

# New 4-H Memories

## A booklet to help you complete your new 4-H Permanent Record

We all have memories: good times on a vacation, fun times at a party, and sometimes unpleasant memories of losing a pet or other animal.

Sometimes an object or photograph will bring back those memories more vividly and help us recall details that have fallen into the back of our minds.

Your record book is such an object. Each year you write down the fun times, the hard times, the crying, the laughing, the frustration and successes in order to paint a verbal picture of your 4-H year. Thirty years ago one 4-Her was doing her 4-H presentation on bread baking. On the table next to her was someone giving another presentation with a rabbit. Suddenly, the rabbit hopped up and landed smack dab in the middle of the bread dough. I read all about it in her 4-H record book.

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 you plan for the future.

Keeping good records allows them to be helpful for selection committees, providing additional opportunities to participate in activities such as camp, exchanges, scholarships and other exciting adventures.

As you continue your career through high school the information you record in your record book may be of help to fill out applications for work or college. Perhaps you may apply for a special trip or award where the application required information that can be found in your 4-H record book. Record keeping is also a good beginning to the required task of preparing income tax forms.

The 4-H record book shows 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!

# RECORD BOOK GENERAL INFORMATION

- ◆ ***USE PENCIL ON YOUR PERMANENT RECORD & PROJECT RECORDS!!!***  
Pen may be used, but pencil allows for corrections and/or changes. (A computer or typewriter may also be used.)
- ◆ Fill in as much information as you can.
- ◆ Write the year at the beginning of each section, each year. Remember the 4-H year is the same as your school year, i.e., 2007-08.
- ◆ Either tabs or a table of contents, or both should be used.
- ◆ Limit your pictures, articles and news clippings to no more than 3 single sided pages. Color copies work better than real photos and make your records less bulky, *but if you do use real photos, you may use plastic covers to protect them.*
- ◆ ***DO NOT*** include activities that you participated in before you were in 4-H.
- ◆ ***DO NOT*** include registration or pedigree papers unless they are specific to your required project needs.
- ◆ ***DO NOT*** include fair ribbons, stall cards or other scrapbook items except on your 3 single sided pages meant for such items.
- ◆ ***DO NOT*** use 3-ring binders when turning in your project records for judging.

# ASSEMBLING YOUR RECORD BOOK

- ◆ Use a flat, hard cardboard like cover. (The official 4-H record book cover can be purchased at the 4-H Office.)
- ◆ Assemble in this order:
  - Table of Contents
  - 4-H Notes/Story
  - Permanent Record
  - Project Records
  - Advancement Records
  - Photos/News Clippings
  - Past Records

## 4-H NOTES/4-H STORY

**4-H Notes are about the things that occur during the 4-H year. Include things you want to share or remember.**

Some suggestions:

- ◆ ***Introduce yourself*** – date, age, where you live, projects you are involved in, etc.
- ◆ ***Write as the year progresses*** – a calendar filled out with all the important costs, happenings and activities will help you when you sit down to write your story!
- ◆ ***Tell about your 4-H projects and activities*** – What have you learned? Why did you choose these projects? How have your projects grown in size and scope? What did you try and find successful or unsuccessful? What were your financial profits, losses and savings? Did you meet any interesting people? Did you have an embarrassing moment? Did you have an interesting experience?
- ◆ ***Explain how 4-H has helped you become a better leader, person and citizen*** – What have you learned from working with other 4-Hers? Describe your community experiences or contributions. What changes have you made? What have you learned about yourself?

## PROJECT RECORDS

Project records are required for all project areas and are new each year. (Exceptions are the advancement records and production records that carry over.) They include what you plan to do, and everything you did and learned in each project.

Your total project size will be listed in your project record. List expenses and income for each project on its own record.

# TYPING YOUR 4-H PERMANENT RECORD

Today, more 4-H Permanent Records are being set up on computers.

Type should be easy to read. You might use Arial 12 or Times New Roman 12. Do not use anything smaller. Do not use any “funky” or hard to read fonts.

