Record Book Guidelines

Clatsop County

4-H

Youth Development Program

Revised January, 2020

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 **Look for the Clover throughout this book!**

 **It will guide you to new or often missed items.**

**Why should I keep a Record Book?**

4-H members enjoy working with their projects, but often record keeping is not an activity enjoyed or done on a regular basis. However, since keeping records is necessary throughout life, anytime 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:***

* Are eligible for 4-H scholarships, the State 4-H Ambassador Program, and National 4-H Congress
* Learn important life skills: goal setting, organizing, planning, and written communication
* Possible county, state, and/or national recognition
* Have an invaluable personal memory book (this has proven very helpful as older 4-H youth complete resumes and apply for awards, including college scholarships, job applications, & Senior portfolios)
* Learn how to set goals and evaluate their project’s progress
* May reflect on and evaluate their personal growth
* Your book is an extension of yourself and what you want others to know about you. Record keeping isn’t just something you have to do, it tells a lot about you!

**Timeline:**

****The 4-H calendar year goes from October 1 to September 30. Everyone’s Record Book should begin October 1, and be closed on September 30. Members may write their starting date as the day they start their project or October 1. If you would like to submit your Record Book for an award, submissions are usually due in late September. Look for more information and updates in your 4-H Newsletter in August & September each year.

**I want to apply for a county award…..**

To apply for an award, fill out the 4-H Record Book Application and Score Sheet form; you can pick one up from your leader or at the Extension office or look in the August Newsletter.

What awards are offered?

* All Record Books will be judged and awarded a Gold or Green Seal Certificate, Completion Certificate or a medal
* 4-H medals will be based on 4-H participation
* Members need to participate in a total of at least four 4-H related items and be documented in their 4-H Resume to be eligible to receive a 4-H medal.
* **County medals** will be awarded on a point system. Members receiving 32 out of 35 points will receive a medal.
* **Outstanding Junior, Intermediate, & Senior** awards will be given. These are strictly based on the level of participation as determined by the member’s cumulative record.
* **Some special county awards such as Jr., Int., & Sr., Achievement require record book completion & submission for eligibility.**
* **Members can win 1 medal per project only once per division. (example: Rabbit project medal can be one once as a Jr., once as a Int., and once as a Sr.**

**How do I assemble my Record Book?**

**DO NOT** include extra project materials that are not Record Book forms such as receipts, member’s manual, enrollment forms etc.

**BINDING**

* Use the green “4-H Member’s Record Folder” or the flat manila “4-H Folder” (or something similar using Acco fasteners). If using the manila folder be sure it is well secured; do not use string or yarn. 1-inch “O-rings”, or brad-type fasteners are best. Put your name and Club on the front. A ring binder is acceptable however those listed above are preferred.
* There should be no loose pages since they could fall out and change the order of your book.

**DIVIDERS**

* Tabs should not extend beyond the edge of the folder and pages should not be decorated
* The dividers should be labeled as follows; My 4-H Resume 4-H Story; Project(s) (one for each specific project); Pictures & Clippings; Inactive Records
	1. 4-H Record Book Nomination Form & Checklist- Place inside your front cover. Remember to leave it loose, not bound (only for end-of-year judging)
	2. Title Page
	3. Table of Contents
	4. Divider Tab labeled “My 4-H Resume”
	5. My 4-H Resume- use additional sheets if necessary. Insert these supplements at the end of your 4-H Resume, placed in the order they are seen within it.
	6. Divider Tab labeled “4-H Story”
	7. 4-H Story (current year’s story goes in front of past year’s story)
	8. Divider Tab- One for each project.
	9. Project Records- *Include records for all projects you carried that year. Current year followed by previous year (in descending order).*
		+ For each project, include individual project records as well as when applicable: **copy** of lease agreements or health certificates, records on production/market/lactation, advancements and advancement certificates (signed), production records, feed & growth records, etc.
		+ Current years records go in front of past year’s records
		+ Project Advancement- Advancement Records and Advancement Certificates (if received) should be included-preferred to be placed directly behind the current year’s project record.. Certificates are to be signed by the Extension Agent and your 4-H Leader.
	10. **Junior Leadership will have its own tab. Leadership project will have its own tab**. *If going for a Leadership Medal, you MUST have some form of Leadership record.*
	11. Divider Tab labeled “Photos & Clippings”
	12. Photos- Current year pages on top
	13. Divider Tab labeled “Inactive Records”
	14. Inactive Records (unless you’re a 1st year member or don’t have any projects you are not taking any more)

