

WHEELER COUNTY



4-H RECORD BOOK

GUIDELINES

Oregon State
UNIVERSITY **OSU** Extension
Service



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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 members 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 on the internet at the State 4-H website: <http://oregon.4h.oregonstate.edu/>.

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.

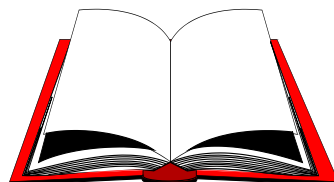
Members who keep good records:

- ❖ learn important life skills: goal setting, organizing, planning, and written communication.
- ❖ learn how to set goals and evaluate their project's progress.
- ❖ can reflect on and evaluate their personal growth.
- ❖ 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.
- ❖ have the information needed to apply for 4-H scholarships, 4-H Ambassador program and National 4-H Congress.

Another good reason why records should be completed is that the Wheeler County 4-H program *requires that 4-H Record Books be turned in for eligibility to participate in the Wheeler 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!*). Records should be closed on **September 30th**. If members are new and/or don't get started in the fall, they should start as soon as possible.



MY 4-H RESUME

The following is an example of the 4-H Resume. The 4-H Resume is available to download from the State 4-H website as a fillable document. Go to <http://oregon.4h.oregonstate.edu/forms/my-resume>, open the Adobe fillable document. Save as a Word document (resume.docx). Open fillable document and begin typing this year's information in the My Resume form. This is much easier to use and the document can be saved and added to year after year.

Name Four H. Member

Boy X Girl

Date of Birth July 4, 2002

County Wheeler

Date I joined 4-H: October 5, 2011

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.

Suggestions for use:

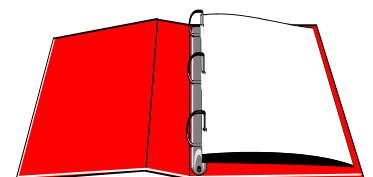
1. List each year only once on each page at the first entry for that year.
2. Most items should only be entered once; however, some things may be listed in multiple places. For example, a speech you gave may be entered both in Section 11 if you gave it at your county contest AND in Section 9 as a Communication 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 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. This record will be your summary of 4-H work done in all projects for every year you are in 4-H. It will be useful to you to know how much you have accomplished. It could be of help when you are filling out other forms for 4-H, church, school, or other youth programs. It will be fun, too, to look back several years from now to see what you did. It could also help provide information for awards.

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
2011-12	4	Oak Grove Clothing Club	8	Mrs. Jones	8	8
	4	County Critters - beef	8	Mr. Smith	11	9
2012-13	5	Oak Grove Clothing Club	9	Mrs. Jones	8	7
	5	Over Easy Cookers	4	Mrs. Green	7	7
2013-14	6	Oak Grove Clothing Club	7	Mrs. Jones	8	6
	6	Over Easy Cookers	5	Mrs. Green	7	6
	6	Hefty Beef	6	Mr. Scott	13	12

- List the years only once, at the beginning with the first entry for that year remembering the 4-H year is always Oct 1st – Sept 30th.
- List the clubs in the same order each year. Drop the names of the clubs of which you are no longer a member and add new clubs that you have joined.

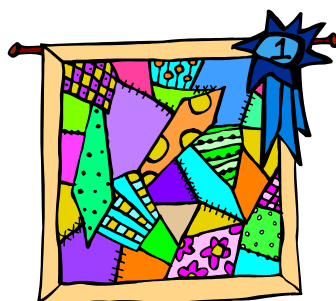


Section 2: 4-H Project/Program Summary

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)

Year	Name of project/unit	Project size or scope (What I made, Did, Raised, or Cared For)
2011-12	Horse	1 pinto gelding
	Records	1 book
2012-13	Sheep	1 market sheep
	Foods	5 main dishes, 4 desserts, 1 muffin
	Records	1 book
2013-14	Art	5 projects
	Photography	200 photos
	Records	1 book

- Project size is the number of all the items (or animals) you did for that project, not just the number you took to the Fair. **Be specific** about the size. List total number of animals, foods prepared, photos taken, crafts completed, etc. Exhibits could include things made and displayed for 4-H promotion.