For Computers: The fillable permanent record and supplemental sheets can be found at <http://extension.oregonstate.edu/deschutes>

***EACH PAGE MUST HAVE A PROPER HEADING!***

## **SUPPLEMENTAL SHEETS**

The easiest way to do supplemental sheets is to leave your permanent record single sided, then you can easily slip your supplemental pages into the spot they belong causing no confusion. However if you have already started your record, and it is handwritten, there are other options:

At the end of the sections in the permanent record, indicate where the supplement for that category can be found. If you decide to put all the supplements at the back of the permanent record, indicate this decision on the bottom of page one.

There is no one proper way to use the supplement. Some possibilities are:

1. Put all the supplement headings in numerical order and include after the permanent record.
2. Insert the supplements next to where they appear in the permanent record.

Take care to make sure your holes are punched on the correct side of the paper so it will fit in the way you wish.

# HINTS

## **Be Specific....Be Specific.....Be Specific.....**

Tell all there is to know. Instead of using letters like NBA, state that it is the National Basketball Association, at least once. It's likely others have never heard of your letters or abbreviations.

## **Use Numbers**

How many volleyball games, how many meetings, how many in the audience, how much profit (or loss), how many cans of food collected, how many hours worked, or how many total dishes did you prepare? Numbers show growth and give people an idea of your commitment and your efforts.

## **Don't Repeat**

Each item should be entered only once in the permanent record (unless otherwise indicated for instance, Leadership). Your club might do a canned food drive and you enter it under Community Service. BUT, you also planned the details, arranged for transportation, and supervised the delivery of the food. Those items would also go under Leadership.

## **How Do You Share Your Knowledge?**

Be sure to tell about the animal you raised, the friend you taught, the grandmother or elderly neighbor you did chores for, the people that you collected food and clothes for, the speeches and presentations you gave, or to promote 4-H or share knowledge. All of these ideas can be part of your "4-H Notes".

## **Past Records**

After completing your first year of records, leave them in your record book and put each subsequent year on top of the previous year's records, with each year in the proper order. This of course does not include your permanent record, which remains in its entirety at the beginning of the current year's records.

# Key Descriptive Words

The following are words that can be used to make your entries more active, interesting and descriptive:

Administered	Instructed
Answered	Judged
Arranged	Junior Leader
Attended	Led
Baby-sat	Member of Service Organization
Baked/Cooked	Mowed
Bought	Organized
Brought	Painted
Built	Performed
Campaigned	Phoned
Cleaned	Photographed
Clerked	Planned
Collected	Planted
Contributed	Prepared
Counseled	Presented
Coached	Printed
Conducted	Provided
Co-organized	Raised
Delivered	Represented
Demonstrated	Reported
Designed	Resource Person
Directed	Served
Donated	Set-up
Emceed	Sheared
Entered	Sold
Entertained	Spoke
Fed/Watered	Supervised
Fitted Animals	Supplied
Fixed	Taught
Furnished	Teen Leader/Staff
Gathered	Tutored
Gave	Videotaped
Groomed	Took
Guided	Washed
Helped	Washed Cars
Host/Hostess	Wrote
Informed	Wrote Thank-You
In charge of	Letters of Appreciation
Inoculated	

*Note: The following are examples. Many 4-H'ers will not have the quantity of entries on these pages, some will have more. If your records are hand written it is best to **always use pencil!!!***

### MY 4-H PERMANENT RECORD

This record will be your summary of all of your activities while in 4-H. It will be useful to you to know how much you have accomplished. It will be of help when you are filling out other forms (such as scholarship and award applications) for 4-H, church, school, or other youth programs. It is always a great idea to keep records of your activities.

Start with your first year in 4-H and keep it up-to-date. If you need more space, do not use a second Permanent Record, instead obtain supplemental sheets from the Extension office, or on-line.

Name: \_\_\_\_\_ Boy  Girl  Date born: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Year	Grade	Name of club (individual projects next pg.)	No. in Club	Club Leader	Meetings Held / Attended	Office or Committee	
05-06	6	Oak Grove Clothing Club	9	Mrs. Jones	8	8	News Rptr.
		Country Critters	8	Mr. Smith	11	9	Refreshment
		Community Club	24	Mrs. Brown	10	8	Treasurer
06-07	7	Oak Grove Clothing Club	9	Mrs. Jones	8	7	Secretary
		Community Club	25	Mrs. Brown	10	9	Game Comm.
		Over Easy Cookers	4	Mrs. Green	7	7	None Elected
07-08	8	Oak Grove Clothing Club	7	Mrs. Jones	8	6	President
		Community Club	27	Mrs. Brown	11	10	Secretary
		Over Easy Cookers	5	Mrs. Green	7	6	Call Comm.
		Hefty Beef	6	Mr. Scott	13	12	Tour Comm.

