4-H Memories

A booklet to help you complete your 4-H Permanent Record
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METRO 4-H RECORD BOOK GUIDE
(Memories)

So, you are wondering about record books? You are in good company! Many new members and leaders have no idea what a record book “is,” much less how to “do” one. Even experienced members are unsure of what to do. They avoid the task, figuring that it is more trouble than it is worth. You will be relieved to know that completing a record book is not difficult and it is definitely worth the effort!

This is a guide for leaders, parents, and members who want to know more about the “why’s,” “how’s,” and “when’s” of 4-H record books, including page by page examples and notes.

WHAT ARE 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. Your county Extension office has specific forms (records) to help members keep track of important information. Project records are available directly from the county offices or can be downloaded/printed from the web at both the state and county sites. Washington and Clackamas County members should only be using permanent records that come from those counties. Do not use permanent records from the state or other sources. A copy of these permanent records on a disk can be purchased from your county at a nominal fee. The files can also be downloaded from your county Extension service website.

WHY DO RECORDS?
Your records show your growth through the years. It lists how you have helped others, what you have been able to teach and share as well as learn. It shows profit and loss and goals set and accomplished. It is a reflection of YOU…and it brings back warm feelings and plenty of MEMORIES!

As you keep your records you will be developing personal skills in financial management, recording useful information and memories, and evaluating your experiences and personal growth. This will give you a tool to share your experience with others and will also help plan for the next year.

There are many reasons to keep Record Books such as:
- Record books are often used to select a member for special opportunities such as camps, exchanges, and other exciting adventures.
- A resource to use when completing employment, college, and scholarship applications.
- Learning important skills, attitudes and habits.
- To receive county and/or state recognition.
- To have an invaluable personal history and memory book.
- To document what you have done. (This might come in handy to a prospective employer.)
- To learn how to establish goals and plan for next year.
- To reflect and evaluate progress and personal growth.
- To promote 4-H at various speaking engagements.
- Some projects may require records to be turned in for participation at County Fair.
WHEN TO START AND END 4-H RECORDS?
Records should be started at the beginning of the official 4-H year (October 1st) and be completed by the end of that year (September 30th). Write things down right after they happen, either on a piece of notebook paper, on a calendar, or in the proper place for records. This helps with accuracy and neatness. New members start at the time of enrollment. If you are new to doing records you are not required to do previous years except by choice. You may just begin with your current year of participation.

PERMANENT RECORDS INFORMATION
- Use pencil, ballpoint pen, or type. A computer can also be used. If you use a computer, use size 10 or 12 point Times New Roman or Arial font.
- Fill in as much information as you can, but sometimes there may be blanks. This is quite all right.
- Write the year only once (05-06) at the beginning of each section, each year.
- All permanent records pages must be single sided.
- Do not cover pages with plastic sheets.
- Use a secure accolade type binder; do not use a 3-ring binder.
- Adventurer members may keep their own records for personal reference and memories, but do not submit for competition.

HINTS
Be Specific
- Tell all there is to know.
- Instead of using letters like A.R.B.A, write out American Rabbit Breeders Association (ARBA) the first time it is used. Maybe others have never heard of the letters.
- Use numbers: tell how many dishes you prepared, how many times you gave a presentation, how many in the audience, how much profit or loss, how many cans of food collected, how many photos you took, how many animals in your project(s), how many hours worked. Numbers show growth.

Do Not Repeat
- Each item should be entered only once in the record book. The exception to this rule is when an activity covers two areas, like leadership and community service. For example: the club might do a canned food drive and members enter it under community service; however, if the member has planned the details, arranged for transportation, and supervised delivery of the food – those activities would also be listed under leadership.

How to Share Knowledge
- Tell about the animal you helped, the friend you taught, the grandmother or elderly neighbor you assisted with chores, presentations you gave about your project or 4-H, the needy for which you collected food or clothes.
- Any of these things can be expanded upon in the 4-H Notes section of your record book.
CHOICE OF WORDS
When ever possible, use words that show action for your entries to make them more interesting and descriptive. Below is a list of suggestions to consider. This is only a partial list; be sure to use a thesaurus for even more possibilities.

- administered
- directed
- phoned
- aided
- distributed
- photographed
- answered
- donated
- planned
- arranged
- emceed
- play for/sang
- assisted
- entered
- prepared
- attended
- entertained
- presented
- baby sat
- fed/watered
- printed
- baked/cooked
- fitted animals
- provided
- bought
- fixed
- raised
- brought
- furnished
- ran/walked/roped
- built
- gathered
- read or listened
- campaigned
- gave
- recorded
- canceled
- guided
- reported
- cleaned
- host/hostess
- represented
- clerked
- in charge of
- served
- coached
- informed
- set up
- collected
- inoculated
- sheared
- conducted
- instructed
- spoke
- contributed
- judged
- supervised
- co-organized
- lead
- supplied
- counseled
- mowed
- taught
- delivered
- organized
- video taped
- demonstrated
- painted
- washed
- designed
- performed
- wrote
I. My 4-H Permanent Record

This record will be your summary of work done in all projects for every year you are in 4-H. It will be useful for you to know how much you have achieved. It could be of help when you are filling out 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 have accomplished. It could also help provide information for awards, scholarships, and applications.

