

SETTING

The



Record

STRAIGHT

Lane County 4-H Record Keeping Guidelines

Top Ten Countdown

Recordkeeping Tips

(Revised September 2007)

1 Recordkeeping must be the work of the member!

Neatness counts. Pencil is okay for younger members, but using a pen, typewriter, or computer is encouraged. The 4-H story should be double-spaced.

2 Use only one Permanent Record. Pick up a Permanent Record Supplement or use a computer generated version if sections on original are full.

3 Enter each activity/event only once on the Permanent Record unless you had more than one role. If your club does a canned food drive, enter it as Community Service. But if you also planned and organized the drive, list it as Leadership too.

4 Unless badly soiled, lost, or destroyed, do not redo records. Members who did not keep records from the beginning may fill in what they remember on their permanent and project records.

5 Keep records current! Write down everything as soon as it happens. Do **not** include events in which a member *anticipates* participating.

6 Be Specific...be specific...be specific.... Tell all there is to know. For NBA, say it is the National Basketball Association, at least in the first reference. In sports, tell position played. Give number of meetings, activities, events, people in audience, hours worked, total number of dishes cooked. Numbers show growth and competency.

7 Complete and close yearly records on September 30 (after state fair). For records class at the Youth Fair two sets of records are required, (one previous year-closed and totaled and one current year

open). Write the year only once at the beginning of each section each year. Keep records accurate.

8 Do not include registration, pedigree papers, or fair ribbons.

9 Use clearly labeled dividers to separate major sections.

10 How do you share your knowledge?

In your story tell about an animal you helped, a friend you taught a new skill, a neighbor or relative you did chores for, describe to your class how you did community service.



4H



Record Roundup

Order to Assemble 4-H Records

Order of Records

Tab – (labeled: Permanent record)

Permanent Record

Tab – (labeled: Project Records – Beef)

Animal Science project record

Feed & growth record

Quality assurance

Tab – (labeled: Other Records – Beef)

Production records

Lease Records

Project Records should be filed with the open record (current year) first and the closed record (previous year) next.

Example: 2007-08 (Open)

2006-07(Closed)

2005-06

The open record and closed record will be judged.

Records older than one 4-H year will not be judged but should be included.

Tab- (labeled: Project Records—Photography)

Photography Project Record

Repeat with next project until all projects are done

Tab – (labeled: Advancements Current)

Advancement Book

Advancement Certificates (Optional)

Advancements should be placed in the same order as project records

Tab – (labeled: Advancements Past Projects)

Advancement Book

Advancement Certificates (Optional)

Past projects are those in which you are not currently participating

Tab – (labeled: 4-H Story or Notes)

4-H Story (required for intermediates and seniors)

4-H Notes (juniors may chose to do either a story or notes)

Tab – (labeled: Photos and Newspaper Clips)

No more than 3 pages one sided. It is highly recommended that photos be color copied.

Newspaper clippings should be securely fastened or photocopied (no larger than 8.5” X 11” sheet of paper).

Do NOT include project books, ribbons, or other materials not required.
All Records should be securely bound (meaning that no papers can fall out!)

Records that are not secure will not be judged

**Records should be bound in either the green folders (\$2)
or the buff colored folders (free) both available at the 4-H office.**

My 4-H Permanent Record

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.

Start with your first year and keep it up to date yearly. If you need more space, **do not** use a second Permanent Record. Get a copy of 4-H Record 033R/S (Record Supplement), use it for headings, and make your own form.

Name _____ Boy ____ Girl ____ Date born _____

Address _____ Phone _____ County _____
 (number and street, route or box) Post Office Zip

Year	Grade	Name of Club (Individual projects go on next page)	No. in club	Club Leader	Meetings		Office or Committee
					Held	Attd	
04-05	7	Oak Grove Clothing Club	9	Ms. L. Jones	11	8	News Reporter
		Country Critters	8	Mr. G. Smith	8	7	
		Community Club	24	Ms. Brown	10	8	Treasurer
05-06	8	Oak Grove Clothing Club	9	Ms. L. Jones	12	11	Secretary
		Country Critters	10	Mr. Smith	9	9	No Officers
		Community Club	20	Ms. Brown	10	8	President
		BaaBaa Black Sheep Club	5	S. Green	9	7	Refreshments
06-07	9	Oak Grove Clothing Club	9	Ms. L. Jones			Tour Chair
		Community Club	20	Ms. Brown			
		BaaBaa Black Sheep Club	5	S. Green			Comm. Serv. Chair

Permanent Record

Use only **one** Permanent Record for **all** projects and clubs for your entire 4-H career! This will be a summary of your 4-H activity. Do not use a second Permanent Record. If you need more space, use the 4-H Record 033R/S (Record Supplement) to make headings for your own form.

