

Lake County

4-H Record Book Guidelines

4-H Motto
“To Make the Best Better”

The 4-H Pledge
“I pledge my head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living, for my club,
My community, my country, and my world.”



Oregon State University
Extension Service
Lake County

4-H Member Handbook

Table of Contents

Record Book Guidelines	Page
Top Ten Record Book Tricks and Tips	3
Order of Records/Labeling Tabs	4
Cover	5
Score Card	5
Identification Page	5
Table of Contents	5
4-H Resume	5
4-H Notes	5
4-H Story	6
Project Records	7
Advancement Program	8
Production Program	8
Pictures & Clippings	8
Previous Years Records	8
Lake County 4-H Record Book Guidelines	8

Top Ten

Record Book Tricks and Tips

10. Don't procrastinate – I know, easier said than done. The record book deadline is set from the start of your project. It will always be (and has always been) the first Friday in August. Now that you know the deadline, you can begin to assemble and fill in your record book throughout the 4-H year! Remember, almost all activities you participate in can be listed in your 4-H Resume. This means if you ride a float in the parade, complete community service, do a speech at school, or even play sports, it's time to pull out and update your record book! Working on your record book throughout the year is far less stressful than rushing at the end. Plus, you will get more out of this experience. Not to mention, your great recordkeeping skills will come in handy when you apply for scholarships and even future jobs!

9. Focus on what you're good at and don't dwell on what you don't enjoy about record books. Everyone has tasks they look forward to completing and others they dread. So, if you love writing stories or creating pictures and clippings pages, focus on that and it won't seem like such a chore!

8. Ask a 4-H Junior Leader for help! There are tons of older 4-H members who excel at record books; chances are, one is in your club.

7. Attend a Record Book Workshop. Record Book Workshops are offered by the Extension Office staff four times per summer, twice in North Lake and twice in Lakeview. By attending the Record Book Workshops, you will obtain all the materials required to complete a record book. This is also a great place to ask questions about sections of your record book you are unsure of.

6. Understand what is on the line! Did you know that if you don't get a white ribbon or above on your record book you are unable to participate at county fair?

5. Record books = \$\$\$\$. Who knew keeping good records since you were in fourth grade could earn you cash for college?! Your 4-H Resume is 60% of your score when applying for local 4-H scholarships.

4. Parents: Be a guider not a doer! Record books are the 4-H member's responsibility, not yours. This does not mean leave your 4-H member to fend for themselves. You may guide them (or better yet see #8) but the work must be completed by the member. This includes all of the writing and typing. If you complete a section of the record book for your child, it's not only unfair to your child but to other 4-H members in their age division. Also, what life skill is your child learning?!?!

3. Set Goals! All project records include a space for members to set a goal or write about what they would like to learn this year. Include Record Books in your goals for this year.

2. Technology is on your side! Say goodbye to typewriters and hello to editable online documents. Visit the OSU Lake County Extension website for links to the 4-H Resume and Project Records. Updating, editing, and saving your records will now be a breeze!

1. Understand the true relevance of record books. Completing records and bookkeeping are truly valid life skills. As an adult, you will use these skills on a daily basis. Get good at them now!

Overview of Record Book

Assemble Your Records in This Order

**Required labeled divider tabs are in green.

1. Official 4-H Cover
2. Score Card (*This is inserted in record book just inside of cover and before ID Page tab*)
3.

DIVIDER TAB: "ID Page"
4.

DIVIDER TAB: "Table of Contents"
5.

DIVIDER TAB: "My 4-H Resume"
6.

(Optional section) DIVIDER TAB: "4-H Notes" (Insert this tab only if you have notes)
7.

DIVIDER TAB: "4-H Story"
8.

DIVIDER TAB: "Project Records" (Each additional project record needs its OWN divider tab, examples: "Horse", "Photography", "Swine")
9.

(Optional section) DIVIDER TAB: "Advancement Program" (Insert this tab only if you have Advancement Records)
10.

(Optional section) DIVIDER TAB: "Award Certificates" (Insert this tab only if you have Awards)
11.

(Optional section) DIVIDER TAB: "Production Records" (Insert this tab only if this is applicable to you)
12.

DIVIDER TAB: "Pictures & Clippings"
13.

DIVIDER TAB: "Previous Years Records" (Insert this tab if you have previous years records)
14.