Start with your first year of keeping records and update yearly. In each section, write the year, only once per year (e.g., 1998-99). When a section fills up, obtain another copy of that section and insert it behind the filled page. Photocopies are acceptable. Use pencil or typewriter. A computer may also be used.

Name _______________________________ Boy ___ Girl ___ Birth Date ________________

Address ________________________________
Number & Street/Route and Box ____________ Town/City __________ Zip _____________ County __________ Phone ______________

<table>
<thead>
<tr>
<th>Year</th>
<th>Grade</th>
<th>Name of Club (individual projects go on next page)</th>
<th>No. in Club</th>
<th>Club Leader</th>
<th>Meetings Held</th>
<th>Att’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-02</td>
<td>6</td>
<td>Independent member</td>
<td>1</td>
<td>Jack Frost</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>02-03</td>
<td>7</td>
<td>Country Critters Beef Club</td>
<td>8</td>
<td>Stewart Anderson</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>03-04</td>
<td>8</td>
<td>Country Critters Beef Club</td>
<td>10</td>
<td>Stewart Anderson</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knit &amp; Stitch Sewing Club</td>
<td>9</td>
<td>Leslie Johnson</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Over Easy Cookers</td>
<td>9</td>
<td>Bette Crocker</td>
<td>16</td>
<td>12</td>
</tr>
<tr>
<td>04-05</td>
<td>9</td>
<td>Country Critters Beef Club</td>
<td>8</td>
<td>Stewart Anderson</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knit &amp; Stitch Sewing Club</td>
<td>10</td>
<td>Leslie Johnson</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Over Easy Cookers</td>
<td>12</td>
<td>Bette Crocker</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kaleidoscopes Community Club</td>
<td>12</td>
<td>Dino Galileo</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clackamas County Leaders Club</td>
<td>13</td>
<td>Martin King</td>
<td>10</td>
<td>8</td>
</tr>
</tbody>
</table>

- List the years and the grade only once, at the beginning with the first entry for that year.
- List the clubs in the same order each year. Drop names of clubs of which you are no longer a member and add new clubs that you have joined.
- If you are not in a club and carry projects as an independent member list “Independent Member” under “Name of Club.” List name of advisor under “Club Leader.” List year and grade but leave other columns blank.
- If your club does not elect officers, list “none elected.” If you held no office, leave the column blank.
II. Projects Completed and Exhibits Made

Under “Name of Project,” list all the 4-H projects in which you are enrolled. Each project needs to be on its own line. Under “Project Size,” show total size of project area by listing the number of all animals handled, all dishes prepared, all articles sewn, all photos developed, all educational displays made, etc. (not just county fair exhibits). Use more than one line, if necessary. If you are a Teen or Junior Leader, list Leadership under “Name of Project,” and indicate number of members assisted under “Project Size.” Under “Number and Level of Exhibits,” indicate number of exhibits and at what level exhibited. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. List your placings from fair and other competitions after the number and level (Blue=B; Red=R; White=W; e.g., 1C-Red or 1C-R). Again, use more than one line, if necessary. Champion and reserve champion awards are listed in Section XII, “4-H Recognition.”

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Project</th>
<th>Project Size</th>
<th>Number and Level of Exhibits</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-02</td>
<td>Beef</td>
<td>1-Angus market steer</td>
<td>1CB</td>
</tr>
<tr>
<td></td>
<td>Veterinary Science</td>
<td>Book I</td>
<td></td>
</tr>
<tr>
<td>02-03</td>
<td>Horse</td>
<td>1-Quarter Horse gelding</td>
<td>2CB, 1CR, 1SR</td>
</tr>
<tr>
<td></td>
<td>Clothing</td>
<td>1-dress, 1-vest, 1-apron, 2-potheolders</td>
<td>3CB, 1CR, 2SB, 1SR</td>
</tr>
<tr>
<td>03-04</td>
<td>Food &amp; Nutrition</td>
<td>46-dishes: salads, desserts, cookies 3-meals</td>
<td>2CB, 1CR, 1SB</td>
</tr>
<tr>
<td></td>
<td>Educational Display</td>
<td>“U.S.D.A Choice Cuts of Beef” 1-display board</td>
<td>1CB, 1CS</td>
</tr>
<tr>
<td></td>
<td>(animal science)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership (Junior Leader)</td>
<td>14 members</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photography</td>
<td>364 photos</td>
<td>2CB, 1CR</td>
</tr>
</tbody>
</table>

- Keep projects in the same order each year. Indicate what phase of the project you are in if applicable. Example: Clothing Level III.
- Project size is the number of all the items or animals you did for that project—not just the number you took to fair. Be specific about the size. It is encouraged to use more than one line per project if needed.
- Exhibits could include things made and displayed for 4-H promotion.
- If you are enrolled as a Junior or Teen Leader, in a leadership club, camp counselor club, etc. list “Leadership” as the project with your role in parenthesis afterwards. List the number of members served under “Project Size.”
- Educational displays can represent any project or topic regardless of projects enrolled in. Each educational display is listed under “Project” with the topic listed under “Size”.
- Only blue, red, and white ribbons from 4-H shows are to be listed under “Number and Level” column. All other ribbons from open shows are to be listed on section XIII.
- Champions, reserved champions, and other honors and awards are listed in section XII - not on this page.
III. Presentations and Prepared Talks

List presentations under “Title or Topic,” (list project area, if applicable, in parenthesis). Under “Number and Level,” indicate number of presentations and at what level given. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. If you gave a competitive presentation, list your placing after the number and level (Blue=B; Red=R; White=W; e.g., 1C-Red or 1C-R). Under “Group,” list the organization you represented (4-H, school, scouts, church, etc.). Estimate number in audience. Impromptu talks, discussions, oral reasons, interview judging, and skits are listed in Section IV, “Other Public Appearances.”

