CROOK COUNTY
4-H PROGRAM

RECORD BOOK
GUIDELINES,
HOW-TO,
AND
TIPS

TO CREATE A CHAMPION RECORD BOOK WITH LESS STRESS!!!!

OSU Crook County Extension Service
What are records?
Records are a written summary of 4-H activities and projects. Records are a great way to show and document what the 4-H member has learned, how they have done in their project areas, what activities they have participated in and how 4-H has helped them in life.

The 4-H program has specific forms to help members record important information. The forms are compiled in a book so that information can be referred to, reviewed and updated on a regular basis.

An up to date record book is required to show any exhibit at fair and needs to be turned in by the required dates. Record books are judged and awards are given for exceptional records.

ALL forms are available at the Crook County Extension office and most can be printed of at http://extension.oregonstate.edu/crook/4h/project-records

Why are record books important?
4-H members enjoy working with their project but often record keeping is not an activity that the member enjoys or works on regularly. However, record keeping is a necessary skill and will be used throughout life. Anytime is a good time to learn how and why to keep Records. Reasons why record books are important are numerous. The benefits include the following:

Members who keep accurate records:
- Learn important life skills: goal setting, organizing, planning, and written communication.
- Learn how to set goals and evaluate their project’s growth.
- Can reflect on and evaluate personal growth.
- May receive county recognition.
- Have an invaluable personal memory book. (This has proven to be very helpful as older youth complete resumes and scholarship applications.

When do I start record book keeping?
The 4-H calendar year begins October 1 and ends September 30. Record books should be started October 1st. It is very important to begin accumulating your records at the beginning of the 4-H year, NOT A WEEK BEFORE THEY ARE DUE. Records should be closed out September 30.

*Tip: If you begin keeping everything that is associated with 4-H or your project on October 1st and begin records early, you will be more organized, less stressed and will do better on your record book in the end.
4-H Notes/Story

Your 4-H Notes/Story is about the things that occurred during the year that you would like to remember. Notes may be taken in the form of a diary or story with all project areas being combined in one 4-H story. The 4-H Notes/Story is a required part of the record book.

Suggested guidelines for your story:

Introduce yourself, state your age, where you live, your family, your interest, when and why you joined 4-H.

Tell about your 4-H projects and activities.
- What are your goals for the current 4-H year?
- What did you learn about yourself and your project(s) in the last year?
- Describe your successes and/or failures.

Explain how 4-H has helped you become a better leader/citizen.
- Tell about your leadership experiences.
- What have you learned from working with other 4-H members?
- Tell about your community service experiences and/or contributions.

Tell about your plans for the future or next year that are connected with you 4-H work.

The Actual Record Book Cover

It is required that records be placed in a flat, ACCO-type folder. You can purchase the green 4-H Record Book Cover at the Crook County Extension office for $2.00 or you may purchase a folder elsewhere. NO THREE RING BINDERS OR RIB SLIDE FOLDERS are accepted as it is difficult to lay them flat and the pages tear out easily. It is a good idea to keep your records in a three ring binder throughout the year for easy access and workability and then transfer records into the appropriate folder for judging.

Please see the last page of this pack for information on the assembly of the record book.
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 helpful when you are filling out other forms for 4-H, school, other youth programs, and community. 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 033RS, My 4-H Permanent Record Supplement, use it for headings, and make your own form.

Name_____________________________________ Boy _______Girl _______ Date born ___________ , _______
Address ______________________________________ ___________ _______________ _________________
No. & Street/Route & Box Post Office Zip Code

<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>Office or Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>6</td>
<td>Oak Grove Clothing Club</td>
<td>10</td>
<td>Mrs. L Jones</td>
<td></td>
<td>Vice President</td>
</tr>
<tr>
<td>07-08</td>
<td>6</td>
<td>Country Critters</td>
<td>9</td>
<td>Mr. Smith</td>
<td></td>
<td>Reporter</td>
</tr>
<tr>
<td>08-09</td>
<td>7</td>
<td>Country Critters</td>
<td>12</td>
<td>Mr. Smith</td>
<td></td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

- List the clubs in the same order each year. Drop the names of the clubs which you are no longer a member and add new clubs that you have joined.
- Office or Committee examples: President, Vice President, Secretary, Treasurer, Sergeant of Arms, Refreshment Committee, Calling Committee, Community Service Committee, Game Committee, etc.
- If your club does not elect officers, say so. If you did not hold an office, leave blank.
- If you carry projects as an individual member (independently) they should be listed under Projects Completed and Exhibits Made on the next page.
## 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 you’re a teen or junior leader, list project here and indicate number of members assisted.