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
2011-12	Weigh-in/Tagging	Steer's weight and number		X				
	Recordbook Clinic	Stay up-to-date!		X				
	Club Fundraiser Car Wash	How to make a promotional flyer	X					
2012-13	Weigh-in/Tagging	Sheep's number and weight		X				
	Fundraiser Dinner	Silent Auction, Microphone use		X				
	Club Car Wash	How to wash cars correctly	X					
2013-14	Fundraiser Dinner	How to plan a fundraiser		X				
	Weigh-in/Tagging	Sheep's number and weight		X				
	Livestock Judging Clinic	How to judge classes of beef and sheep		X				
	Recordbook Clinic	Spelling correctly		X				
2014-15	Weigh-in/Tagging	Weight of hog and number		X				
	Pie Sales Fundraiser	Sales		X				
	Swine Showmanship Clinic	How to show my hog		X				
2015-16	Weigh-in/Tagging	How much my steer weighs		X				
	Fitting Clinic	How to clip my steer		X				

Examples-

Workshops/Clinics/Leadership Events/Training Events:

Judging Clinics, Camp Counselor Training, Record Book Workshop, Presentations Workshop, Livestock Clinics, Horse Clinics, State Forums/Workshops, Field Days, Sewing Clinics, Photography Clinics, Idea Fair, Leadership Retreats (High Desert), Summer Conference, Project Tours/Field Trips, etc.

General Activities:

Trail Ride, **Fundraising Activities**, Fun Match/Play Day, 4-H Ambassador Weekend, Parades, Club Parties, Weigh-ins, etc.

- All contests, training events, and judging experiences, even if not listed above, are to be recorded in this section.
- Remember: When participating in events, if you also plan or organize the event, it will also be recorded in section 5: "Leadership in 4-H".



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
2011-12	Church	2 classes, 2 hours	X					
	Basketball	20 practices, 10 games	X					
	Jazz Dance	35 practices, 3 recitals	X					
2012-13	Basketball	30 practices, 11 games	X					
	Jazz Dance	37 practices, 3 recitals	X					
	Piano Lessons	1 learned the keys on the piano	X					
2013-14	Basketball	30 practices, 15 games	X					
	Volleyball	30 practices, 14 games	X					
	Activity Days	35 activities, 3 hours	X					
	Church	2 classes, 2 hours	X					
2014-15	Church	2 classes, 2 hours	X					
	Ballet	37 classes, 2 recitals	X					
	Volleyball	30 practices, 13 games, 120 hours	X					
	Volleyball Camp	3 days, 20 hours			X			
	Girls Camp	4 days, 50 hours		X				
	Christmas Play	4 practices, 1 performance	X					
	Children's Theatre	15 hours practice, 2 performances	X					
	Babysitting Course	7 hours, final exam		X				
	Art Camp	8 hours	X					
2015-16	Church	3 classes, 3 hours	X					
	Basketball	30 practices, 14 games, 120 hours	X					



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 roles, organizing a clinic, etc.

Year	Leadership Title and Responsibility	Hours Spent	Number of People Reached
2012-13	Club Treasurer – kept finances in order for club, informed club of account status	3	20
	Camp Counselor - Delegated responsibilities, taught crafts, and dealt with homesick problems.	150	8
	Arranged Club Tour - Made reservations, called and secured transportation, notified members of date and time.	6	12
2013-14	Junior Leader – Foods club, helped plan four meetings, scheduled grocery shopping dates, helped with kitchen duties (cutting veggies, etc)	15	8
	Club Secretary – sheep club, took notes at 15 meetings	15	18
2014-15	Organized showmanship clinic for all sheep members in county	20	45

Office or Committee examples: President, Vice President, Secretary, Treasurer, Sergeant of Arms, Refreshment Committee, Calling Committee, Community Service Committee, Game Committee, etc.

- Identify the things you have done in 4-H where you planned, organized or gave direction.

