4-H Record Book
GUIDELINES

DOUGLAS COUNTY
4-H Program

Oregon State University
Extension Service
Roseburg, Oregon
About This Handbook...

If you are wondering about the “whys”, “hows”, and “whens” of 4-H records you are in good company! Many new members and leaders have no idea what a record book is, or what to “do” with one! Even experienced leaders and members have numerous questions! Completing a record book does not have to be difficult! This 4-H Record Book Guideline serves as a reference to leaders, parents, and members who want to know more about 4-H record keeping.

This project came about because there had been a great deal of confusion about how to complete the 4-H records. The Douglas County 4-H Record Book Committee reviewed several sets of guidelines from Oregon counties. The hours these committee members have contributed to this project is evidenced by this handbook. Their efforts are greatly appreciated and the completed project should help to answer the many questions voiced.

Douglas County 4-H Record Book Program Goal

The 4-H Record Book Committee has adopted the goal to have every 4-H member in Douglas County successfully complete a record book annually.
The committee encourages 4-H Club Leaders to schedule time at meetings for updating the members’ records and teaching 4-H members record keeping skills.

Note: Sections within this record book guideline were adapted from the following sources:

- “Jackson County 4-H Record Book Handbook”, compiled by Anne Manlove, Jackson County Extension Agent, 4-H & Youth Development (1997)
- Douglas County 4-H Record Book Guidelines, revised 1991
- “4-H Memories”, compiled by Sheila Kester and Loyal Hjelmervik and revised by the Clackamas County Awards & Recognition Committee (1989)
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What Are 4-H 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. 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. These forms are available at the Extension Office. Many Oregon 4-H records are also available on the internet at http://eesc.oregonstate.edu/agcomwebfile/EdMat/EdmatIndex4H.html.

Why Are Record Books Important?

4-H members enjoy working with their project but often-record keeping is not an activity enjoyed or done on a regular basis. However, since records become necessary throughout life it is a good time to begin developing good record keeping skills. Reasons why record books are important are numerous. The benefits include the following:

- have the information needed to apply for 4-H scholarships, 4-H Ambassador program and National 4-H Congress
- learn important life skills: goal setting, organizing, planning, and written communication.
- may receive county recognition.
- have an invaluable personal memory book (this has proven very helpful as older 4-H youth complete resumes and apply for awards and college scholarships.
- learn how to set goals and evaluate their project's progress.
- can reflect on and evaluate their personal growth.

Another good reason why records should be completed, is that the Douglas County 4-H program requires that 4-H Record Books be turned in for eligibility to participate in the Douglas County Lamb Show, Jr. Horse Fair, and/or County Fair.

When To Start And End 4-H Records?

The 4-H Calendar year is from October 1st to September 30th. Record Books should be started October 1st each year (Don't wait until a week before Fair!). Records should be closed on September 30th. If members are new and/or don't get started in the fall, they should start as soon as possible.
<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Score</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COVER AND I.D. PAGE</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1 Flat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Well-secured</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Name and Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Year and Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Leader's Signature (I.D. page)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL APPEARANCE</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1 Legibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Neat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Clean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Divider Tabs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Proper Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERMANENT RECORD</strong></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>15 Sections up-to-date and filled out accurately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Information organized and usable for the future</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4-H STORY</strong></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>5 Introduce self</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 What you learned about project and self</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Leadership and community service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Plans for future/next year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Creativity</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT RECORD, 4-H NOTES</strong></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>5 Leader signature where appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Sections up-to-date and filled out accurately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Notes, concise, information useable for future</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bonus:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT PHOTOGRAPH PAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Securely mounted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Descriptions or comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 One page - one side only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADVANCEMENT PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>up to 5 points (current year only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Advancement record included in record book (does not have to be fully complete)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Advancement record fully completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Advancement certificate included in record book</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Identification Page

This page is to identify the 4-H member. Identification pages are available at the 4-H Extension Office. This page includes general information about the 4-H member and their project(s). A photo of the 4-H member is optional on this page. (Sample below)