**Tips to make your Permanent Record the BEST IT CAN BE!**

**APPEARANCE**

* Sloppy and dirty pages will result in point deductions; you will not be marked down for penmanship.
* The 4-H Story can be written in pencil, pen, or typed. If you’re using a pen and make a mistake, put a line through it and continue.
* Make sure you have all pages in correct order (see Record Book Application & Score Sheet- Record Book section).

**GENERAL CONTENT**

* If you need additional space on production records you may use your own. However, these must include every aspect of the official Production Record in some way.
* Don’t take out or change your old records; keep them in their section and put the new year’s items on top. Example: when you open to your 4-H Story section, your most recent Story should be on top with the past years underneath/
* Do not include original registration or pedigree papers, fair ribbons, scrapbook items, or project resources that are not Record Book materials i.e. receipts, calendars, treasures book, secretary book, notes, etc.
* Only keep (1) Record Book, no matter how many clubs or projects you are enrolled in.
* 4-H Resume and many Project Records are also available electronically. http://extension.oregonstate.edu/clatsop/4-h-forms
* If a member has special needs, an adult may provide written notification specifying said needs otherwise, the book will be judged as submitted.
* You may get suggestions from parents or leaders, but you must do the work yourself.
* Include all activities you will do through September 30. Make sure you mark a closing date. (typically Sept. 30th on your record.)

**MY 4-H RESUME**

* Use only (1) 4-H Resume for your entire 4-H career. You may pick up 4-H Resume supplements from the Extension office if sections in your original one are full.
* My 4-H Resume and many Project Records are also available electronically. http://extension.oregonstate.edu/clatsop/4-h-forms
* Project records are required for each medal you are applying for
* On Section 1 of the 4-H Resume for “meetings held & attended”- count only meetings on your project topic. Example: if your project is cat, count only the meetings held & you attended on cats.
* Enter each activity/event only once on the 4-H Resume, unless you had more than one role in the event. For example: if your club does a canned food drive, enter it as Community Service; if you also planned and organized the drive, list it as leadership also.
* If a member writes a newsletter story, interviewed by the newspaper or radio this is included as a Communication (Section 9).

**I’m not clear about Event Codes……**

The following list may help you determine which category an event falls under. When listing these event codes with ribbons or awards won, you may not have very much space; use abbreviated wording as often as possible.

 **Meaning Who would attend?**

Local Events sponsored by a club

 County Available to/reaches the entire county

 State The entire state

 Regional People from many states

 National Anyone around the country

 International Participants from more than one country

**How do I create my 4-H Story?**

* It is suggested that you do not write your 4-H Story page until after fairs are completed.
* Try keeping a separate journal during the year so you don’t forget to include anything important.
* Your 4-H Story can be either hand-written or typed.

**\*\*If typed, use double spacing and 12-point font with appropriate margins (1” or 1.5 “)**

* Junior & First Year members should have between 3/4 and (3) pages.
* Intermediate should have between (1) and (4) pages
* Seniors should have between (2) and (4) pages.
* Write only (1) 4-H Story per year which includes all of your projects.
* Members need to compose and write the story. Have an adult proofread your final 4-H Story to help correct grammar and spelling. Those who need assistance due to disabilities or age may dictate to an adult.
* Include information about your entire 4-H year from October 1 to September 30. Not just fair activities.
* Most 4-H members write their 4-H Story in a narrative form, describing events as they happened. However, the Story format is up to you!
* **If you are applying for a medal in an area, be sure to talk about that particular area in your Story.**