Examples:

Club Officer	State Youth Council	4-H Ambassador
Junior Leadership	Clerking at County Fair	Teen Leadership Team
Teen Staff at County Fair	Parade Chair	Workshop Leader
Teach Others How-To	Organized 4-H Activities	Advisory Committee Rep.
Committee Chairperson	Event Emcee	Camp Counselor
Youth Rep. on State Development Committee		Junior Superintendent at Fair

Action Words to Describe Leadership Work:

administered	answered	arranged	brought	counselor	coached
conducted	co-organized	demonstrated	designed	directed	distributed
emcee	entered	fitted animal	guided	host/hostess	informed
in charge of	inoculated	instructed	judged	junior leader	led
organized	photographed	planned	prepared	presented	represented
reported	spoke	supervised	taught	video taped	

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	Class Helper	Assorted Jobs	30	20
2014-15	Middle School	Student Aid in office: Answered phone, greeted visitors and helped with office work.	50	153
	Middle School	Student Body President	80	150
	Middle School	Teacher's Aid: Helped teacher, helped students, and assorted jobs	35	30
	Church	Secretary for Sunday School Class: Co-led children's worship and led songs	65	565
2015-16	High School	Student Council Vice President	20	200
	Basketball	Team Captain	10	20

Examples:

Student Council officer/member	Eagle Scout	Band Officer
FFA Leadership Roles	Choir (school/church) Officer	Sports Captain
Manager of School Team	Member of Court (Rodeo Princess)	
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 Spent	Number of People Reached
2011-12	Club worked in the yard of the church	3	50
	Worked as a 4-H Teen Staff member during County Fair	8	150
2012-13	Helped elderly neighbors take care of yard, wash windows, cleaned house and do shopping	4	2
	Donated an angel to the Tree of Joy	2	100
	Made placemats for assisted living facility	2	20
2013-14	Club did yard work and stacked wood for the elderly	2	2
	Donated \$300 to the soup kitchen from can returns	3	100
2014-15	Made Tie Blankets for Assisted Living Facility	3	12

- **Do not include fundraisers.** They are listed in Section 3: “Participation in 4-H Activities/Events”. **Do list monies donated to a service project with the dollar amount included.** (Example: if your 4-H club did a car wash fundraiser and earned \$300 that goes under “4-H Activities/Events”. If you donate some/all of that money to a charity/project, etc **that** would go under this section.)

Examples:

Help at Recognition Events	Washed Wheelchairs
Present Ribbons at Show/Contest	Visit Nursing Homes for Elderly
Baked Cookies for Nursing House	Stuffed Envelopes
Clerked for Judge at Fair	Worked for Needy or Handicapped
Food Drives	Planted Trees and Shrubs
Clean up Parks or Community	

Action Words to Describe Community Service Work:

attended	baby sat	baked/cooked	brought	built
campaigned	car wash	cleaned	clerked	collected
community and school plays		contributed	delivered	donated
entertained	fed/watered	fixed	furnished	gather
gave	helped	host/hostess	member (of service organization)	
mowed	painted	performed	planted/landscaped	
printed	provided	raised	read or listened to recorded	
sales/sold	served	set up	sheared	stocked
supplied	took	washed	wrote	

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 a Individual or with Another Group	Hours Spent	Number of People Reached
2011-12	Wheeler Helping Youth (WHY) youth group cut/stacked firewood for widow	2	1
	Donated food to school	2	30
2012-13	Volunteer babysat, 3 year old boy, 4 year old girl	100	5
	Volunteered at Library, stacked books	2	50
	Groceries, yard work, and house work for elderly	5	8
2013-14	Played piano for offering at church	1	25
	Office work, picked up trash for parent's business	40	50
2014-15	Oregon beach clean-up with church youth group	5	1000

Organizations that go here:

School, scouts, FFA, church

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	Demonstration	How to Iron a Shirt	2	Club & County	73
	Newspaper Article	International Exchange	1	Wheeler County News	2,000
2013-14	Educational Display	How to Bath A Chicken	1	County Fair	1,500
	Illustrated Talk	Meat processing	1	County office	5
	4-H Camp Skit	JcPenney	1	Summer Camp	105
2014-15	Demonstration	How to make a Smore	1	County Fair	20
	Oral Reasons	Livestock Judging Contest	1	County Fair	1
2015-16	Video	How to Shear a Sheep	N/A	You Tube	86 views
	Interview Judging	Photo, Art, Foods	1	County Fair	1

- 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, pictures, charts or models.
 - Speech: Talking to audience without using props - telling.