Club Information- List each year and grade only once at the first entry for that year. List clubs in the same order each year. Delete those in which you are no longer a member and add new ones as you join. If you brought refreshments, planned a game/activity, these are committee projects. If your club doesn't elect officers, say so.

If you didn't hold an office, leave the space blank

Choose the best section to record what you do.

Remember: When participating in events, if you also plan/organize the event, record it as Leadership, too.

Example: List Fashion Revue under 4-H Activities. If you also narrated, then list it as Leadership, too

Projects Completed and Exhibits Made

List all projects on this page. Start with your first year in 4-H. Show total size of projects by number of animals owned, dishes prepared, meals served, articles made, etc., (not just county fair exhibits). Indicate number of exhibits made and where exhibited. Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), International (I). Show placing at fair and other competitions (1C-Red). If you exhibit in many shows, you may want to make a supplemental record indicating show, classes entered, and placing received. If teen or junior leader, list project here and indicate number of members assisted.

Year		Project size (see above)	Exhibits
04-05	Clothing, level junior	3 articles, 2 dresses	2LB; 1CB, 1CR
	Rabbit		4C: 2R, 2B; 1SR
	Food Preservation	107 qts. canned	1C3; 1SB
	Horse	1 Pinto gelding, 567 hours	
05-06	Dog	1 Collie dog, 280 hours	
	Horticulture/Gardening	1/2 acre – 7 varieties	2CB, 1SB
	swine	2 breeding, 1 market	2CB
	Junior Leader	12 members; 10 meetings	
06-07	Natural Resources	Forestry	
	Junior Leader	14 members	

Projects Completed & Exhibits Made

List all projects here. Begin with your first year in 4-H, one project per line. Keep projects in same order each year and list phase of project

Junior and Teen Leaders

should list their projects here. Include number of members assisted or enrolled in club under project size.

Indicate project size by number of animals owned, dishes prepared, meals served, articles made, etc., (not just fair exhibits)
Example: If you care for four horses, but only exhibit one, all four are considered your 4-H project.

In the exhibit column, state all

shows you participated in, whether 4-H fair or other if your 4-H animals or projects are used. Update the exhibits column each year to include county/state fair placing. For each show, include number of exhibits, level of competition, and ribbons received. Different levels of competition are:
 Local (L) Competition in your club
 County (C) - Sublimity Dog Play Day
 District (D) - Tri-County Rabbit and Cavy Day
 State (S) - Oregon State Fair
 Regional (R) - Pacific NW
 National (N) - National Jersey Show

Example: If you showed four dairy cows at state fair and won a Champion, two blues, and one red ribbon, your entry in the exhibit column would look like this 3S:2B, 1R. Indicate Dog obedience and Horse Performance Classes here.

List contests like showmanship, judging contests, fashion revue, and in the “Participation in 4-H Activities” section. List Champion and Reserve Champion Ribbons, trophies, and medals under “4-H Recognition.”

Presentations

Show number of times and where presented. Example: (2L) for presentations in your 4-H Club, or (3C) for presentations to county-wide audiences. If you give a competitive presentation, indicate your placing, Red or (R)

Year	Title of Topic	Number & where	Number of people in attendance
04-05	How to Straighten Material, (Clothing)	2L, 1C	73
	You are What You Eat (Foods)	2C: 1B; 1SR	56
05-06	Bathing a Chicken (Poultry)	2L, 1CB `	29
	Matching Plaids (Clothing)	1L; 2CR	37

Presentations

Anytime you are addressing a group whether planned formal talks or informal demonstrations it is considered a presentation.

Demonstrations – show and tell how you actually do something
Illustrated Talks – use slides, pictures, models, etc.
Informative Speech – give information on a topic

Indicate title of formal planned presentations. Otherwise list topic and number of times given, level of competition (see previous section for examples) ribbons received and number in audience.
Put project in parenthesis.

