhance the completeness of the application.*) Directions for completing the State 4-H Resume can be found at: <http://oregon.4h.oregonstate.edu/search/oregon%252B4-H%252BResume/0/4>
- In addition to the Congress application, final Congress candidates are required to attend a personal formal interview to be held during 4-H Summer Conference at OSU in late June
- Congress finalists are required to attend the entire day of interviews and stay for the announcement of the Congress delegation, which occurs on the last day of Summer Conference.

Congress applications, directions and further information as well as an informative video clip are available at: <http://oregon.4h.oregonstate.edu/national-4h-congress>

What is National 4-H Conference?

National 4-H Conference is the premier Youth Development Opportunity of the Department of Agriculture. National 4-H Conference delegates have an opportunity to increase knowledge, resources, and skills that will empower them to make an impact on their community in a meaningful and genuine way.

The National 4-H Conference is the premier civic engagement opportunity for 4-H members (15-19 years of age) who are actively engaged in 4-H programs across the U.S. and its territories. The conference is administered by 4-H National Headquarters of the National Institute of Food and Agriculture (NIFA) within the U.S. Department of Agriculture (USDA). This experience upholds a tradition dating back to 1927. The conference is held annually in the spring at the National 4-H Center in Chevy Chase, MD (right outside of Washington, D.C.).

The National 4-H Conference stems from the Citizenship Mission Mandate models. The National 4-H Conference is specifically focused on civic engagement, civic education, and personal development. National 4-H Conference is the pinnacle experience in 4-H Citizenship, providing the opportunity for young people to connect, learn, engage, lead and impact their communities, their nation and their world! To learn more about the conference, mission, purpose and objectives you can visit this website: www.4-h.org/4-h-conference/about/ Be sure to check in with the county agent to complete the application and registration process.

Oregon 4-H Scholarships - What 4-H Statewide Scholarships Are Available?

State 4-H Scholarships

The State 4-H Program in Oregon offers scholarships to college-bound high school seniors who are currently enrolled in the Oregon 4-H program, and have been members for a minimum of three years, including the current year. Specific eligibility information for each scholarship can be found by visiting the following website: <http://oregon.4h.oregonstate.edu/state-4h-scholarships>

The county agent must approve and sign your scholarship application. All applications are due to the county Extension office by mid-February.

More than \$10,000 in statewide 4-H scholarship money is available to current and former 4-H members. Application for the scholarships must be accompanied by a brief "My 4-H Story", the 4-H Resume, a copy of high school grades, and a copy of official SAT or ACT scores. A sample format of "My 4-H Story" can be found at:

http://oregon.4h.oregonstate.edu/sites/default/files/recognition/sample_format_for.pdf

Applications are submitted to the county Extension office by the due date established by the county 4-H agent. All applications must be approved and signed by the county 4-H agent, who then forward approved applications with a county nomination form to the State 4-H office by March 1st. Please be sure to meet the eligibility criteria before selecting scholarships you are applying for. Most of the information needed to complete these forms, comes directly from the current 4-H record book. Remember to check the "Douglas Doin's" or 4-H Calendar for specific dates.

County 4-H Fair Scholarships

Two \$1,000 scholarships are available to college-bound high school seniors, who are current Oregon 4-H members and have been active in county 4-H fair, sponsored by the Oregon Fairs Foundation. Applications are available at: <http://oregon.4h.oregonstate.edu/2009-state-fair-4h-scholarship-summary>

The Oregon Fairs Foundation offers this scholarship to support further education for 4-H members who have actively participated in and supported the county fairs during their 4-H career. The purpose of the scholarships are to:

- To provide incentive for further education to an Oregon 4-H member
- To provide recognition for meritorious work and achievement in 4-H and at county fairs

Eligibility requirements include:

- Applicant must be a senior in high school
- Applicant must plan to attend a vocational-technical school, community college, or four-year college or university that will lead to avocational certificate, license, or college degree beginning in the fall immediately following graduation from high school
- Applicant must be currently enrolled in the Oregon 4-H program
- Applicant must have exhibited a 4-H project at the county fair for at least 2 years

Follow this link to view the complete application requirements:

http://oregon.4h.oregonstate.edu/sites/default/files/recognition/2015oregon_fairs_foundation_a_nouncement.pdf

How do I Apply for 4-H National Congress or 4-H Statewide Scholarships?

Once members have a general idea of "what it is", the question is...how does a 4-H'er get there? Put simply:

10th-12th grade 4-H members apply by submitting a 4-H Resume. All materials are due in the county office by mid-February. All application materials are available at the Extension Office or online at: <http://oregon.4h.oregonstate.edu/things-do>

Resumes are sent to the state for judging. *(Remember this 4-H Resume is different from your 4-H Resume records; however the layout of the 4-H Resume Record was intentional to help you use the information from your record book to enhance the completeness of the application.)* Directions for completing the State 4-H Resume can be found at:

<http://oregon.4h.oregonstate.edu/search/oregon%252B4-H%252Bresume/0/4>

The State Recognition Committee selects scholarship winners in March. National Congress finalists are also selected by the committee in the spring and invited to participate in an interview at the OSU Summer Conference in June. The delegates selected for National 4-H Congress are announced at the end of OSU Summer Conference.

THE PREPARATION PROCESS

Although anyone ages 12-19 is eligible to apply to be a 4-H Ambassador and members that are between the ages of 15-19 are eligible to apply to National Congress and National Conference, there is obviously a process that increases the chance of success. The key to success is a well-prepared record book from which to draw information for the 4-H Resume.

9-11 year olds (Juniors)

In these grades it is important to complete a record book. Members should attempt to do activities in all areas of the 4-H Resume-especially leadership, community service and public speaking. Have pictures taken while members are working on projects, speaking to groups, or doing community service. Participate in the County Record Book Contest. Although the contest isn't necessary, it provides feedback on what members can be doing to improve. Let a 4-H agent know that the member may be interested in trying for state and national awards down the road. They can help provide opportunities and direction.

12-14 year olds (Intermediates)

Continue with the Record Book and Record Book Contest. Check with your agent to see what awards and trips are available. Select a long-range goal in connection with your strongest projects. Then start to focus your efforts. This doesn't mean that you should give up other projects. Simply look for activities that may enhance your chosen areas. Within your project areas, try to think of unique projects. You need things that will distinguish you from all the others who may apply.

For example: if you are interested in sheep; winning champions in sheep will not get you to National Congress or win you a college scholarship. There are probably other people winning champions in every county, in every state, of the nation. Continue focusing on leadership activities, community service and public speaking. If there are areas that you have no activity-look for ways to fill the void.

Get a copy of the Oregon 4-H Resume guidelines. *(Remember this 4-H Resume is different from your 4-H Resume records; however the layout of the 4-H Resume Record was intentional to help you use the information from your record book to enhance the completeness of the application.)* Directions for completing the State 4-H Resume can be found at: <http://oregon.4h.oregonstate.edu/search/oregon%252B4-H%252Bresume/0/4>

15-19 year olds (Seniors)

Keep working on your record book! Look at the Oregon 4-H Resume requirements to check for weak areas. Try to get involved at the county and state level. Judges like to see members who are reaching out beyond the club level. Take your project into the community. Teach, share, help, and inform.

Work with your leaders and your Extension Agent to learn about opportunities. Members may submit a National 4-H Congress resume in 10th-12th grade level. Those who apply to be a 4-H Ambassador as 9th or 10th graders have the opportunity to learn more about leadership and better prepare to apply for National 4-H Congress next year.



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