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Project</th>
<th>Project Size (see above)</th>
<th>Exhibits</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>Clothing</td>
<td>3 articles, 2 dresses</td>
<td></td>
</tr>
<tr>
<td>07-08</td>
<td>Beef</td>
<td>1 steer, 1 heifer</td>
<td></td>
</tr>
<tr>
<td>07-08</td>
<td>Record Book</td>
<td>1 book</td>
<td></td>
</tr>
</tbody>
</table>

You will list how many exhibits, where exhibited and placing that you received in each project. Example: 2L-2B would be 2 exhibits at community show and both received a blue ribbon. 2C-1B, 1R would be 2 county exhibits, one received a blue and one received a red.

**Codes:**

- Local (L) = Club level (club getting together, community, etc.)
- County (C) = Exhibited in a county competition
- Area (A) = Central Oregon area, competition with more than one county in the area
- State (S) = State level
- Regional (R) = More than one state from the Western region of the US
- National (N) = Several states from all around the US
- International (I) = More than one country
- Blue (B), Red (R), White (W)

Contests such as Judging Contests, Food Skills, etc and Showmanship go in the “Participation in 4-H Activities” section. Showmanship is a CONTEST not an EXHIBIT.

This is for conformation of your project. What your project is made of.

Keep projects in the same order each year. Indicate what phase of the project that you are in.

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. List total number of animals, foods prepared, photos taken, crafts completed, etc.

If the project was exhibited, list the number of fair exhibits and ribbons earned (blue, red and white). Champions, Reserve Champions and trophies, etc are listed under the “4-H Recognition” section.
**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]).

<table>
<thead>
<tr>
<th>Year</th>
<th>Title or topic</th>
<th>Number and where</th>
<th>Number of people in attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>How to make a peanut butter and jelly sandwich</td>
<td>2L, 1C</td>
<td>73</td>
</tr>
</tbody>
</table>

Include title, level of competition (local, county, state, etc) and the number of people in attendance (this is normally an estimated number). This would be for any formal 4-H presentation. Also, would need to meet time requirements of 3-10 minutes for juniors and 10-20 minutes for intermediates and seniors.

**Presentations are planned talks that include an introduction, body and conclusion.**
The categories include:
- Demonstrations: Show and tell how you actually do something.
- Illustrated Talk: Uses slides, pictures, charts or modeling.
- Speech: Talking to audience without using props—telling.
- Impromptu Speech: Prepare and deliver a speech with very little preparation time.

**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 the number of people to whom you made a presentation. Under “Other” you may want to indicate posters or displays made, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Talks before 4-H Groups</th>
<th>Attendance</th>
<th>4-H talks before other groups</th>
<th>Attendance</th>
<th>Radio</th>
<th>Est. of Number Reached</th>
<th>TV</th>
<th>Est. of number reached</th>
<th>News Stories</th>
<th>Est. of number reached</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3L</td>
</tr>
</tbody>
</table>

- “Talks before 4-H groups” are less formal than the “Presentations” section. This is when the 4-H leaders asks you to explain something during a club meeting or you give a report to the club for an advancement.
- “Talks before other groups may include Kiwanis, Rotary, schools, and youth groups.
- “Radio” includes any type of radio interview. “TV” includes a television interview or appearance on a program.
- “New Stories” includes the number of stories you write, even if not published.
- Examples of things that you may put under “Other”: camp skit, oral reasons, school speeches, posters, displays and interview judging (static fair entry interview with the judge).
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, Commodity Marketing Activities, Livestock Field Day, etc. Show your number and where, as you indicated for exhibits and presentations. Also indicate things learned.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of Activity</th>
<th>Things Learned</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>Dog Judging</td>
<td>Breeds of 20 dogs</td>
<td>3L, 1C, 1S, 2R, 3B, 1Ch</td>
</tr>
<tr>
<td>07-08</td>
<td>Photography field trips</td>
<td>Lighting</td>
<td>3A, 2L</td>
</tr>
</tbody>
</table>

In this example this member participated in Dog Judging and they learned about 20 breeds of dogs, they participated in 3 local contests, 1 county contest and 1 state contest and received 2 red ribbons, 3 blue ribbons and 1 champion ribbon. **List all of the activities that you participated in such as: Horse bowl, Food Skills Contests, any workshops, etc.** **Fundraising activities.**

*****List one thing that you learned from the event******

Contest:
Showmanship, Food Preparation, Measuring Contests, Mini-Meal Contest, Judging Contest (Horse, Dog, Foods, Livestock, etc) Record Keeping Contest, Herdsmanship, Horse Bowl, Presentations, Educational Displays, Fashion Revue.