Other Public Appearances

Show number of times and where presented. Example: (3L) for three news stories submitted to your local paper or (1N) for a news story submitted to the National 4-H News. When you give talks, be sure to record number of people to whom you made presentation. Under “other” you may want to indicate posters or displays made, etc.

Year	Talks To 4-H groups	Attendance	4-H talks before other groups	Attendance	Radio	Est number reached	T V	Est. number reached	News Stories	Est. number reached	Other
04-05	1L	35	1L	16	1L	15,000	1R	75,000	3L, 1N	10,000	
05-06	7L	72	2L	45					5L, 1S	150,000	

Other Public Appearances

In this section, relate other public relations activities in which you represent 4-H. Do not list talks before your own club, fair presentation contest, or activities listed in other sections.

Examples: Talks or activities that promote 4-H through the media (number of newspaper stories you wrote even if not published), and/or radio/TV interviews, posters/displays at schools' open house events or malls, talks to groups like Kiwanis, schools, youth groups, county or state 4-H

workshops Show number of times and where presented. For instance, 3L for three news stories submitted to local paper or 1N, one story submitted to 4-H National News. Record number in audience. Under “Other” include camp skits or marching in parades where you represent 4-H or speech class when you talk about 4-H mem-

Participation in 4-H Activities

(Include training activities, special program activities, and competitive activities.) Judging, Identification, showmanship, Fashion Revue, Foods Contests, Safety, health, Consumer Education, Livestock Field Day, etc. show numbers and where, as you indicated for exhibits and presentations. Also indicate what you learned.

Year	Kind of Activity	Things Learned	Level of Participation and Recognition
04-05	Rabbit Judging	Breeds of 20 rabbits	3L, 1C, 1S, 2R, 3B
	Recordkeeping Workshop	Organizing Information	1C
	Visiting a Feed Store	How much price varies	1L
	Judging Workshop (Foods)	Making Equipment Choices	1L, 1C
	Flower Arranging Workshop	Basic Floral Design	1C
05-06	Foods Contest (On the Spot)	Determining Menus in a Hurry	1CB, 2S, 1B/R
	Dog Obedience	Modify dog's behavior	1C
	Trail Ride	Care and Training of a Horse	3L, 1s
	Summer Conference	Reaching Group Consensus	1S
	State 4-H Leader's Forum	Organizing Registration	1S
06-07	Camp Counselor Training	How to work with Younger Kids	1R
	Natural Resource Workshop	Observing Wildlife in Eastern OR	1S
	Photography Weekend	Learning to Photograph Nature	1S

Participation in 4-H Activities

All training events, special programs and competitive activities go here. Use previous sections for how to list level of participation and recognition.

(Don't repeat an activity in more than one section unless you had two different roles.) Participation in Fashion Revue goes here or Other Public Appearances, but if you also narrated, list Fashion Revue as Leadership.

*Examples: **Contests** include foods contests (except Beef Ambassador), flower arranging, recordkeeping, showmanship, judging and identification contests and trail rides.*

***Workshops** include judging, presentations and record-keeping.*

***Training Events** are state forums, camp counselor and leadership training, photography weekend and livestock field days.*

***Activities** are 4-H Summer Conference, Know Your State Government, etc.*



4-H Events: Tours, Camps, Summer Week, etc., Attended

Year	Kind or name of event	Scholarship by -
04-05	4-H Camp	4-H Leaders' Association
	Sew Fair in Washington	
	White House Tour (Citizenship & Photography)	
	Interstate Exchange with Brainard, MN	
	Livestock tour (Beef)	
05-06	State Natural Resources Tour	
	LeeAnn Chinn's Restaurant (Foods of Other Cultures)	
06-07	Oregon Photography Invitational Show	

4-H Events

All the fun happenings go here including any non-project related events. These are activities that you or your club participate in in the name of 4-H, but without club or individual project emphasis.

List the year only once as in previous sections. Put the project area in parenthesis after the event. Leave scholarship column blank, if none awarded.

Examples: 4-H summer camps, interstate and Japanese exchanges, conferences, club field trips, special tours, visiting restaurants to investigate other cultures.