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	10
	Science Fair Display	Recycling Study	1	School	150
2013-14	Girls Camp Skit	Miss America	1	Applegate	100
	Student Body President Speech	Student Body President	1	School	105
2014-15	TV Story	Interviewed regarding basketball team	1	KGW TV	5000
	Oral Book Report	The City of Ember	1	School	10
2015-16	Web site	FFA chapter information	N/A	www....	15 members
	Girls Camp Skit	Baseball Game	1	Applegate	100

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: “4-H Recognition”.

Year	Event and Level	Exhibits or Division Shown	Ribbon(s) Received or Placings
2012-13	County Fair	Horse: Showmanship, western equitation, trail, ground training	3 blues, 3 reds, 1 white
	County Fair	Sheep: Showmanship, market lamb	1 blue, 1 red
2013-14	County Judging Contest	Livestock	1 blue
	County Presentation Contest	Illustrated Talk	1 blue
2014-15	County Fair	Photography: series, nature, special effects	1 blue, 2 reds
	County Fair	Swine Showmanship, 2 market hogs	2 blues, 1 red
2015-16	County Fair	Art: Watercolor	1 blue
	State Fair	Art: Watercolor	1 blue

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
2011-12	Chess Tournament	3 rd place		X				
	FFA Livestock Judging	2 nd place team				X		
	Mid Valley Paint Show	4 th place Western Equitation			X			
2012-13	State Debate Finals	Participant, did not place				X		
	PI Livestock Show	3 rd place showman			X			
	School Debate Team	1 st 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.

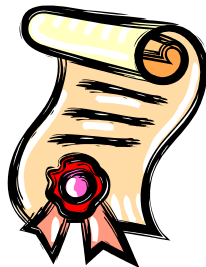
Year	Type of Recognition
2011-12	First year pin
	Top 1 st year junior recordbook
	Scholarship to attend tri-county 4-H camp
2012-13	Second year pin
2013-14	Third year pin
	Livestock advancement certificate – step 1
	County Fair – Grand Champion Market Lamb
2014-15	Fourth year pin
	County Fair – Champion Intermediate Sheep Showman
	Top Intermediate Recordbook
	County Medal – Sheep
2015-16	Fifth year pin
	Scholarship to attend Summer Conference

Examples:

4-H Champion and Res. Champ. Placings
 Scholarships
 4-H Boy/4-H Girl
 Master Showmanship Winner
 Certificates for Special Awards
 Chosen as State/County 4-H Ambassador

Top Record Book
 Club Recognition
 Nat. 4-H Congress/Conference Delegate
 Winner of any 4-H Contest
 Member of the Year Award
 4-H Citizenship Award Winner

Special Trophies
 County Medals
 Cash Awards
 State Youth Council
 Club Herdsmanship Winner



Section 14: Other Recognition

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

Year	Type of Recognition
2011-12	Student of the month for March
	First Aid Certificate
	1 st place drawing for Migratory Bird Festival
2012-13	SWCD poster contest – 5 th grade – 1 st place
	Student of the Month – 4 times
2013-14	Science Fair: went to districts
	Awards: Basketball and Volleyball
	Obtained Babysitting License
2014-15	Obtained ATV license and certificate of completion
	Complete level 1 of Art Camp
	Hunters Safety Card

Examples:

- | | | |
|--|-------------------|-----------------------|
| Student of the Month | Awards in Sports | Trophies |
| Open Show Award Placings | FFA Awards | Certificates |
| Varsity Letter | Any other contest | Musical Honors |
| Courts | Church Honors | Honor Roll (List GPA) |
| Special Open Class Awards | Medals | |
| Other Youth Organization Honors – (Camp Fire, Church, Eagle Scout, etc.) | | |

SUPPLEMENTAL RECORD BOOK PAGES

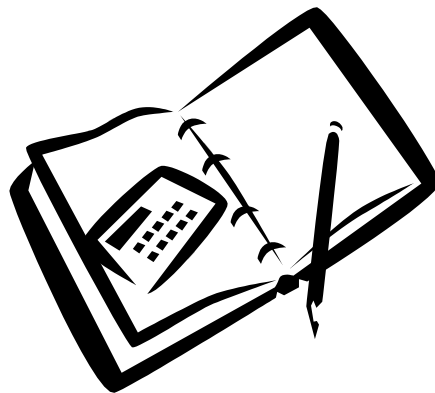
Supplemental sheets for each 4-H Resume section are available at the 4-H Extension Office or downloaded from the internet at <http://oregon.4h.oregonstate.edu/forms/my-resume>. Supplemental records may be placed in the 4-H Resume next to the appropriate section or directly behind the 4-H Resume.