**Jazz up your 4-H Story with some of these words….**

Use these and other descriptive words to explain things to your reader in greater detail:

Administered

Answered

Arranged

Attended

Baby sat

Baked/cooked

Bought

Brought

Built

Campaigned

Captain

Chaired

Clerked

Co-organized

Coached

Collected

Contributed

Counseled

Demonstrated

Designed

Directed

Donated

Entered

Entertained

Fed/watered

Fitted animals

Fixed

Gathered

Gave

Guided

Host/exchange student

In charge of

Informed

Inoculated

Instructed

Judged

Junior leader

Led

Leader

Listened

Member of service

 organization

Organized

Performed

Photographed

Planted/landscaped

Planned

Played for/sang

Prepared

President

Presented

Provided

Raised

Ran/walked

Read to

Recorded

Reported

Resource person

Sales/sold

Served

Shared

Spoke to

Supervised

Supplied

Taught

Teen leader

Teen staff

Trained

Video taped

Washed cars

Wrote thank you

 letters

**Jr Story or First year member**

**1st Year & Junior**

Suggested narrative topics by member about their year in 4-H may include topics such as these:

\_\_\_\_ Introduction

\_\_\_\_ I joined 4-H because (Jr. & First Year)

\_\_\_\_ Projects-interesting experiences, things that

 worked and didn’t work, about all projects, talk about

 more for medal recommendations

\_\_\_\_ Community Service

\_\_\_\_ Communications./Public Speaking

\_\_\_\_ Outings/ Camps/Retreats/State Events

\_\_\_\_ Leadership Roles

\_\_\_\_ Favorite parts of 4-H

\_\_\_\_ Some things I would like to do

\*\* Writing Style & Grammar are not considered for points, but may be considered for Special Awards.

\*\*Spelling should be age appropriate.

**Intermediate & Senior**

Intermediates and Seniors should follow the above criteria but also add information such as the following:

\_\_\_\_ Effect 4-H has had on your life

\_\_\_\_ How have you made a difference in other’s lives because

 Of your 4-H experience

\*Writing style, grammar, & spelling are NOT considered for Record Book points, but may be considered for Special Awards. Age appropriate spelling will not be judged.

**Intermediate and Senior**

1. Introduction: Age, Interests, Family, Summary of 4-H Projects, Names of people who helped you.
2. Information about main project(s) you are requesting medals for as well as all others you entered this year
3. Experiences, successes and failures
4. Information about other 4-H activities:
	* Community Service, Communications, Leadership Roles, Camp Counselors, Retreats & State events, etc.
5. Effect 4-H has had on your life

\*Writing style, grammar, & spelling are NOT considered for Record Book points, but may be considered for Special Awards. Age appropriate spelling will not be judged.

**Tips to make your Project Record the BEST IT CAN BE!**

**PROJECT RECORDS; EXPENSES/ INCOME/ INVENTORY**

* Figures need to be accurate to the best of your ability. (If you lose a receipt, estimate).
* It is OK to round dollar values to an even amount instead of including cents.
* Double check all your calculations.
* Large items such as barns, fencing, sheds, acreage, ovens, refrigerators, vehicles etc, are not considered as inventory unless the member truly owns them or pays rent on the use of them. Smaller pieces of equipment the member continually uses in their 4-H project are reasonable inventory to account for such as sewing machines, kitchen-aids, fishing poles, buckets, etc.
* Pasture use always needs to have a cost, even if it is the member’s family pasture. Since pasture land varies so much in quality, ask your land owner or leader for help if needed.
* It is easiest to keep your records up to date on a daily, weekly, or monthly basis.
* A family who purchases feed for several family owned animals should divide costs accordingly among the number of animals; 4-H Records should indicate the amount given to 4-H animals only.
* If an animal is boarded or leased, there are still expenses associated with its care; all animals have physical and medical needs. There is a cost to the animals even if you are not the one paying. Ask those paying for the costs (or even estimated costs) in raising the animal.
* The cost of show clothes may only be included in expenses for the project if the clothes were bought specifically for wearing at shows for that project.

