

Union County 4-H Record Book Guidelines



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Table of Contents

Union County 4-H Record Guidelines	3
Hints and Suggestions	4
Assembling the 4-H Record Book	5
The 4-H Resume	6
4-H Story	7
Project Records	7



These are the 4-H member's records, leaders and parents may provide guidance and support, but make sure it is the member who does the work.

Union County 4-H Records Guidelines

This booklet has been put together by the Union County 4-H Record Book Committee. We tried to put together a guideline that would best suit all of the 4-H members in Union County. When putting 4-H records together please go by these guidelines.

Each year the 4-H member should write down the fun times, the hard times, the crying and laughing times, the frustration and successes to paint a picture of their 4-H year. " A 4-H record is what the 4-H'er wants or needs to tell someone else (that doesn't know them) about what they have done as a result of being a 4-H member."

As they keep their records they will be developing personal skills in financial management, recording useful information and memories, and evaluating their experiences and personal growth. This will give them a tool to share experiences with others and give them a building block for future years.

As they continue their career in high school the 4-H information they record in a 4-H record book will help them to fill out an application for work, or college. Perhaps they may apply for a special trip or award where the application calls for the information from their 4-H record book. One application is the 4-H Resume which is used for state and national awards. Keeping a 4-H record book is a good way to prepare for adult record keeping.

4-H records show their growth through the years. It lists how they have helped others, what they have been able to teach and share as well as what they have learned. It shows profit and loss and goals set and accomplished. It is a reflection of the 4-H'er done by the 4-H'er...and it brings back warm feelings and plenty of MEMORIES.

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Hints and Suggestions

The majority of 4-H record forms are available for download at <http://oregon.4h.oregonstate.edu/projects>. Some forms can be completed on the computer in fillable form. Records may be typed or hand written but MUST be done by the member.

Tell all there is to know instead of using letters like NBA, state that it is the National Basketball Association, at least once. Maybe others have never heard these letters.

Tell what you did in volleyball, how many games, what positions you played. Volley ball participation is listed in Other Community Activities.

Use Numbers—Show how many meals prepared, meetings attended, number of cans collected, hours worked. Numbers show growth.

Don't repeat—Each item should be entered only once in the record book. Exception is leadership.

How Do You Share Your Knowledge? - Tell about the animal you helped, the friends you taught, the grandmother or elderly neighbor you did chores for, or the presentations you gave to others. All of these ideas can be part of your "4-H Story."

After completing your current year of records, remove the project records and place them behind the 4-H resume (see assembling of records). Store older records in a three-ring binder. Each year, add the older project records to the binder. If you re-copy records at any time, file the old copies in the binder also. When you go back and reminisce, or re-do your records for state competitions, college scholarships, job applications etc, it will be all together.

The following are words that can be used to make your entries more active, interesting and descriptive:

*administered	*directed	*junior leader	read to
answered	distributed	*led	recorded
attended	donated	*leader	reported
baby sat	*emceed	mowed	resource person
baked/cooked	entered	*organized	sales/sold
bought	entertained	painted	served
built	fed/watered	performed	sheared
campaigned	fitted animals	phone	spoke
*captain	fixed	photographed	*supervised
*1st chair	furnished	planted/landscaped	supplied
*chaired	gather	*planned	*taught
cleaned	gave	played for/sang	*teen leader
clerked	*guided	prepared	*teen staff
*co-organized	host/exchanged	*president	took
*coached	student	presented	*tutored
collected	host/hostess	printed	video taped
contributed	*in charge of	provided	washed cars
*counseled	informed	raised	wrote thank you letter
delivered	inoculated	ran/walked	
*demonstrated	*instructed	swam/jumped	<i>*These words indicate leadership</i>
*designed	*judged		

Assembling the 4-H Record Book

1. Order:

- ✓ Table of Contents
- ✓ 4-H Resume
- ✓ 4-H Story
- ✓ Current Project Records & advancement certificates
- ✓ Photos and Clippings

2. Binders:

Use a flat paper or cardboard folder, 3 ring binder, or the green “4-H Member’s Record Folder” (available at the Extension Office). Be sure they are well secured with brads or folder prongs, please don’t use string or yarn. The 4-H member’s name should be on the front.