USING A COMPUTER TO COMPLETE YOUR 4-H RESUME

Using a computer to complete your records is not expected. Handwritten or records done with word processing are both perfectly acceptable. 4-H members who hand write their records and use the same 4-H Resume throughout their 4-H career have 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 PDF format. To view these online materials, you will need to download free *Adobe Acrobat Reader*. The 4-H Resume is available to download and save as a fillable document. All 4-H records available for downloading can be located at the State 4-H website: <http://oregon.4h.oregonstate.edu/>.

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.



4-H NOTES

Your 4-H Notes is about the things that occurred during the year that you want to remember. Notes may be taken in the form of a diary or story with all project areas being combined into **one**. (This is required for the county's record book contest.) Members are often unsure of how to write their notes/story or what to include. Members should follow these guidelines:

- Introduce yourself - your age, where you live, your family, your interests, when and why you joined 4-H.
- Tell about your 4-H projects and activities. Here are some questions you may want to answer:
 - What are your goals for the current 4-H year?
 - 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? (size refers to number, scope refers to depth...like if you started with a market project and are now doing a breeding project too.)
 - 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 (your 4-H goals).
- Be CREATIVE! - Creativity is appreciated and rewarded.
- One to two hand written or typed pages is adequate. Do not exceed 6 pages. Have someone who is good in spelling and grammar proofread your work before submitting it for the judging contest.

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

administered	attended	answered	baby sat
arranged	baked/cooked	bought	brought
counseled	built	coached	campaigned
conducted	washed cars	co-organized	cleaned
demonstrated	clerked	designed	collected
directed	contributed	distributed	delivered
emceed	donated	entered	entertained
fitted animals	fed/watered	guided	fixed
host/hostess	furnished	inoculated	helped
informed	gather	in charge of	gave
instructed	host/hostess-exchange student	judged	mowed
junior leader	member of service organization	organized	painted
led	played for/sang-music group	photographed	performed
planned	phone	prepared	planted/landscaped
presented	printed	represented	provided/supplied
resource person	ran-walked-swam-jumped	reported	raised
spoke	read or listened to reader	supervised	recorded
taught	sales-sold	teen leader	served
tutored	set-up	teen staff	sheared
took	wrote thank-you letters of appreciation		

PROJECT RECORDS

Each year you have new “Project Records” for the projects in which you are enrolled. Most projects have special record book sheets on which to record goals, what was learned, new ways project was shared, experiences, cost and income, inventory, and plans for next year. Those projects without record book sheets specific to the project use “My _____ 4-H Record”. Make sure all sections are up-to-date and filled out accurately.

List expenses and income (including premiums) for each project on it's own record (if you have two of the same species – ie 2 market hogs, you may put them both on the same record, however, if you have two different species they go on separate records).

Feed and growth records, advancement records and production records are considered part of the project record. Advancement records are carried over each year (see Advancement Records section for more information).

This is also the place for junior leaders to put their junior leader project record.

Your 4-H leader needs to sign your Project Record(s) each year. Leaders: be sure that the member’s project records are completed before signing off on them!!!

Project records may be obtained from the Extension Office or can be downloaded under project headings at the State 4-H website: <http://oregon.4h.oregonstate.edu/>.

Project Record Tips:

- All projects listed on My 4-H Resume **must** have supporting project records.
- All foods prepared by a 4-Her at home are part of the 4-H foods project, no matter when the club starts meeting or what the club prepares.
- Families who purchase feed for several animals should divide costs by the number of animals. Records should indicate the amount given to only your 4-H animal(s). Costs can be entered monthly or as feed is purchased.
- Pasture expenses should be included with other expenses which might include gasoline, entry fees, etc.
- Include premiums and cash awards as project income.
- If an animal is boarded or leased, there are still expenses associated with its care. All animals eat and need physical and medical care.
- If you raise your own project animal(s) you will start your project record when you wean that animal and begin feeding it on its own. **You must assess a real market value purchase price to that animal** to put in the feed and growth record and the animal science record where it asks for “value of animal at start of record year”. Just because your family raised it does not mean it’s free.
- Depreciation of inventory should be calculated for the ending value. A rule of thumb figure is to deduct 3% per year.
- **Suggestion:** You may want to keep a calendar with all the important costs, happening and activities to be transferred to your notes/project records 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.