<table>
<thead>
<tr>
<th>Year</th>
<th>Title or Topic</th>
<th>Number and Level</th>
<th>Group</th>
<th>Audience Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-04</td>
<td>“How to Straighten Material” (Clothing)</td>
<td>2L,1C</td>
<td>4-H</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>“You are What you Eat” (Foods)</td>
<td>1CB,1SR</td>
<td>4-H</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>“Portland: City of Bridges”</td>
<td>1L</td>
<td>School</td>
<td>26</td>
</tr>
<tr>
<td>04-05</td>
<td>“Up in the Saddle Again” (Horse)</td>
<td>1L,1CB</td>
<td>4-H</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>“Mary Shears Her Lamb” (Sheep)</td>
<td>1L,1CB,1SR</td>
<td>4-H</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>“Lambing and Worms”</td>
<td>1C</td>
<td>FFA</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>“Know Your Legislator” (Know Your State Government)</td>
<td>1L,1C</td>
<td>4-H</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>“The History of Bagpipes”</td>
<td>1L</td>
<td>School</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>“4-H Teen Leadership Opportunities” (Leadership)</td>
<td>3C</td>
<td>4-H</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>“Giving Back to Your Community” (to Kiwanis)</td>
<td>1R</td>
<td>4-H</td>
<td>21</td>
</tr>
</tbody>
</table>

- Presentations are prepared talks that include an introduction, body, and conclusion. The categories include:
  - Demonstrations; show and tell how you actually do something
  - Illustrated talk; uses Power Point, slides, pictures, charts or models.
  - Public Speaking

- Name of audience (i.e. Kiwanis, Elks, school, etc) can be listed after the title.

- Put Project Area in parentheses after title, if appropriate.

- Under “Group” list the organization you represent.
IV. Other Public Appearances

Describe other public appearances in and out of 4-H. Under “Description or Topic,” list whether the appearance was an impromptu talk, discussion, oral reasons, interview judging, skit, poster/display, radio, television, magazine, or newspaper (whether you were interviewed or wrote an article). Under “Number and Level,” indicate number of appearances and at what level given. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. Under “Group,” list the organization you represented (4-H, school, scouts, church, etc.). Estimate number in audience.

<table>
<thead>
<tr>
<th>Year</th>
<th>Description or Topic</th>
<th>Number and Level</th>
<th>Group</th>
<th>Audience Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-03</td>
<td>Interview Judging-foods</td>
<td>1L,1C</td>
<td>4-H</td>
<td>8,1</td>
</tr>
<tr>
<td></td>
<td>Impromptu Round Robin</td>
<td>1L</td>
<td>School</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>“Measuring Know How” poster</td>
<td>1L</td>
<td>School</td>
<td>300</td>
</tr>
<tr>
<td>03-04</td>
<td>Oral Reasons-Beef Judging</td>
<td>1C</td>
<td>4-H</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>“Preparing for Fair” newsletter article</td>
<td>1L</td>
<td>4-H</td>
<td>8</td>
</tr>
<tr>
<td>04-05</td>
<td>“Getting to Know You” camp skit</td>
<td>1C</td>
<td>4-H</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>“4-H Auction Market Animals” discussion at Kiwanis Club</td>
<td>1L</td>
<td>4-H</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>“School’s Out Horse Show” article for Oregonian newspaper</td>
<td>1L</td>
<td>4-H</td>
<td>100,000</td>
</tr>
</tbody>
</table>

- Talks before 4-H groups including clubs, workshops, and information booths.
- 4-H talks before other groups such as Kiwanis, Rotary, schools, hospitals, youth groups.
- Announcements made and news stories written for radio or TV broadcasts.
- News stories written, even if not published, for club newsletter, local newspaper, magazines, and web sites.
- Other appearances you may wish to include maybe:
  - Camp skit
  - Oral reasons
  - Speech class
  - Posters
  - Displays
  - Interview judging

- Include any public appearances that do not go on the previous page.
- Any talk, appearance, or written articles that were not prepared ahead of time belong in this section.
V. Participation in 4-H Activities