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- List the years and grade only once, at the first entry for that year (4-H year is always 10/1 - 9/30)
- List the clubs in the same order each year (drop clubs which you are no longer a member of and add new clubs that you have joined).
- Office or committee examples: President, Vice President, Secretary, Treasurer, Photographer, Calling Committee, Scrapbook committee, etc.
- If your club does not elect officers, say so.
- Can repeat office under 'Leadership in 4-H'.

## EXHIBITS MADE

List all 4-H projects on this page, starting with your first year in 4-H. 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), and International (I). If competitive, be sure to indicate your placings. If teen or junior leader, list project here and indicate number of members assisted.

Year	Event	Exhibited	Level of participation and recognition
07-08	<i>Deschutes County Fair (4-H)</i>	<i>2 cakes, phase 1</i>	<i>2C - 2B, 1CH</i>
	<i>Deschutes County Fair (Open)</i>	<i>1 Basket</i>	<i>1C - 1R</i>
	<i>Deschutes County Fair (4-H)</i>	<i>1 Ed. Display: "Cat Grooming Habits"</i>	<i>1B - CH, GCH</i>
08-09	<i>Small Animal Show (Crazy 8)</i>	<i>3 does, 3 bucks</i>	<i>6B - 4B, 2R, 1CH</i>

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- Keep projects in the same order each year. Indicate what phase of the project you are in (example: Foods Phase I, Clothing phase III)
- Under exhibit column, list ribbons won. List all shows you participate in, including open shows, 4-H shows, fair, or other – if your project(s) or animal(s) is used.
- Judging contests go in the ‘Participation in 4-H Activities’ section. Dog obedience and horse performance classes are listed under exhibits because they don’t have conformation requirements.
- White (W); Red (R); Blue (B); Reserve Champion (RCh); Champion (Ch); Reserve Grand Champion (RGCh); Grand Champion (GCh).

# Participation in 4-H Activities

This section should include all 4-H training activities, special program activities, and competitive activities such as judging, identification, showmanship, fashion revue, foods contests, safety, health, consumer education, commodity marketing, idea fair, etc. Show number of times and location and also indicate what you learned. Use letters to show location: Local (L), County (C), State (S), Regional (R), National (N), International (I).

Year	Kind of activity	Things learned	Level of participation and recognition
08-09	Dog Judging	Breeds of 20 dogs	1C - 1B, CH 1S - 1B
	Rabbit Showmanship	Speak loudly and clearly	1CB, 1SB
	Record Keeping Workshop	Organizing information	1C
	Purchasing Feed—Poultry	Price varies by \$2/bag	1L
	Dog Showmanship	How to Show My Dog	1C - 1B, CH, RCH

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- When participating in events – if you also plan or organize the event – it will also be listed under ‘Leadership’.
- White (W); Red (R); Blue (B); Reserve Champion (RCh); Champion (Ch); Reserve Grand Champion (RGCh); Grand Champion (GCh).

### ‘KIND OF ACTIVITY’ EXAMPLES:

#### MISC. CONTESTS:

Sewing skills contest  
 Main dish meals  
 Junior food contest  
 Livestock judging/Breeding ID  
 Gun Safety  
 Quiz bowl  
 Photography  
 Scavenger Hunt

#### TRAINING EVENTS/WORKSHOPS:

Presentation workshop  
 Idea Fair  
 Club officer training  
 Camp counselor training  
 Record book training  
 State forum  
 Judging workshop

#### CLUB ACTIVITIES:

Parties  
 Awards night  
 Practice sessions  
 Dress rehearsals  
 Leader/member banquet  
 Fun match/play day  
 Ambassador Training  
 4-H Sign up  
 Consumer Education  
 Wardrobe Selection  
 Commodity marketing  
 Health & safety  
 Flower arranging  
 Trail ride

#### GENERAL ACTIVITIES:

## PRESENTATIONS

Show number of times presentation was given and where presented. Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), and International (I). If you give a competitive presentation, indicate your placing.