ADVANCEMENT RECORDS

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. Check with the Extension Office to learn more about available advancement programs.

PROJECT PHOTOGRAPHS/NEWSPAPER CLIPPINGS

Photos and/or newspaper clippings 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 and/or newspaper clippings should be neatly displayed on one side only of an 8½" x 11" piece of paper (up to 4 pages) with captions underneath the picture briefly describing what is taking place in the photo. 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) if you can!



ASSEMBLING THE RECORD BOOK

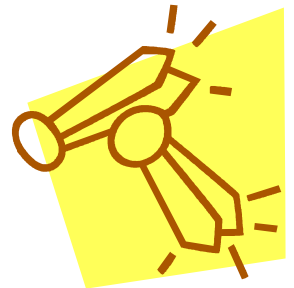
Use the green 4-H Record Book Cover provided by the 4-H Office (Wheeler County Extension does not charge for these so stop by and pick one up if you don't have one). **No three ring binders** will be accepted as it is difficult to lay them flat, and pages tear out. **No plastic sheet protectors are to be used** with the exception being photo pages and advancement certificates. It is a good idea to keep your records in a three ring binder throughout the year for easy access and workability and then transfer records into the appropriate folder for Fair entry and judging.

DO:


- **Fasten Your Record Book Securely.**
- Keep Record Book clean and neat. Replace cover, if necessary (stains, spills, lost).
- Have records up to date with the most current information.

DO NOT:

- Include registration or pedigree papers.
- Include Daily Feed Records (these are a tool for keeping track of feed fed).
- Include fair ribbons or other scrapbook items.
- Use plastic covers on record sheets.
- Use 3-ring binders.



ASSEMBLE RECORD BOOK IN THIS ORDER FOR CONTEST:

- 1) **Official Record Book Cover (front)** → 
- 2) **Title Page** – should include:
 - member's name
 - projects taken during the year
 - grade level in school (that you are currently in or just finished)
 - 4-H age level (Junior: 9-11 yrs old; Intermediate: 12-14 yrs old; or Senior: 15-19 yrs old) (age as of September 1st prior to the start of the 4-H year)
- 3) **Table of Contents and Dividers** (Dividers are necessary to separate each section). Record books should be divided into the following sections:
 - a. Notes/Story (up to 6 pages)
 - b. 4-H Resume
 - c. Project records
 - d. News clippings and/or photos - up to 4 single sided pages.
 - e. Past Year's Records (will not apply to first year members)
- 4) **Divider**
- 5) **4-H Notes**

Notes may be taken in the form of a diary or story and should cover the entire 4-H year. Your story should include an introduction, goals that you set for the year, what you learned and did in your 4-H experience (including, but not limited to, how you met your goals), and your plans/goals for the next year. The story should be no more than 6 pages long.

6) *Divider*

7) **My 4-H Resume**

Supplement pages if applicable

The 4-H year is from October 1 to September 30. You begin your 4-H Resume during your first year, and you add to this record each year throughout your 4-H career. One 4-H Resume is used for all projects.

8) *Divider*

9) **Project Records**

Project 1 (Example: Sheep)

Project Record

Other Project Record(s) if applicable (Ewe Production, Feed and Growth Record, etc.)

Advancement record(s) if applicable (Meat Animal Advancement)

Advancement Certificates if applicable

10) *Divider*

Project 2 (Example: Foods and Nutrition)

Project Record

Other Project Record(s) if applicable

Advancement record(s) if applicable (Food and Nutrition Enrichment Guide)

Advancement Certificates if applicable

The current project record is complete when your 4-H project is over. For example, if your club meets January 1 through August 1, then that is your project year. **This is also the place for junior leaders to put their junior leader project record.** The previous year's project records are to be stored in the "Past Project Records" section of your record book (only 1 year back).