Under “Kind of Activity,” list all 4-H activities you did as a member. Include workshops, clinics, parties, 4-H shows, club activities, fair classes, (except static exhibits and educational displays which are listed in Section II, “Projects Completed and Exhibits Made,”) etc. List competitive activities such as judging, identification, showmanship, fashion revue, foods contests, herdsmanship, equitation, livestock field days, etc. Under “Number and Level,” indicate number of times you did the activity and at what level you participated. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. List placings from fair and other competitions after the number and level (Blue=B; Red=R; White=W; e.g., 1C-Red or 1C-R). Also list things learned from participating in the activity.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of Activity</th>
<th>Things Learned</th>
<th>Number and Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-02</td>
<td>Record Book Clinic</td>
<td>How to put a record book together</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>Flower Arranging Contest</td>
<td>Don’t bunch your flowers all together</td>
<td>1CB</td>
</tr>
<tr>
<td></td>
<td>Halloween Party</td>
<td>How to play rescue</td>
<td>1L</td>
</tr>
<tr>
<td></td>
<td>Horse Showmanship</td>
<td>How to pass straight</td>
<td>1CB, 1SB</td>
</tr>
<tr>
<td></td>
<td>Western Equitation</td>
<td>How to do a simple lead change</td>
<td>1CB, 1SB</td>
</tr>
<tr>
<td></td>
<td>Trail</td>
<td>How to open the gate</td>
<td>1CR</td>
</tr>
<tr>
<td></td>
<td>Teen Fun Night</td>
<td>Teens love to go on big rides</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>Herb I.D. Contest</td>
<td>What different herbs look like</td>
<td>1CW</td>
</tr>
</tbody>
</table>

All contests, training events, workshops, judging experiences and activities go here even if not listed.

**CONTESTS**
- Mini Meals
- Food prep. contests
- Food for Fun
- Brown Bag Lunch
- Flower Arranging
- Record keeping contests
- Fashion Revue
- Showmanship/Conformation
- Round Robin/Master
- Showmanship
- Costume contests
- Identification contests
- Trail Ride
- Equitation
- Herdsmanship

**TRAINING EVENTS & WORKSHOPS**
- Presentations
- Record keeping
- Judging
- Interview clinics
- State forums
- Camp counselor training
- Learning Days/Field Days

**ACTIVITIES**
- Wardrobe selection
- Consumer education
- Commodity marketing
- Health
- Awards receptions
- Animal shows
- Quiz bowls
- Photography excursions
- Club activities

**JUDGING EXPERIENCES**
- Horse
- Dogs
- Livestock
- Small Animals
- Foods
- Clothing
VI. 4-H Events Attended

The BIG FUN happenings go here – any place you went that has to do with your projects - tours, field trips, 4-H open shows, camps, fairs, Awards & Recognition Night, OSU Summer Days, Spring Horse Classic, Ambassador Weekend, etc. List project area, if applicable, in parenthesis. Citizenship events such as Know Your State Government and Exchange Programs should also be listed under Section X, “Citizenship, Community Service, and Community Pride.”

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind or Name of Event</th>
<th>Scholarship Donor (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-02</td>
<td>Awards &amp; Recognition Night</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QFC Grocery Store Field Trip (foods)</td>
<td></td>
</tr>
<tr>
<td>02-03</td>
<td>Awards &amp; Recognition Night</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canby Tack Sale (horse)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Let’s Make A Deal Open Show (horse)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Region D Horse Bowl (horse)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-H Wildlife Stewards Camp</td>
<td>MCLA</td>
</tr>
<tr>
<td>03-04</td>
<td>Awards &amp; Recognition Night</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Horse Classic (horse)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OSU Summer Conference</td>
<td>MCLA</td>
</tr>
</tbody>
</table>

Remember to include the following events.

- Conferences
- Tours
- Club outings
- Field trips
- 4-H trips
- Art or photography shows
- Restaurants (for food clubs investigating other cultures)
- Sewing fairs and shows
- Food fairs and shows
- Comparative shopping trips
- 4-H Camps
- State Fair/County Fairs
- Club picnics
- Awards presentations
- Leader meetings
VII. 4-H Advancement Programs

Many projects have advancement programs. Under “Program or Project,” list each advancement program on which you are currently working. Dates go across the page when each step is completed. Advancement booklets and certificates should be included behind the appropriate 4-H project record.

<table>
<thead>
<tr>
<th>Program or Project</th>
<th>Step No.</th>
<th>Date</th>
<th>Step No.</th>
<th>Date</th>
<th>Step No.</th>
<th>Date</th>
<th>Step No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabbits</td>
<td>1</td>
<td>3/01</td>
<td>2</td>
<td>6/01</td>
<td>4</td>
<td>5/02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beef</td>
<td>1</td>
<td>2/02</td>
<td>2</td>
<td>11/02</td>
<td>3</td>
<td>3/03</td>
<td>4</td>
<td>1/04</td>
</tr>
<tr>
<td>Foods Enrichment Guide</td>
<td>1</td>
<td>12/02</td>
<td>2</td>
<td>5/03</td>
<td>3</td>
<td>11/03</td>
<td>4</td>
<td>3/04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>2/05</td>
<td></td>
</tr>
<tr>
<td>Poultry</td>
<td>1</td>
<td>11/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Be sure that you only list the step after it has been completed. Advancements are optional but highly encouraged. The following is a list of available Advancements. If you have not yet started an Advancement for your project, consider one.