3. Divide book with tab pages:

This makes it easier to find information. The following labels should be used: 4-H Resume, 4-H Story, Project Records (separate tab labeled for each project area), and Photos & Newspaper Clippings.

4. Pencil or pen is acceptable as well as typed or fillable computer form:

Forms may be filled out by hand in pen or pencil, typewritten or produced on computer generated forms. Be as neat as possible in the presentation of all record forms (If there are extraordinary circumstance, indicate).

5. Resume:

Use additional sheets if necessary. See page 6 for more explanation.

6. 4-H Story:

This may be handwritten or typed. See page 7 for more explanation.

7. Project Records:

Current 4-H year only which includes records with on-going information (such as breeding animal records).

8. Advancements:

Project Advancement Certificates should be placed with the project record they apply to (see page 7). Leave all certificates in your record book, place most recent first and record in section 13 on your resume.

9. Photographs and Newspaper Clipping:

They should be of the current 4-H year. Colored photocopies may be used in place of the original photographs. Be sure to include captions and dates and do not exceed 3 single-sided pages. Pages may be covered in protective plastic sheets.

10. Do not include:

- ✓ Registration or pedigree papers
- ✓ Fair ribbons or scrap book items
- ✓ Comment sheet from judges
- ✓ Informational project sheets

~ Instructions for completing the forms ~

Record book materials are available on the web at <http://oregon.4h.oregonstate.edu/projects>. Some forms can be completed on the computer.

It is important that the story is written by the member in their own words. Be as neat as possible in the presentation of all record forms (If there are extraordinary circumstances, indicate).

Please be sure to call the office with any questions or needs for assistance. Watch for periodic county wide workshops on “preparing record books”. There are also experienced leaders and members who are willing to provide assistance and training for individuals and clubs.

The 4-H Resume

Have the 4-H member fill in as much information as they can, but sometimes there may be blanks. If they do have a blank, remember they do not get a score for that particular section in a record book competition.

Resumes are to be up-to-date and are to include all current projects and activities they have participated in up to the date of turning in their records. The 4-H year is October 1st through September 30.

Follow the shaded examples in the 4-H Resume for listing years of participation using 4-Her's first year as a member.

New resume forms are available at the Extension Office and online at http://oregon.4h.oregonstate.edu/sites/default/files/publications/my_4-h_resume_fillable.pdf. If they run out of room in a section they may continue it on single sheets available at <http://oregon.4h.oregonstate.edu/my-4h-resume>. The 4-H Resume is a permanent part of your record book which you add to and update each year.



4-H Story

The 4-H Story tells of the events that occurred during the year that the member wishes to remember and share with others. The 4-H Story may be typed or hand written.

Keeping notes throughout the year may serve as a helpful reminder of what was accomplished:

- ✓ 4-H Projects and Activities
- ✓ Project growth
- ✓ Interesting experiences and events
- ✓ Successes and not so successful attempts
- ✓ Profits and losses
- ✓ Things learned about self and others
- ✓ Credit for those who have helped you
- ✓ Personal growth

When writing the story the member may wish to give an overview of the year or may choose to focus more closely on a significant event. The member might explain what they have learned with their project and how 4-H has helped them to become a better leader and citizen. They may tell what was gained by participation in a community service event or share who has helped them and has made a difference in their life. Members might even tell about their future 4-H goals.

Remember that stories generally contain a beginning, middle and end. As the story is written, the member must keep in mind that the audience is probably unfamiliar with the member's experience so details (first and last names, etc.) are important

It is recommended that juniors write at least one page and intermediates and senior write two.

Project Records

Include a "project record" for each project in which you are currently enrolled. Use a separate divider tab for each project area. Records include *everything* you plan to do, did, and learned in each project. Advancement certificates and production records carry over each year.

Advancement certificates are to be signed by the 4-H leader and 4-H Extension Agent. These are obtained by members submitting completed advancements to the office. Certificates are then prepared and awarded to members for including in their records. Certificates may be covered in plastic sheet protectors.

Suggestion ~ Keep a calendar with all the important costs, happenings, and activities for a reference only. Not to be part of the records submitted for completion.