Workshops/Training Events (Learning Activities):
Judging Clinics, Camp Counselor Training, Record Book Workshop, Presentation Workshop, Livestock Clinics, Horse Clinics, State Forums/workshops, Field Days, Sewing Clinics, Photography Clinics, Idea Fair. An event that can be used as a learning tool.

General Activities (Learning Activities):
Trail Ride, Fundraising Activities, Fun Match/Play Day, 4-H Ambassador Weekend, Parades, Consumer Education, Club Parties, Weigh-In, Vet Science Labs, Benefit Auction and Recognition Night (if you helped with setting up chairs, tables) etc.

4-H EVENTS Attended: Tours, Camps, Summer Days, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind or name of event</th>
<th>Scholarship by--</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>High Desert Leadership Retreat</td>
<td>CC Leader’s Assoc.</td>
</tr>
</tbody>
</table>

If you didn’t receive a scholarship or if it does not apply, leave the scholarship column blank.

This section is intended to reflect general attendance at large 4-H events.

Activities can be done as an individual or club outings.

Examples: High Desert Leadership Retreat, OSU Summer Conference, National 4-H Congress/Conference, Benefit Auction, Recognition Night (if you went and didn’t help in any manner).
Many projects have advancement programs. Advancement programs help you plan your self directed exploring and learning. They give you ideas and guide you in experiences of learning subject matter, developing leadership skills and participating in citizenship experiences.

Dates go ACROSS the page when each step is completed for the project.

The advancement record is considered part of your project records. The advancement record book and/or certificates are placed behind your corresponding current project records.

## Leadership in 4-H
Tell specific responsibilities; give the number of people you directed/led and the number of times.

<table>
<thead>
<tr>
<th>Year</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>Junior leader– Rabbit Club– 7 members—14 meetings—responsible for herdsmanship schedule</td>
</tr>
<tr>
<td></td>
<td>Camp Counselor– one week— 8 girls—responsible for leading craft activities</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.**

Examples:  
Junior Leadership, Clerking at County Fair, Teen Leadership Council, Teen Staff at County Fair, Parade Chair, Workshop Leader, Teach Others How-To, Organized 4-H Activities, Advisory Committee Rep, MC at Recognition Night.

## Leadership in Other Organizations
Leadership responsibilities in school and other community organizations. Include number reached through leadership experience.

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership responsibilities in school and other community organizations. Include number reached through leadership experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>Student Council Vice President– Student body of 213</td>
</tr>
<tr>
<td></td>
<td>Student Aide– taught reading to three second graders, 10 hours</td>
</tr>
<tr>
<td></td>
<td>Leadership at CCHS—organized dance—100 students</td>
</tr>
</tbody>
</table>

List duties, hours and number of people involved.

Examples:  
Student Council officer/member, Eagle Scout, Sports Captain
4-H Citizenship, Community Service, and Community Pride

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did as a member of a club and/or as an individual. Examples: Park clean-up, reading to the elderly, get-out-the-vote campaign. Indicate the number of people helped, if appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>Donated $900.00 to St. Jude’s Children Hospital 4 hours</td>
</tr>
</tbody>
</table>

Include all service projects, not just 4-H related. Indicate in parenthesis other organizations that you did community service with. (Example: school, church, scouts, FFA).

**Do not include fundraisers.** They are listed under “Participation in 4-H Activities”. Do list monies donated to a service project with the dollar amount included. (Example: if your 4-H club did a car wash fundraiser and earned $300.00, that goes under “4-H Activities”. If you donate some or all of that money to a charity/project that would go under this section.)

This section includes activities that contribute to the welfare of other community organizations, groups, or individuals that are not associated with 4-H. These can be done in a group or as an individual. Put the most important experiences first within each year. Indicate time spent in hours/days, number of people involved, etc.

If you take some leadership role in planning or organizing the activity, it will also be listed under “Leadership in 4-H”.

Helping your family is not a Community Service.

Examples of Community Service:
- Present ribbons at shows, food drives, washed wheelchairs, visit nursing homes, worked for needy, planted trees, helped at church, school fundraisers, parades, clean up parks.