4-H Advancement Programs

(Advancement certificates may be included with your 4-H record)

Program or project	Step no.	Date	Step no.	Date	Step no.	Date	Step no.	Date
Rabbit	1	4/30/02	2	1/27/03	3	5/11/04	4	6/12/05
Clothing	1	2/2/03	2	4/2/04	3	6/1/05		



Leadership in 4-H

Year	Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. (Offices held in 4-H club are listed on Page 1.) Junior leaders should indicate their responsibilities.
04-05	Junior Leader – Rabbit club, 7 members ; 14 meetings planned program, conducted meetings, taught showmanship, arranged for rabbitry tour.
	Camp Counselor – One week at 4-H camp: 8 campers, delegated responsibilities, taught crafts, and dealt with homesick problems
05-06	Clerked at County Fair – one judge and 100 exhibitors, checked in exhibits, recorded judges comments, explained procedures to members and parents

Leadership in 4-H

List the year only once at the beginning of the section. Identify areas of 4-H where you planned, organized, directed or taught something (not 4-H honors or 4-H offices held). Tell what your responsibilities were, how many members you assisted or taught, and what was involved in planning and

accomplishment. Don't just list an activity or event, tell how you helped make it a success. *Example: Spring Fun Day Instructor, organized and set up weaving class– taught nine members basic weaving techniques.* Junior and teen leaders should elaborate on their roles in the Projects Completed and Exhibits Made Section.

Examples: *Junior or teen leader, Leader's Banquet Committee, parade chairman, county fair clerk, Leaders' Council Representative, state fair teen staff, instructor/organizer for class/workshop, or camp counselor.*

Leadership in Other Organizations

Year	Leadership responsibilities in school, church, and other community organizations. Include number reached through leadership experience.
04-05	Student Council Vice-President – Student body of 213, fundraising
	Student Aide – taught reading to three second graders
05-06	FFA Chapter Secretary – 50 members
	Church Youth Club President – 27 members, planned activities

Leadership in Other Organizations

Be specific! List years involved and duties each year.

Describe responsibilities, hours spent, how many times you did each activity and total number of people involved for scope of activity.

Examples: Student Council Secretary, FFA Chapter President, church club activity chairman, Eagle Scout, Choral group or band director, sports team captain, etc.

4-H Citizenship, Community Service, and Community Pride

Year	List what you did as member of a club and/or as an individual. Example: Park clean-up, reading to the elderly, get out the vote campaign. Indicate the number of people helped if appropriate.	
97-98	Car Wash Fund Raiser for 4-H Club – earned \$900	4 hours
	Worked in County Fair Booth during fair – 375 people	8 hours
	Washed windows and did yard work for elderly neighbor	45 hours
98-99	Great Oregon Beach Clean-Up – 2 times	10 hours
	Nursing Home Visits – 10 times, took pets and crafts, 300 people	30 hours
	Stuffed envelopes for political campaign – 4 times	40 hours
99-00	Gathered pledges for school jogathon – earned \$300	25 hours

4-H Citizenship and Community Service

Participation in all 4-H related activities that contribute to the welfare of your club and others belongs in this category. Include what you've done in groups or as an individual. Put the most important experiences first within each year. Indicate the time spent and if appropriate,

number of people served or money raised. If you plan or organize the activity, list it as leadership too. Helping your immediate family is **not** community service. Tell what community service you or your club performed as 4-H representatives with other organizations (school, church, Scouts, FFA).

Examples: Nursing home visits, working for elderly, needy, or handicapped, park clean-up, petting zoo, or hosting an exchange student. Also list school magazine sales, school pledge collection and jogathon participation, volunteer for the Humane Society, church or political campaign.

Participation in Other Community Activities

Year	List organizations/activities you have participated in in school, church, and community	
04-05	School Choir	120 hours
	Church Choir	80 hours
	Played flute in school band	275 hours
05-06	Baby sitting – 5 children, ages 3-8, earned \$260	
	Pinto Horse Club	40 hours

Other Community Participation

This is where you tell what you've done in your free time

not spent in 4-H. List any activities including community service for other organizations here. Tell how many hours & money earned .

Examples: FFA, Scouts, church, youth group, sports teams, school clubs, and music or drama groups

4-H Recognition

Year	List important honors, awards, trips, etc., (Do not include awards listed on pages 2,3, or 4)
04-05	Top Record book, 1C/Ch
	Herdsmanship Club Trophy – 1C
05-06	County Medal – Citizenship
	National 4-H Congress Delegate
	Livestock Showmanship, 1S/RCh
06-07	Horse Judging Team

Special Awards and Recognition

This is recognition you have been singled out for in 4-H. These awards include Champion and Reserve-Champion because there is only one of each per class.