- Archery
- Cavies
- Clothing
- Computers
- Dairy Cattle/Goats
- Dogs
- Food Enrichments
- Geology
- Gun Safety
- Horses
- Horticulture
- Leadership
- Meat Market Animals (Beef, Swine & Sheep)
- Poultry
- Rabbits

Projects are not necessarily available in all counties.
VIII. Leadership in 4-H

List leadership tasks, responsibilities, and roles you performed as a 4-H member. Identify the things you did in which you planned, organized, led, were in charge of, or gave direction. Identify what you did if you were an officer, committee chairperson, or Junior/Teen Leader. Include duties, hours, and number of people reached, if applicable, after your explanations. Offices held in 4-H clubs should also be listed in Section I, “My 4-H Permanent Record.”

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership Position and Responsibilities</th>
<th>14 Meetings</th>
<th>7 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Junior Leader- Hippity Hoppers Rabbits Club- Planned programs, conducted meetings, taught showmanship, arranged for a rabbitry tour</td>
<td>One Week</td>
<td>8 Girls</td>
</tr>
<tr>
<td></td>
<td>Camp Counselor- Delegated responsibilities, taught craft class, attended to girls who were homesick</td>
<td>1.5 Hours</td>
<td>17 Members</td>
</tr>
<tr>
<td></td>
<td>Arranged club tour- Made reservations, called and secured transportation, notified members of date and time</td>
<td>25 Hours</td>
<td>20 Members</td>
</tr>
<tr>
<td></td>
<td>County Superintendent for Photography- Check county rules to see if they matched State Fair, secured judges, arranged for clerks, put together judging boxes, clerked where needed on judging day</td>
<td>40 Hours</td>
<td>200 Members</td>
</tr>
<tr>
<td></td>
<td>Teen Staff at State Fair- Checked in exhibits, Made sure ribbons boxes were kept full, clerked in clothing area, hung clothing after judging, answered questions the public had during fair</td>
<td>4 Hours</td>
<td>12 Members</td>
</tr>
<tr>
<td></td>
<td>Ramrod for cavies at County Fair- Set classes up at table for judge, moved animals from the table as needed, called for next classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club Vice President- Chaired show committee, led 2 meetings in absence of President, responsible for new member orientation</td>
<td>30 Hours</td>
<td>9 Members</td>
</tr>
</tbody>
</table>

- Identify the things you have done in 4-H where you planned, organized or gave direction.
- List duties, responsibilities, and number of people you led. Honors won should be listed on page XII, not here.

Examples of common 4-H Leadership might include:
- Junior/Teen Leaders
- Leader’s Banquet Committee
- Parade chair
- Teaching others
- M.C./Commentator
- Teen Staff/Chair at State Fair
- Workshop/clinic organizer or leader
- Organizer of any 4-H activity
- Committee chairperson or member
- Camp counselor
- Superintendent roles
- Ramrod or Paddock Clerk at 4-H shows
- Club officer
- County Teen Leadership Club member
- State or County Ambassador
- Led 4-H Pledge/Pledge of Allegiance at club meeting or event
- Community service leader/organizer
- Representative to project leader association
- Youth Council member
- Advisory committee member
- 4-H Foundation Board of Trustees
- 4-H Council member (advisory, Leader’s Association, Executive member)
- Advisory panel member
- Development committee member
- Spokesperson for your project, club, county or state
IX. Leadership in Other Organizations

List leadership tasks, responsibilities, and roles you performed as a member of your school, church, and other community organizations. Identify the things you did in which you planned, organized, led, were in charge of, or gave direction. Identify what you did if you were an officer, committee chairperson, or youth leader. Include duties, hours, and number of people reached, if applicable, after your explanations.

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership Position and Responsibilities</th>
<th>Hours</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>Outdoor School Counselor-</td>
<td>36</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>In charge of 5 middle school students, taught science lab class, led campfire, organized and developed skits for the 3-day camp</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Council Vice President-</td>
<td>27</td>
<td>30 members</td>
</tr>
<tr>
<td></td>
<td>Student Body of 1,213</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attended weekly meetings, facilitated 4 meetings for President, published telephone directory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glencoe High School- Yearbook Co-Editor-</td>
<td>100</td>
<td>1,080</td>
</tr>
<tr>
<td></td>
<td>Student Body of 1,080</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04-05</td>
<td>Bulletin Board Committee-</td>
<td>18</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>9 bulletin boards-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In charge of 5 middle school students. Selected, organized and changed bulletin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safety Patrol Officer-</td>
<td>25</td>
<td>1,250</td>
</tr>
<tr>
<td></td>
<td>25 days during the school year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flagged traffic and led younger students while crossing the street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Century High School Homecoming Committee</td>
<td>35</td>
<td>1,160</td>
</tr>
<tr>
<td></td>
<td>Selected theme, purchased/made decorations, ordered crowns for court, planned homecoming dance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N/W Holland Lop Club Youth Show Secretary</td>
<td>50</td>
<td>150 people</td>
</tr>
<tr>
<td></td>
<td>Recorded entries, processed paperwork for show, guided table help during judging, recorded and mailed results to exhibitors, American Rabbit &amp; Cavy Breeders Club and Specialty clubs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Only **NON-PAID POSITIONS** belong in this section. Paid positions can fall into “Other Committee Activities on page XI.