11) *Divider*

12) **News clippings, photos, and items of special significance**

Use no more than four, **one-sided** pages. Make sure the information added has labels and/or is understandable to the reader.

13) *Divider*

14) **Past Project Records**

Only the previous year (for second year members and above) is required.

15) **Official Record Book Cover (back)**

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 High Desert Leadership Retreat (HDLR) 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.** 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.

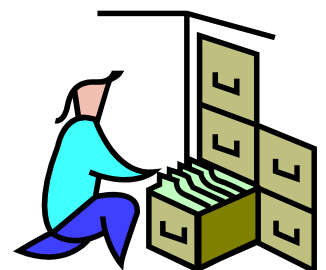
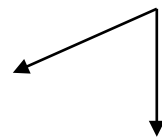
Record Storage:

- After completing your second year of records, remove the project records and store them in a three-ring binder (remember your previous years records will go in the back of your Record book). You will keep the same 4-H Resume, it shows growth over time and is a personal history for you. If you re-copy your 4-H Resumes 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.

NO!!



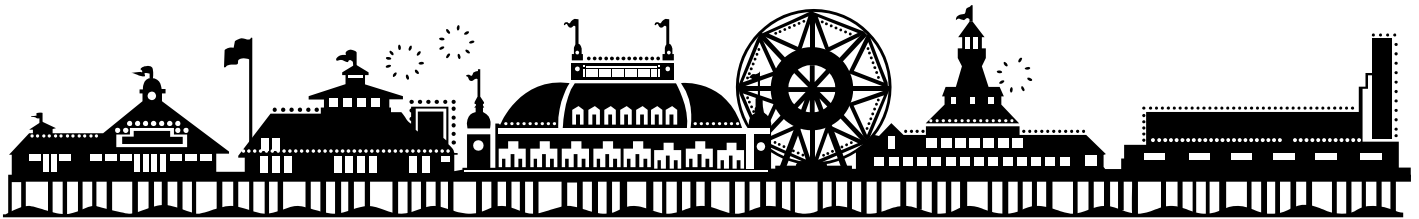
YES!!



TURNING IN 4-H RECORD BOOKS

Records will be checked for completeness and whether they meet the County Record Book Guidelines **prior to exhibiting at the County Fair**. To be eligible for fair, a member must submit their record book to Extension Staff by no later than **5:00 pm, Monday, July 29, 2019** for a record book check. (this date coincides with the Fairgrounds clean up day)

- Leaders are responsible for seeing that club members have their record books up-to-date, including required records for all projects, 4-H Resume, and 4-H notes/story. A feed and growth record is required for each market animal exhibited in the fair. 4-H'ers not complying cannot exhibit or participate in 4-H classes and activities at the fair.
- Leaders should be sure the record book is complete and within the guidelines prior to signing the Project Records at the **end** of the 4-H year.



COUNTY RECORD BOOK CONTEST

All 4-H'ers in Wheeler County are **required** to enter the County Record Book Contest. Record Books for the annual contest are due **on Tuesday, September 3, 2019 by 5:00 pm.** Record books will need to include last year's records (except first year members). See pages 21 & 22 for how to assemble your record book.

The contest is intended to be an incentive for developing a record book and to provide feedback on each 4-H'ers progress. The Record Book Judge recognizes individuality and growth in life skills. Youth are judged on the completeness and accuracy of their record keeping and **NOT** for the size and scope of their project work.

The county contest concentrates on the proper completion of each record book section. Contest score sheets and record books are returned to the member at the fall 4-H Member/Leader Recognition Event.

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, or white award.

The point system used for the Record Book contest is:

85 points and above -	Blue Award
70-84 points -	Red Award
69 points and below -	White Award

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

The awards are as follows:

- Champion Junior Record Book, 1st year member
- Reserve Champion Junior Record Book, 1st year member
- Champion Junior Record Book, 2nd or 3rd year member
- Reserve Champion Junior Record Book, 2nd or 3rd year member
- Champion Intermediate Record Book
- Reserve Champion Intermediate Record Book
- Champion Senior Record Book
- Reserve Champion Senior Record Book
- Best 4-H Record Book (Grand Champion)



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 in the Extension Office by 5:00 p.m., Friday, October 5, 2018. Recipients of these awards are announced at the Wheeler County 4-H Fall Recognition Event.