NAME: __________________________________________________________

4-H PROJECT YEAR: (example: 2004-2005)

ADDRESS: _______________________________________________________

4-H CLUB(s): ____________________________________________________

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Optional photograph here)

Leader's Signature ___________________________ Date___________

(Leaders are responsible for seeing that club members have their records up to date and within county guidelines prior to county shows and the record book contest).
Note: The following is an example of the 4-H Permanent Record. Most 4-H'ers will not have the quantity of entries on these pages. The 4-H Permanent Record is available to download from the internet as a "Microsoft Word" document. Go to http://esesc.orst.edu for directions.

My 4-H Permanent Record

This record will be your summary of 4-H work done in all projects for every year you are in 4-H. It will be useful to you to know how much you have accomplished. It could be of help when you are filling out other forms for 4-H, church, school, or other youth programs. It will be fun, too, to look back several years from now to see what you did. It could also help provide information for awards. Start with your first year and keep it up-to-date yearly. If you need more space, do not use a second Permanent Record. Get a copy of RECORD 4-H 033R, use it for headings, and make your own form.

Name ___________________________ Boy ______ Girl ______ Date Born __________, 20______

<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</th>
<th>Meetings Held</th>
<th>Meetings Att’d</th>
<th>Office or committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-03</td>
<td>6</td>
<td>Oak Grove Clothing Club</td>
<td>8</td>
<td>Mrs. Jones</td>
<td>8</td>
<td>8</td>
<td>Refreshment</td>
</tr>
<tr>
<td>02-03</td>
<td>6</td>
<td>County Critters -beef</td>
<td>8</td>
<td>Mr. Smith</td>
<td>11</td>
<td>9</td>
<td>Treasurer</td>
</tr>
<tr>
<td>03-04</td>
<td>7</td>
<td>Oak Grove Clothing Club</td>
<td>9</td>
<td>Mrs. Jones</td>
<td>8</td>
<td>7</td>
<td>Secretary</td>
</tr>
<tr>
<td>03-04</td>
<td>7</td>
<td>Over Easy Cookers</td>
<td>4</td>
<td>Mrs. Green</td>
<td>7</td>
<td>7</td>
<td>None elected</td>
</tr>
<tr>
<td>04-05</td>
<td>8</td>
<td>Oak Grove Clothing Club</td>
<td>7</td>
<td>Mrs. Jones</td>
<td>8</td>
<td>6</td>
<td>President</td>
</tr>
<tr>
<td>04-05</td>
<td>8</td>
<td>Over Easy Cookers</td>
<td>5</td>
<td>Mrs. Green</td>
<td>7</td>
<td>6</td>
<td>Service Comm.</td>
</tr>
<tr>
<td>04-05</td>
<td>8</td>
<td>Hefty Beef</td>
<td>6</td>
<td>Mr. Scott</td>
<td>13</td>
<td>12</td>
<td>Field trip comm.</td>
</tr>
</tbody>
</table>

- Post Office refers to your mailing address (town/city, etc.)
- List the clubs in the same order each year.
  Drop the names of the clubs of which you are no longer a member and add new clubs that you have joined.
- If you brought refreshments, you were on the refreshment committee - Other: Community Service Committee or Game Committee, etc.
- If your club does not elect officers, say so. If you held no office, leave blank.
- If you carry projects as an individual member they are listed under projects completed and exhibits made on the next page.
Projects Completed & 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 & where exhibited. Use letters to show where: Local (L), County (C), District (D), Area (A), Regional (R), National (N), International (I). Show placing at fair & other competitions (1C-Red). If you exhibit in many shows you may want to make supplemental record indicating show, classes entered, & placing received. If teen or junior leader, list project here & 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>04-05</td>
<td>Horse</td>
<td>1 pinto gelding, 567 hours</td>
<td>2LB, 1L5th, 1L2nd</td>
</tr>
<tr>
<td>04-05</td>
<td>Clothing - Skill Level 5</td>
<td>3 articles, 2 dresses</td>
<td>2LB, 1 CB</td>
</tr>
<tr>
<td>04-05</td>
<td>Rabbit</td>
<td>10 does, 3 bucks</td>
<td>4C, 2R, 1S, 1R</td>
</tr>
<tr>
<td>04-05</td>
<td>Food Preservation</td>
<td>107 qts. 59 pts. 30 pts. Frozen</td>
<td>1CB, 1SB</td>
</tr>
<tr>
<td>04-05</td>
<td>Horticulture/Gardening</td>
<td>half acre - 7 varieties</td>
<td>1CB, 1CR, 1SB</td>
</tr>
<tr>
<td>04-05</td>
<td>Swine</td>
<td>2 breeding, 1 market</td>
<td>2CB</td>
</tr>
</tbody>
</table>