### Participation in Other Community Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did in other organizations/activities in school and community.</th>
</tr>
</thead>
</table>
| 07-08 | Participated in school choir and church choir

**CCHS Choir**—Alto—5 concerts

Examples: school choir, church choir, cheerleading, library help, speech team, **Jackpot shows**, Honor Society

### 4-H Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>Important honors, award, trips, etc. (Do not include awards listed on pages 2, 3, or 4.)</th>
</tr>
</thead>
</table>
| 07-08 | *Champion Junior Clothing Exhibit (trophy)*

*Grand Champion Horse Showman—chair sponsored by King’s Auto*

This is the place for those special awards and recognitions you have received in 4-H. You will not list them anywhere else in your records.

- 4-H Champion and Reserve Champion ribbons are entered here
- List the specific award and what was received (trophy, buckle, cash) and **who sponsored it**.
- If you were positively singled out for some reason, that is an honor.

Examples: 4-H Champion and Reserve Champion Placings, Top Record Book, Special Trophies, Scholarships, Club Recognition, County Medals, selected for State Fair.
Other Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>List important recognition in school, other youth organizations and community.</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-08</td>
<td>Silver Presidential Award, Crook County Middle School.</td>
</tr>
</tbody>
</table>

List any recognition you may have received from other organizations such as school or sports awards. This is where your would list if you were selected or “tapped” for honor role (list GPA).

Supplemental Record Book Pages

Supplemental Record Book pages for Permanent Records sections are available at the 4-H Extension office. It is acceptable to use a copied heading on notebook paper with appropriate (neat, straight and clean) rows.

Supplemental records may be placed in the permanent record next to the appropriate section or directly behind the permanent record.

Animal Science and Feed & Growth Records

- Families who purchase feed for several animals should divide costs by the number of animals. Records should indicate the amount given to only your 4-H animal(s). Costs can be entered monthly or as feed is purchased.
- Include premiums and cash awards as project income.
- If an animal is boarded or leased, there are still expenses associated with its care. All animals eat and need physical and medical care.
- Just because your family raised the animal, doesn’t mean that it is free.
- Depreciation of inventory should be calculated for the ending value. A rule of thumb figure is to deduct 3% per year.
- For your Animal Science Record enter your feed as you purchase it. For your Feed & Growth Record enter the consumption of feed by market animal per month.
- Your Animal Science Record is for ALL of your animals for your animal project.
- Your Feed & Growth Record is for only your market animal.
- On your Feed & Growth Record—Date of your market animal “Rate of Gain” weight needs to coincide with the “Feed Record”.

Suggestion: You may want to keep a calendar with all the important costs, happenings, and activities to be transferred to your notes/project records monthly. Include the following details on your calendar: purchases, sales, breeding, daily happenings, failures, achievements, weights, things learned, items made, summary of club meetings, involvement in fair, increase or decrease in feed, etc.

**See example of completed livestock project record at back of pack**
Advancement Records

Project members will want to use the advancement guide to make sure they are learning about all areas related to their projects. The advancement certificate needs to be placed behind the appropriate advancement record. You must include the advancement record in the record book even if it is not fully completed.

If you have discontinued a project, the advancement record for that project would go in the past records with that discontinued project record from the year before. This will then be removed from your record book and placed with your records that your are keeping on file.

Advancement records are not available for ALL project areas. Check with the Crook County Extension office to learn more about available advancement programs.

Project photographs/newspaper clippings

Photos and/or newspaper clippings are optional and are not required but will be one of the treasured parts of your 4-H records when you look at them in the future. Put your photos or news clippings behind your 4-H Notes/Story. Please remember to limit photos/clippings to three one sided pages. You can also include anything of special significance, but remember the three one sided page limit.

The 4-H Notes/Story and photos/clippings are only for the current year. These will be removed from your record book when you start your new year after your record book has been judged in the fall.

Record Book Assembly

- It is required that records be placed in a flat, ACCO-type folder. No three ring binders or slide rib folders.
- 4-H member’s name and class (Junior, Intermediate, or Senior) must be printed on the front of the members record book.
- Record books should be up to date at check in and should be complete to the September 30 date for judging.

The ORDER FOR A COMPLETE, UP TO DATE RECORD BOOK IS AS FOLLOWS:

1. Table of Contents and/or dividers
2. 4-H Story/Notes.
3. You may include news clippings, photos or items of special significance and is limited to three one sided pages. This is OPTIONAL to have pictures etc in the record book.
4. Permanent Records
5. Project Records
6. Advancement Program record and certificates—
   These are applicable to members in Dairy Cattle, Dairy Goat, Meat Goat, Meat Animal (Beef, Sheep, Swine), Dog, Horse, Poultry, Pigeon, Rabbit, Sewing/Clothing, Foods, Horticulture, and Junior Leader projects.
7. Last year’s Feed and Growth, Animal Science, and ALL non livestock Project Records complete.