Who is eligible for these Awards?

- Members must be in the 7th through 12th grades.
- Members must receive a blue ribbon placing on their Record Book.
- Members may receive only one project medal per year.
- Members may receive a Fashion Revue 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 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 the member and submits a County Medal Application Form or 2) A member initiates his or her own nomination by completing a County Medal Application Form and taking it to his or her leader for signature and leader recommendation. County Medal Application Forms are available at the county Extension Office.

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%
Based upon:
 - New Knowledge, attitudes and skills learned
 - Scope and characteristics of projects and activities
 - Project and activity participation experiences
- Experiences in 4-H Leadership - 25%
Based upon:
 - Leadership participation
 - Offices held and committee assignments
- Experiences in Citizenship and Community Service - 25%
Based upon:
 - 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 with 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 and 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 and why you want to serve in an Ambassador role. All ambassadors must attend the OSU Summer Conference where specialized training is done. At OSU Summer Conference, up to 15 Ambassadors are selected to serve as the Oregon Statewide Ambassador Team. These individuals represent the Oregon 4-H programs at statewide events.

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/programs/ambassadors>

What Is National 4-H Congress?

It is a reward. It is an unbelievable experience for those 4-H'ers who have done more than take a project to Fair every year. It is a trip to Atlanta, GA where members experience: plays...nationally recognized entertainers such as bands, Miss America, artists, speakers...dressing up...the power and exhilaration of over 2500 high-quality young men and women from all over the country.

Donors contribute large sums of money to make this an all-expense paid trip because they believe rewarding achievers is important. The Oregon delegation, approximately 15-20 youth, meet in Portland and fly to the National Congress location to take part in this once-in-a-lifetime experience. To apply, members must prepare and submit a 4-H Resume to the state 4-H office.

What 4-H Statewide Scholarships are Available?

More than \$10,000 in statewide 4-H scholarship money is available to current and former 4-H members. To apply for these scholarships, 4-H members must submit a 4-H Resume. Most of the information needed to complete these forms, comes directly from the current 4-H record book. Application materials must be submitted to the county Extension Office by Mid-February (check with the Extension Office for specific dates).

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 an application and 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/programs/recognition>.

Resumes are sent to the state for judging. The State Recognition Committee selects scholarship winners

in March. National Congress finalists are also selected by the committee in the spring and are 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 in the 9th-12th grade is eligible to apply to be a 4-H Ambassador and 10-12 graders National Congress, 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.

4th - 6th Grades

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. The contest provides feedback on what members can be doing to improve. Let your 4-H agent know that the member may be interested in trying for state and national awards down the road. He or she can help provide opportunities and direction.

7th - 9th Grades

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 other people winning champions in every county, in every state, of the nation. Continue focusing on leadership activities, community service and public speaking. Get a copy of the Oregon 4-H Resume guidelines. If there are areas that you have no activity, look for ways to fill the void.

10th - 12th Grades

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 are better prepared to apply for National 4-H Congress next year.

2007-2017 Revised by Amy Derby, Wheeler County 4-H Youth Development Extension Agent,
PO Box 407, Fossil, OR 97830. (6-18-07, 3-24-11, 5-30-12, 6-11-16)

2006 - Revised by Robin VanWinkle, Extension Agent 4-H Youth Development and the Douglas
County 4-H Record Book Committee, 1134 SE Douglas Avenue, Roseburg, OR. 97470

1999 - Revised by Robin VanWinkle, Extension Agent 4-H Youth Development and the Douglas
County 4-H Record Book Committee, 1134 SE Douglas Avenue, Roseburg, OR 97470

1992 - Compiled by Saralyn Johnson, Extension Agent 4-H and Youth Development and the Douglas
County 4-H Record Book Committee, 1134 SE Douglas Avenue, Roseburg, OR 97470

1991 - Revised by the Douglas County 4-H Record Book Committee
1134 SE Douglas Avenue, Roseburg, OR 97470

1989 - Revised by Clackamas County Awards & Recognition Committee
200 Warner-Milne Road, Oregon City, OR 97045
Compiled By Sheila Kester and Loyal Hjelmervik. With input from materials developed by
Yvonne Kam - Yamhill County 4-H Leader, Jan Martin - Educational Program Assistant, and
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