- If you are **planning, organizing, teaching, or directing ANYTHING** it goes on this page.

- If you are a **committee member** your contributions go on this page.

Examples of common leadership outside of 4-H:
- Camp counselor (Outdoor School, Church, Band, etc.)
- FFA leadership roles
- Manager of a school team
- Sports group captain or manager
- Dance team captain
- Drama director or stage manager
- Member of a court where you act as an Ambassador
- Decorating committee
- Student council member or officer
- Band officer or section leader
- Eagle Scout
- Sunday school aide or teacher
- School yearbook/newspaper committee or editor
- Homecoming committee
- Open show secretary
- Ramrod or Paddock Clerk at **open class** events
- Activity coordinator (school, church, other club)
- Any activity where you acted in a leadership role outside of 4-H
X. Citizenship, Community Service, and Community Pride

This section includes activities that contributed to the welfare of others and/or your 4-H group. These can be activities done as a group or as an individual. List and describe what service you performed and estimate the number of hours and people reached, if applicable. Example: park clean up, reading to the elderly, political campaigns, band/play performances, parades, food drives, fund raisers, exchange programs, Know Your State Government, etc. If you also took a leadership role in planning or organizing the activity, it should be listed in Section VIII (if 4-H related) or Section IX (if non-4-H related).

<table>
<thead>
<tr>
<th>Year</th>
<th>Citizenship/Community Activity</th>
<th>Hours Served</th>
<th>People Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>4-H Club car wash fund raiser, earned $350 and gave $200 to Hurricane Katrina relief victims</td>
<td>43</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Worked in fair booth during county fair, answered questions about 4-H, distributed information,</td>
<td>160</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>collected “Interested in the 4-H Program” interest cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assisted elderly neighbor with yard care, washing windows, house cleaning and shopping (no pay)</td>
<td>1</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Performed as a member of my high school band at 6 football games, 3 school assemblies and</td>
<td>22</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>marched in 2 parades</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Explain your activities—as an individual or member of a group—which relates to citizenship. Any program that promotes citizenship development is intended to be on this page. Know Your State Government, Interstate and International Exchanges promote citizenship development.
- Community service includes any activity that actively contributes to the welfare of others (your 4-H club, school, church or another club in which you belong).
- Try to indicate time spent and the number of people you affected.
- If you took a leadership role in planning or organizing the activity, it should be listed under leadership.
- Helping your family is not considered to be a community service.
- Fundraising: Activities resulting in personal financial gain should not be listed on this page. Be sure to include amount raised and who it benefited.
- 24 hour commitments: Activities such as baby sitting, house sitting, and pet sitting should be figured on actual hours spent doing the service. Do not include sleeping time or time away.

- Assisted at Leader’s Banquet
- Band/choir/drama performances
- Political campaign worker
- Parades
- Hostess/Host at an event
- Food drives
- Host for a Foreign Exchange Student
- Livestock Ring Steward or Judges Clerk (for any judging event)
- Help at church
- Stuffed envelopes
- Oregon State Fair Foundation booth volunteer
- Washed wheelchairs at local nursing home
- Visiting or volunteering at homes for the elderly or disabled
- Baking cookies for a bake sale
- Working for the needy or handicapped
- Planting trees, shrubs or flowers in a public area
- Park or community clean up
- Acquiring or selling fund raising items (includes magazine sales)
- Ribbon person at shows or judging events
- Know Your State Government
- Raising Guide or Therapy Dogs
- Thank you notes for donors of awards
XI. Participation in Other Community Activities

List organizations and activities you have participated in at school, church, or in the community. Include work experience, sports, scouts, clubs, youth groups, non-4-H open shows, music/dance lessons, child care, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Community Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Cashier and cook at McDonald’s, 8 hours/week (work experience)</td>
</tr>
<tr>
<td></td>
<td>Babysitting ages 3-8 years old, earned $390</td>
</tr>
<tr>
<td></td>
<td>Member of the Washington High School Marching Band</td>
</tr>
<tr>
<td></td>
<td>Private music lessons: Flute</td>
</tr>
<tr>
<td></td>
<td>National Honor Society</td>
</tr>
<tr>
<td></td>
<td>Member of Choir</td>
</tr>
<tr>
<td>05-06</td>
<td>Member of Hoopsters Basketball Team</td>
</tr>
<tr>
<td></td>
<td>Member of Franklin High School Math Club</td>
</tr>
<tr>
<td></td>
<td>Sandy Mountain Festival Court</td>
</tr>
<tr>
<td></td>
<td>Jefferson High School Homecoming Court</td>
</tr>
<tr>
<td></td>
<td>Sandy Idol Talent Show participate</td>
</tr>
<tr>
<td></td>
<td>Member of Campfire Girls</td>
</tr>
<tr>
<td></td>
<td>Oregon City High School Cheerleading squad</td>
</tr>
<tr>
<td></td>
<td>Member of the Forest Grove FFA Chapter</td>
</tr>
<tr>
<td></td>
<td>Oregon Hampshire Sheep Association –Junior member</td>
</tr>
<tr>
<td></td>
<td>Estacada High School Speech and Debate Team</td>
</tr>
<tr>
<td></td>
<td>Member of the Oregon League of Rabbit and Cavy Breeders</td>
</tr>
<tr>
<td></td>
<td>Member of the National Poultry Judging Team</td>
</tr>
<tr>
<td></td>
<td>Frozen Friends Rabbit and Cavy Show</td>
</tr>
</tbody>
</table>