|  |  |
| --- | --- |
| 3 Projects | 1 Market Pig w/ Blue Ribbon  |
|   | 2 Knitted scarf w/ Blue Ribbon  |
|   | 3 Art w/ Red Ribbon |
| Premium Check  | $35.40  |
| $35.40  | 3/ =$11.80 |
| So, you received about $12.00 for each project |

* Include premiums and cash awards as project income. If you don’t know the exact break down of your premium money, divide your total premium amount by your total number of projects at County Fair. For Example:
* If during the year, you are given an item (like a gift) or win an item, list it in the income column and write “gift” beside the item, also list an estimated dollar value for it at the time you receive it. If you still have the item at the end of the year, list it in your Ending Inventory with an estimated value.
* If you give away or lose an item, list it in the expense column and write “lost” or “given away” beside it; list an estimated dollar amount value for it at the time it was lost or given away.
* Circle profit or loss when needed.
* Don’t forget to appreciate or depreciate by 5-10 % every year.

**PROJECT RECORDS**

* Fill in all the blanks on every page. Write “no entry” or “none” in sections you don’t have anything to enter. Write “N/A” if the section is not applicable to you.
* Fill in ALL the totals at the end of the year.
* Only re-do records if they are soiled, lost, or destroyed. If this happens, provide a note **signed by your leader** on regular paper inserted at the beginning of your Record Book to clarify the situation.
* Carefully read all instructions in this booklet and read the Record Book Application & Score Sheet.
* Be sure all signatures are complete and everything is filled out correctly- **Including Leader signature.**
* Keep records current! Write things down as they happen. (Keep a 4-H journal or calendar, writing down all your 4-H activities. Make it fun, no one will see it but you!)
* If you are using the generic “My \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Record” on the back side where it asks you to list your “4-H Activities—camps, collections, contests, and displays”, you may write (see My 4-H Resume) in the space provided. This applies to this section only. If another project record asks this same information, this same process may apply.



**What about photographs & clippings?**

* Submit 1-3 (one or 2 sided) pages of 4-H related photos and (1-optional) page of newspaper clippings per year.
* The year needs to be written at the top of each page that has photos on it.
* Write captions under each photo explaining the activity.
* Current year photos go in front of past year photos.
* Good photos are action oriented, showing the member doing something.
* Pictures should show a variety of activities.
* It is suggested to not put more than (4) to (6) photos per page.
* Close-up photos are good. Example: sewing or modeling a garment, fitting an animal etc.
* You may use:
	+ Original photos (put in sheet protectors is best to protect)
	+ Digital photos(mounted or heavy stock or printed directly from computer)
* Ask a parent or 4-H Leader to take pictures at meetings and events. Your photo should capture your

4-H activities for that year. (community service, presentations, fair, shows, judging, etc.)

* Newspaper clippings should be about you or your project, rather than 4-H in general.
* Age appropriate neatness.

**Inactive records are important….**

* Use only (1) inactive tab divider for all inactive project records.
* Move all Project Records for which you are no longer involved in to this area
* Do not move photos

**What if I have never done a Record Book before?**

* Start keeping a 4-H journal or keep a calendar with your activities, so when the time comes to assemble your 4-H Record Book, you have all your information already documented or fill it in on My 4-H Resume as you go through the year.
* You may want to attend a Record Book workshop to learn hands-on how to put your Record Book together. These workshops are held per request, and at county held events.
* Ask your leader to hold a Record Book workshop.
* Review all of the material in this booklet, ask a lot of questions, have an adult review your Record Book with you and above all….**HAVE FUN WITH THIS ACTIVITY!**
* **Remember, the Extension office is always available to help and answer questions.**

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**Clatsop County**

**4-H**

**Youth Development Program**

This publication is adapted from guidelines created by the

Klamath County 4-H Youth Development Program

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