Year	Event/Venue	Title / Topic	Level of Participation & Recognition	# of people reached	4-H/ Other
07-08	Presentation Contest	How to Straighten Material	2L, 1C-B	73	4-H
	KSJJ Radio Station	Cook & Coleen Campout	1R	15,000	4-H
	Jr. Toastmasters	National Pride	1L	36	Other
08-09	Presentation Contest	Bathing A Chicken	1CB CH 1SB	29	4-H
	4-H Club Meeting	Up In the Saddle Again	1L	22	4-H
	School Speech Class	Hug Therapy	1L	35	Other

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- Presentations are planned talks that include an introduction, body and conclusion. The categories include:
  - Demonstration; show and tell how you do something.
  - Illustrated talk; use props such as slides, pictures, charts, models, etc.
  - Speech; just telling about a topic.
  
- White (W); Red (R); Blue (B); Reserve Champion (RCh); Champion (Ch); Reserve Grand Champion (RGCh); Grand Champion (GCh).

**EVENTS ATTENDED:**  
TOURS/FIELD TRIPS, CAMPS,  
OSU SUMMER CONFERENCE, ETC.

The big events go here. Any major events such as camps, field trips, livestock tours, etc. Be sure to explain your learning experiences for each event. If the event was related to a specific 4-H project, this can be indicated in parenthesis.

Year	Event/Venue	Things learned	Scholarship by	4-H/ Other
07-08	High Desert Leadership Retreat	Podcasting	Deschutes County Leader's Association (DCLA)	4-H
	4-H OMSI Science Camp	Environmental Stewardship	DCLA	4-H
	Girl's State	Parliamentary Procedures	-----	Other
08-09	High Desert Leadership Retreat		Kiwanis Club	4-H
	Tour of Fabric City (clothing)	Fabric fiber content and care	-----	4-H
	Tour of ABC Meat Processing Plant (beef)	Packing procedures	-----	4-H
	Mountain View HS History Club Washington DC Tour	History of US government	Mary Smith	Other

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- If you did not receive a scholarship or if it does not apply, leave the scholarship column blank.
- This section is intended to reflect general attendance at large events.
- Activities can be done as an individual or as club outings.
- If scholarship was given as a special award (such as an OSU Summer Conference scholarship for winning the t-shirt design contest), then also list as scholarship award under 'Recognition'.

**'EVENT/VENUE' EXAMPLES:**

Guided Tours (List project area in parenthesis)  
Livestock tours  
Sewing fair  
Junior leadership retreat  
Tour vet clinic or breed farm  
Week(end) conferences  
4-H trip to Canada  
Museums  
Restaurants (food clubs investigating other cultures)  
Sewing and food fairs/shows  
AKC shows  
Places you visit for photography  
Comparative shopping trips for your project

## 4-H ADVANCEMENT PROGRAMS

(Advancement certificate should be included with your 4-H record)

Program or project	Step no.	Date	Step no.	Date	Step no.	Date	Step no.	Date
Rabbit	1	4/30/06	2	3/21/07	3	1/25/08	4	
	5		6		7		8	
Foods and Nutrition	1	6/2/04	2	4/26/05	3	6/5/06	4	5/14/07
	5	6/12/08	6		7		8	

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- Many projects have advancement programs
- The advancement record and certificates are placed behind your project records in your record book.

## LEADERSHIP

Leadership responsibilities, (not honors) go here. Include the number of people reached through your leadership efforts. If you hold club offices (listed on page 1), you should list the details of responsibilities of that office here.

Year	Leadership responsibilities in 4-H & other community organizations. [Include number reached through leadership efforts.]	# of People Reached	4-H/ Other
07-08	Junior Leader (Dog Club): Planned program, conducted meetings, taught showmanship, arranged for kennel tour. - 14 meetings	7	4-H
	Captain of the Mountain View High School Football Team	65	Other
08-09	Camp Counselor (Camp Wannagohome): Delegated responsibilities, taught crafts, and dealt with homesick problems. - 1 week	10 girls	4-H

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- Identify things you have done where you planned, organized or gave direction.
- List duties, responsibilities, and number of people.
- See key words page for examples of action words that describe responsibilities.