- Any type of lessons (dance, singing, music etc.)
- Any open class showing or contests (not 4-H related)
- Work experience (please note whether paid or unpaid, & list hours)
- Member of any sporting team, color guard, dance team or cheerleading
- Member of choir, band, speech & debate team
- Member of any court (Homecoming, Rodeo, Festival etc.)
- Any youth organizations (FFA, Campfire, Scouting, Church etc.)
- Any school activities
- Non 4-H parades
- Member of any clubs (animal breed/species, school, community etc.)
XII. 4-H Recognition

List honors and awards that you have won on your projects, competitions, 4-H open shows, presentations, and records. County medals and seals, champion and reserve champion ribbons, special awards, trophies, trips, and any positions you may have won, or been selected or appointed to, should be included.

<table>
<thead>
<tr>
<th>Year</th>
<th>Honors/Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Silver Seal and Evaluator’s choice on record book</td>
</tr>
<tr>
<td></td>
<td>Received Citizenship pin for record book</td>
</tr>
<tr>
<td></td>
<td>Selected for State Fair Food Judging Team</td>
</tr>
<tr>
<td></td>
<td>Received Intermediate Champion for woodworking project</td>
</tr>
<tr>
<td></td>
<td>Club membership pin-year 6</td>
</tr>
<tr>
<td></td>
<td>Selected as Judges Choice with my rooster in the Small Animal Costume Contest</td>
</tr>
<tr>
<td>05-06</td>
<td>Received Senior Reserved Champion in individual livestock judging</td>
</tr>
<tr>
<td></td>
<td>Received Champion in Senior Small Animal Master showmanship</td>
</tr>
<tr>
<td></td>
<td>Selected for State Fair with Educational Display</td>
</tr>
<tr>
<td></td>
<td>Received Judges Choice Award for presentation at State Fair</td>
</tr>
<tr>
<td></td>
<td>Selected for an interview for 4-H National Congress</td>
</tr>
<tr>
<td></td>
<td>Received Danforth I Dare You Award</td>
</tr>
<tr>
<td></td>
<td>Received 3 “Call Backs” in Rabbit Showmanship</td>
</tr>
</tbody>
</table>

- This is the place for those special awards and recognition you have received in 4-H. They should not be listed on any page other than this one.
- If you were singled out for any reason, that is an honor and should go on this page. This includes all honor including ones you might not have received a ribbon or medallion for.

Examples of recognition might include the following:

- 4-H Champions and Reserved Champions
- Top Record Book or grade level Champions
- County Project Medals
- Top judging honors
- Cash awards
- National 4-H Congress
- Master showmanship participate
- Youth Conference Scholarships
- S.A.R. Award
- Showmanship “Call Backs”
- Certificates for special awards/achievements
- Interviews for National Congress or scholarships
- Herdsmanship Award
- Featured in newspaper, magazine, TV

Special Trophies
Scholarships you were a finalist for or won
Club recognition
National 4-H trip winner
Winner of any 4-H Contest
Selection for judging teams
Camp Scholarship (if it was an award)
Danforth “I Dare You” Award
Evaluator’s Choice Award
Judge’s Choice event
Judge’s Choice Awards
Special Recognition Awards
Medallions
Ambassador Medallion
## XIII. Other Recognition

List recognition you have received in school, church, sports, non-4-H open shows, youth organizations, and other community activities. Include contest awards, certificates, varsity letters, honor roll, student of the month, music awards, leadership awards, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Honors/Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Youth Citizenship Award from the Optimist Club for community service</td>
</tr>
<tr>
<td></td>
<td>Student of the Month Award</td>
</tr>
<tr>
<td></td>
<td>Most Valuable Player Award for softball</td>
</tr>
<tr>
<td></td>
<td>Received a badge in Boy Scouts for knot tying</td>
</tr>
<tr>
<td></td>
<td>Received Presidential Physical Fitness patch</td>
</tr>
<tr>
<td>05-06</td>
<td>Certificate of Merit for “Great Kids” Program</td>
</tr>
<tr>
<td></td>
<td>Best of Breed Holland Lop Bunny Bonanza Show</td>
</tr>
<tr>
<td></td>
<td>Franklin High School Homecoming Queen</td>
</tr>
<tr>
<td></td>
<td>Selected to sing a solo in our school’s spring assembly</td>
</tr>
<tr>
<td></td>
<td>Received silver medallion in high school English Equitation</td>
</tr>
<tr>
<td></td>
<td>Certificate for most improved math student</td>
</tr>
</tbody>
</table>

- List any recognition you may have received from other organizations such as school, sports, youth groups, contests and open class contests or shows.
- Any time you were singled out for some kind of recognition that was **NON-4-H** related.