DIVIDER TAB: "4-H Record Book Guidelines" (Must be most current copy 2022)

Pro Tips:

Throughout the Record Book Guidelines, 4-H record book “pro tips” are highlighted in orange. Applicable items 5-14 (previous page) should be listed on your Table of Contents. To avoid losing points during judging, do not add additional items to your Table of Contents. Use divider tabs to separate record book sections. Do not forget to label each tab. (Divider tabs are also available for purchase at Extension Office.)

Official 4-H Cover

Records are to be enclosed in a green “Member’s Record” cover, which is available for purchase at the Extension Office or online at <https://shop4-h.org/>. *Print or type only the member’s name on the front cover. Record books are displayed to the public at county fair, and we would like to preserve the 4-H member’s privacy. All records are to be well-secured and fit within the cover.

Score Card

Score cards are available at the Extension Office and are to be secured in the very front of the record book. The member’s name should be written at the top, the judges will fill in the rest!

Identification Page

Display a photo of yourself, such as your school picture or a profile picture. Include your name, grade, and age. To avoid losing points during judging, do not include any additional information on your identification page.

Table of Contents

List all sections in order, according to guideline directions, in an outline format beginning with the 4-H Resume. If the member is enrolled in more than one project, list each project individually under the Project Records section.

4-H Resume

The 4-H Resume is available at the Extension Office or on the OSU Extension website: <https://extension.oregonstate.edu/4h/record-books>. The 4-H Resume is a summary of all your 4-H experiences. Please follow suggestions for use and examples as provided in the 4-H Resume. Almost all experiences you have IN and OUT of 4-H can be listed in the 4-H Resume.

- Use the correct forms, including the Individual Pages for continuing sections onto multiple pages.
- Be sure to update this record frequently throughout the year as you engage in club activities, community service, sports and even school events (like science fair). Resume should show growth and expansion in participation – something new each year. Must be complete and accurate!
- If you have no entries for a section, make an entry listing the year and “None this year”.

4-H Notes (Optional)

4-H Notes are available at the Extension Office or on the OSU Lake County Extension website: <https://extension.oregonstate.edu/4h/lake/record-books>. 4-H Notes allow you to keep track of what happens at club meetings, events and day-to-day project work in a diary form. You may do one for each project area or keep one for all project areas. **4-H Notes are optional in the record book.** Points will NOT be deducted if notes are not included. **However, if you choose to include 4-H Notes, be sure they are orderly and legible to avoid losing points on overall neatness and completeness of your record book.**

4-H Story

By using the guidelines below, write a story about your 4-H experience this year. Be sure to include information about all of your 4-H projects and activities in one story. Creativity is encouraged; however, make sure your story is factual.

Story Format

- The 4-H Story may be legibly hand-written or typed.
 - *Hand-written Stories:* Use notebook paper or My 4-H Story pages, available at the Extension Office or on the OSU Lake County Extension website: <https://extension.oregonstate.edu/4h/lake/record-books>
 - *Typed Stories:* **One sided, 1-inch margin, 12-point font and double-spaced.**
- The heading for your 4-H Story should read:
 - My 4-H Story
 - Year
 - Name
 - County
- Include a title (**NOT "My 4-H Story"**) at the top of your story.

Use of Grammar

- 4-H members are encouraged to proofread and make revisions to their 4-H Story.
- **Members will be judged on correct use of grammar, based on their age division.**

Story Length

- **Juniors: minimum 1 page, maximum 6 pages**
- **Intermediates & Seniors: minimum 2 pages, maximum 6 pages**

Story Content (Depth of Subject Matter)

Your story should include the following four topics, but is not limited to the information below:

1. Introduction (1st Paragraph)
 - Your age, interests, family, where you live and why you joined 4-H.
2. 4-H Project(s), Experiences and Things Learned (2nd Paragraph)
 - Share what you've done and learned over the past year because of your involvement in 4-H.
 - What project(s) are you involved with and why did you choose them?
 - If you have been in 4-H more than one year, how has your involvement in 4-H changed?
 - Share about things you have tried and found successful or unsuccessful, your financial profits, costs and investments.
 - Acknowledge those who have helped you in your project and friends you have made because of 4-H.