### ‘LEADERSHIP’ EXAMPLES:

Junior Leader  
 Clerking at County Fair  
 Committee chairperson  
 Teach class at Idea Fair  
 Advisory Committee Representative  
 Student Council (officer/member)  
 FFA Leadership roles  
 Manager of school team  
 Sunday School aide/teacher  
 Sport group captain/officer

Camp Counselor  
 Organize 4-H activities  
 Teach others how-to  
 Leaders’ Banquet Committee  
 Teen Staff  
 Clerking at open shows  
 Scouting  
 Band officer  
 Choir officer (school/church)  
 Member of court (example: dairy princess)

## CITIZENSHIP, COMMUNITY SERVICE, & FUND RAISING

Year	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-and-vote campaign, etc. Indicate the number of people helped, if appropriate.	Club, Organization or Individual	Hours	4-H/ Other
07-08	Worked in Food Booth During Fair - no pay; 4 hrs.	Sewing Club	8	4-H
	Car Wash Fund Raiser – Club Earned \$900; 4 hrs.	Sheep Club	4	4-H
	Boy Scout Project (City park clean up) – 2 hrs.	Club	50	Other
	Cashier/Cook at McDonald’s – Earned \$2,700; 360 hrs.	Ind.	350	Other
08-09	4-H Canned Food Drive - 580 lbs. of food collected for Salvation Army; 6 hrs.	4-H Teen Staff	4	4-H
	Helped Elderly Neighbor - no pay; 12 hrs. Yard work, washed windows, cleaned house, shopping	Ind.	58	Other
	School Play Actress (My Fair Lady) – 4 hrs.	Mt. View HS	27	Other

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- This section includes activities that contribute to the welfare of your community, your 4-H group or others.
- Include individual and group activities.
- This section focuses on involvement in 4-H and other organizations, not leadership.
- Indicate time spent in hours/days, number of people helped, money raised.
- If you take some leadership role in planning or organizing the activity, it will also be listed under ‘Leadership’.
- Helping your family is not a community service.
- See ‘Key Descriptive Words’ page for further suggestions.

### ‘CITIZENSHIP, COMM. SERVICE, & FUND RAISING’ EXAMPLES:

Presentation at contests/shows  
 Help at 4-H event  
 Planting trees/Arbor Day  
 4-H representation at parades  
 Recycling to raise money for club  
 Labeling 4-H newsletter  
 Selling fund raising items  
 Food drives  
 School/church choir  
 School plays/band/cheerleader  
 Chess/debate teams  
 Scouts, Campfire, FFA, etc.

4-H community service  
 Visit nursing home  
 Help at Humane Society  
 Clean parks/community  
 Host exchange student  
 Lead pledge at large event  
 Working with needy/handicapped  
 Stuffing envelopes  
 Library volunteer  
 Work experience  
 Trainings and workshops  
 Political campaign volunteer

## RECOGNITION

Year	Important honors, awards, trips, etc. (Do not include awards listed on pages 2, 3, or 4.)	4-H/ Other
08-09	Kiwanis Ewe Lamb Award, \$200	4-H
	County Medal (Citizenship)	4-H
	Ralph McNulty Crocheting Scholarship, \$125	4-H
	Teen Staff Certificate	4-H
	FFA National Conference	Other

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- Special awards and recognitions belong in this section.
- You will not list them anywhere else in your records.
- If you were singled out for some reason, that is an honor.
- Any time you receive a certificate, award or trophy, or are recognized in front of a group for an achievement, it should be recorded here.

### ‘RECOGNITION’ EXAMPLES:

Top record/scrap book  
 Memorial awards  
 County medals  
 Winner of any 4-H contest  
 Chosen for judging team  
 Livestock showmanship  
 Herdsmanship wining club  
 Student of the month  
 Sports awards  
 Winner of any contest  
 Medals  
 Special open class awards  
 Trophies  
 Honor Roll (List GPA)  
 Featured in newspaper/magazine

Special trophies  
 Club recognitions  
 National trip winner  
 National 4-H Congress  
 Scholarships (if an award)  
 County champion horse medallions  
 Nominee for Oregon Ambassador  
 Chosen as Oregon Ambassador  
 FFA/Scouts/Campfire Awards  
 Courts  
 Musical Honors  
 Varsity Letter  
 Non 4-H certificates & ribbons  
 Special Achievements