### Examples of common recognition:

- **Student of the Month**
- **Sport awards**
- **Any non-4-H awards**
- **Open class winnings or awards**
- **Trophies**
- **Certificates**
- **Church honors**
- **Youth organization honors**
- **FFA awards**
- **Appointed to any type of court**
- **Medals/Medallions**
- **Music honors**
- **High school letters (Varsity letter)**
- **Honor roll**
- **Ribbons**
- **Any high school award or honor**
4-H Story / Notes

There are several different ways to complete your story, you may use pen or pencil, or it may be typed or computer generated. You may chose to use the 4-H Notes page or a plain white 8 ½” x 11” sheet of paper. The story is to be single sided on a sheet of paper and a maximum of 6 pages long. It is a good idea to use the story to introduce yourself. Each time your record book is submitted you will write a new story to reflect the past 4-H year.

Stories may be written as creatively as you wish, in a story or diary format. If using a diary format you might want to write it as the year progresses. If something within your permanent records needs further explaining, this might be an ideal place to do that.

Write about your 4-H projects and activities. What did you learn that year? What made you select that project? Have your projects grown in size or gotten more advanced? How were you successful or unsuccessful? If you were unsuccessful, what might you have done differently to achieve a different result? Did you make any money from your project? What about loss? What was a special activity you did? Did you meet any new people? Was there an embarrassing or sentimental moment? What was the best experience you had?

Explain how 4-H has helped you become the person you are. How have you grown as a leader or citizen? What have you learned from your experiences working with others? Describe a community service you have completed. What have you learned from the experience? Did it make you think differently? What have you learned about yourself?

Tell about your plans for the future. Did 4-H play a part in shaping these plans? Have you achieved any of the goals you set? How have you grown over the past year? Is there someone who has been especially helpful to you? Did you participate in activities alone or with others? What was their impact on what you were doing? Were there any new leadership responsibilities you took on? What was your favorite or least favorite experience?

These are all great questions to consider when beginning to write your story.

Newspaper Clippings / Photographs

Newspaper clippings and photographs may be included in your 4-H Record Book. These can be neatly attached to a sturdy 8 ½” x 11” sheet of paper, either plain or colored. A heavier card stock is a good choice. Be sure to include dated captions under each photo to give a brief explanation of the picture. You may use up to 6 single sided pages to display your photos or clippings. Feel free to be a bit creative in how you arrange your photos. A high quality color copy or computer printout of the entire page is acceptable if the member prefers not to send actual photographs. Page protectors may be used for this section ONLY. Please do not include items such as registrations or pedigree papers. Ribbons, certificates or other scrapbook type items should not be included in your book.
Project Records

Records for each project enrolled should be included in your book. Each project needs to have its own divider separating it from the other projects or sections. Project records detail what you did or learned. They also help you to keep track of expenses and income for the year. Project records are a good journal for every project you have completed or worked on that year. The project size should match what you have written on page II of your permanent record.

Advancements are optional but highly recommended. Certificates are available for completed steps; ask your leader about them. They may be securely attached to a sheet of card stock behind the advancement books.

Helpful Reminders and Suggestions:

- All project records should begin at the beginning of the project year (October 1\textsuperscript{st}) or when project was started if it was after October 1\textsuperscript{st}. All records close on September 30\textsuperscript{th} of the following year.

- Your project records help to show the size and involvement of your project.

- A new set of project records are required each year except for Advancements and production records. This includes leadership projects.

- If you are a Junior or Teen Leader you must submit a leadership record every year.

- The photography project is allowed to have additional pages of photos to show your work. This is limited to 10 single sided pages. The use of a card stock is recommended.

- You may want to keep a calendar or log of all expenses, income and activities you did throughout the year.

- Remember any premiums received at fair are considered income.

- Only approved forms may be used. Check with your local county Extension office or the state website for necessary forms.
Assembling Your Record Book

• Have a current copy of the Awards and Recognition Brochure on hand, so you can check for any changes from the year before. Contact your local Extension office for the latest copy.

• Only the use of an accolade type flat cover is accepted. **No 3-ring binders should be used.** A green 4-H folder is available at your local county Extension office.

• You must use dividers in appropriate locations. Please see the Awards and Recognition Brochure for proper placements. **Each project must have a divider.**

• Please **do not** use plastic sheet covers on record book pages.

• Assemble your record book in the following order:
  1) Permanent Records pages (all 13, even if some pages have no entries)
  2) 4-H Story/Notes
  3) Project Records (including Advancements with each project)
  4) Photos and News clippings

• Watch for workshops throughout the year on how to assemble your record book.

• For additional assistance contact a member of your county’s Award & Recognition Group.
1989 Revised by Clackamas County Awards & Recognition Committee
200 Warner Milne Rd, Oregon City, OR 97045

Compiled by Sheila Kester and Loyal Hjelmervik

Some material adapted from material developed by Yvonne Kam, Yamhill County 4-H Leader

We also acknowledge the input from Jan Martin, Educational Program Assistant, Department of 4-H Youth and Development and Duane P. Johnson, State 4-H Program Leader

2007 Revised by the Metro Awards and Recognition Committee

Some material adapted from Josephine, Jackson and Polk County Record Handbooks.

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