Examples: Overall Outstanding Record Book, academic scholarships, County Medals-list project area(s), National 4-H Congress delegate, media feature article, nominee or selection as Oregon 4-H Ambassador, judging team member

Other Recognition

Year	List important recognition in school, church, other youth organizations and community
04-05	May Student of the month at school
	Athlete of the year at school
05-06	Eagle Scout Rank
	FFA Chapter Sergeant at Arms
	County Spelling Champion for grades 7-10
06-07	Congressional Medal (Bronze)

Other Recognition

List any recognition you have received from other organizations, school, church, or community. Local, state, regional, or national honors would go here.

Examples: Student of the Month, sports and sports letter awards, trophies, Honor Society (list GPA), and other academic recognition, Open Show Champion, other youth organization honors, State Prudential Spirit Award.



◆ Permanent Record Supplement

This form is available at the Extension Office. It includes headings for each of the major sections on the permanent record that can be separated from the supplement form and attached to notebook paper. These pages are then inserted in your current Permanent Record as needed. Do not start a second Permanent Record.

◆ 4-H Notes

Juniors may choose to write either a story or 4-H notes. Notes are optional for intermediates and seniors

◆ 4-H Story

Mandatory for intermediates and seniors. Optional for juniors. Use the following narrative format to cover all topics. Make certain your story contains all five of the following topics and one or more paragraphs for each heading. Generally a paragraph contains at least five sentences. Two typed or neatly handwritten, double-spaced pages is adequate. However, you may use up to six pages when you enter your records **Be creative!!!**

1. Introduction

At the beginning, introduce yourself and your family. Tell your age, where you live, interests and when and why you joined 4-H.

2. History

Tell about your projects and activities, why you chose them, what you learned in the past year, your experiences, how your project has grown in size and scope, things you've tried and found successful or perhaps not so successful, financial profits, losses and savings, interesting people you've met.

3. Citizenship/Leadership

Explain how 4-H has helped you become a better leader and citizen. List all community service. Tell what you learned from working with other 4-H members. Talk about how you worked with and/or taught others. How have you shared your 4-H experience with others?

4. Member's Growth

Tell what your plans are for next year or the future connected with 4-H. **Be specific!** Don't say "I want to learn more about sewing," but include the skill you want to master in sewing.

5. Significant Activity

Include one significant activity, event or experience that was of major importance to you. Be specific! Tell why it was important, what you learned, how you will use what you learned and how you can share this experience with others.

◆ Project Records

Each project area has a separate record on which to record goals, what was learned, new ways project was shared, experiences, cost and income, inventory and plans for next year. All Animal Science members, except dog and horse use the 4-H Animal Science Records (junior or intermediate/senior). Specific project records are available for horticulture, clothing, crocheting, child development, knitting, entomology, home environment, foods, food preservation, photography, dog and horse. All other projects use the generic "My _____ 4-H Project" record. If you have beef, sheep, and dairy animals, use one Animal Science record for each species. Specific project records *should begin October 1 and close September 30* of the following year. Records should be up to date and closed (if the 4-H year is over).

When turning records in at fair, one open record and at least one closed record should be included. Including more than one closed project record is highly recommended however additional records will not be judged.

Project Records (Cont.)

Production Records are available for the following most animal science projects. A separate production record is kept for each 4-H animal and only one record is used for the life of the animal.

Market Animal Records are kept for beef, sheep, swine, poultry, goats, and rabbits. A separate production record is kept for each 4-H animal.

Lactation Records are used for dairy animals, specifically cattle and goats. Keep a separate record for each animal.

Other Tips

*Projects listed on the Permanent Record 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 4-H animals. 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.

*In 4-H, don't be too concerned if you lose money, especially in animal projects.

*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 have physical and medical needs.

Photos and Newspaper Clippings

You may include up to three pages of newspaper clippings and/or photos. Photos should show the member participating in their project and should include a caption if possible. It is highly recommended that color copies be used to prevent the loss and/or damage of irreplaceable pictures.

Newspaper articles should be relevant to the 4-H member (about the member or members club) and should not exceed the size of the page.

Online Resources

<http://eesc.oregonstate.edu/agcomwebfile/EdMat/EdmatIndex4H.html>

This website is a great resource for 4-H records. It has downloadable forms including most project records. **It also has a Word version of the permanent record.** This is a great option for 4-H'ers with a large permanent record or those who wish to make their records neater.