3. Citizenship and Leadership Experiences and Things Learned (3rd Paragraph)
 - Explain how 4-H has helped you become a better leader and citizen and what you have learned from working with other 4-H members.
 - How have you shared your 4-H experience with others such as your siblings, parents or friends?
 - Share about your community service experiences and contribution.
4. Future Plans and Goals (4th Paragraph)
 - Share your plans and goals for the future - in and outside of the 4-H Program. Such as, what do you want to do when you grow up?
 - How can your involvement in 4-H help you achieve your goals?

Project Records

Project Records are available at the Extension Office or on the OSU Lake County Extension website: <https://extension.oregonstate.edu/4h/lake/record-books>.

General Information

- Record is accurate in columns and figures, complete, up to date, reflects clearly stated goals, and records are dated. **All Project Records should be signed by the 4-H leader** in the space provided. If no space is provided; the leader should sign in the bottom right corner.
- **If you have more than one Project Record, each Project Record should have its own divider tab and listed separately on your Table of Contents.**
- Write “NA” if the section does not apply to your project.

Livestock Project Records

The Lake County 4-H Market Animal Record for all market livestock projects is specific to Lake County and can be found at the Extension Office or the OSU Lake County Extension website: <https://extension.oregonstate.edu/4h/lake/record-books>. **Market Animal Project Record form must be from the current year.**

- 4-H members are encouraged to check their calculations for accuracy and make revisions as necessary.
- If the family has several animals for which they purchase hay or other feed, divide the cost of feed by the number of animals. This will give you the cost of feed per animal. Indicate the dollar amount of the feed given to the individual 4-H animal(s).
- Costs can be entered monthly or as feed is purchased.
- List all types of feed; including, but not limited to, grain, starter, hay, pasture, pellet, salt, mineral, supplement, milk replacer and finisher.
- Be sure to list all project-related costs; including, but not limited to, vaccinations, show supplies and transportation expenses.

Horse Project Members

- If a horse member is using more than one project horse, they may complete a separate 4-H Horse Project Record for each horse.
- Or they may complete a separate first page of the 4-H Horse Project Record (front and back) for each horse, and combine all horses for the expense and inventory portion of the 4-H Horse Project Record.

Junior Leaders

- Junior Leaders are 4-H members who support an adult volunteer and provide leadership for an aspect of a club (lead a meeting, plan a service project, etc.)
- For the Junior Leader Project, a 4-H Junior Leadership Project Record must be completed.

- A separate record is required for each club in which they are a Junior Leader.

Teen Leaders

- Teen Leaders are Intermediate and Senior 4-H members who have enrolled as a Teen Leader, provided leadership for a 4-H Club, and are supported by a 4-H Leader (25 years-of-age or older).
- For the Teen Leader Project, a 4-H Junior Leadership Project Record must be completed.
- A separate record is required for each club in which they are a Teen Leader.

Advancement Program (Optional)

The Advancement Program is an optional activity that members may participate in. Older 4-H members are strongly encouraged to participate in the program to enhance their 4-H experience and project area knowledge. When you complete an advancement step, visit the OSU Extension Office to pick up an Advancement Certificate and make sure to note it in *Section 13: 4-H Recognition*, of the 4-H Resume.

Production Records (Optional)

Breeding Project Records include production, performance, and lactation records. A separate record is kept for each animal that you will be entering in a 4-H class at county fair. Do not include registration papers in your record book.

Pictures & Clippings

- No more than three, one-sided pages of photos and clippings of 4-H project and involvement from current year.
- **Photos and clippings should showcase ONLY 4-H activities.**
- All photos must have a short caption to describe who and what is in the photo.
- Good photos are action-oriented, showing the member doing something (example: sewing a garment, fitting an animal, giving a presentation, assisting another member).
- **Photos should show a variety of activities**, not several pictures of one activity.
- Include current newspaper clippings with the date published, headline and highlight your name.
- **To avoid losing points during judging, include both photos and clippings.**
- Refrain from adding items (embellishments) that would make your record book bulky.

Previous Years Records

Previous years' records should have each year divided by a piece of paper. **Include:** previous years Identification Page, 4-H Notes (optional), 4-H Story, all Project Records, inactive Advancement Records, and Pictures & Clippings. **Previous records will not include:** 4-H Resume and active Advancement Records.

Lake County 4-H Record Book Guidelines

Your record book will be concluded with a copy of the MOST current Lake County 4-H Record Book Guidelines (**January 2022**). This is to be inserted at the very back of the record book.