Coding: 
Local [L] = Club level (club getting together, community, etc.)
County [C] = Clubs/individuals from around county.
District [D] = Not applicable.
Area [A] = Southern Oregon Area, more than one county in the area.
State [S] = State level (several counties from Oregon )
Regional [R] = More than one state from the Western region of the U.S.
National [N] = Several states from around the U.S.
International [I] = More than one country.
Example: 1C, 2B, 4R, 1W; 1S, 1B = 1 County Contest, 2 Blues, 4 Reds, 1 White;
1 State Contest, 1 Blue Ribbon

- *Contest and Showmanship go in the “Participation in 4-H Activities” section.*
- Keep projects in the same order each year. Indicate what phase of the project you are in. (Foods I or Foods III).
- Project size is the number of all the items (or animals) you did for that project, not just the number you took to the Fair. Be specific about the size. Exhibits could include things made and displayed for 4-H promotion.
- Indicate blue, red, white, etc. ribbons received under exhibits. Champions, Reserve Champions and trophies are listed under “4-H Recognition” section.
- If you exhibit in many shows and/or classes, you may want to make supplemental record indicating show, classes entered, and placing received. Supplemental sheets are available at the Extension Office.

SUPPLEMENTAL RECORD BOOK PAGES

Supplemental sheets for each Permanent Record section are available at the 4-H Extension Office or downloaded from the internet at [http://eese.orst.edu](http://eese.orst.edu). Supplemental records may be placed in the permanent record next to the appropriate section or directly behind the permanent record.

Sample Supplemental Page Example:

<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>04-05</td>
<td>Dog Obedience</td>
<td>1 collie dog, 280 hours</td>
<td>2CB</td>
</tr>
<tr>
<td>Year</td>
<td>Name of Project</td>
<td>Project Size (see above)</td>
<td>Exhibits</td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
<td>-------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>04-05</td>
<td>Junior Leader</td>
<td>14 members - 11 meetings</td>
<td>None</td>
</tr>
</tbody>
</table>

**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: 1st, 2nd, 3rd or (T).

<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>04-05</td>
<td>How to Straighten Material</td>
<td>2L, 1C</td>
<td>73</td>
</tr>
<tr>
<td>04-05</td>
<td>You are What You Eat (foods)</td>
<td>1CB, 1SR</td>
<td>18</td>
</tr>
<tr>
<td>04-05</td>
<td>Bathing A Chicken (poultry)</td>
<td>2L, 1C</td>
<td>29</td>
</tr>
<tr>
<td>04-05</td>
<td>Mary Shears Her Lamb (sheep)</td>
<td>1L, 1CB, 1SB</td>
<td>42</td>
</tr>
</tbody>
</table>

- 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 models.
  > Speech: Talking to audience without using props - telling.
- Include title, level of competition (local, county, state, etc.) and the number of people in attendance (this is normally an estimated number). List the project area in parenthesis.

**Other Public Appearances**

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

<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>Est. of number reached</th>
<th>News stories</th>
<th>Est. of number reached</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>1L</td>
<td>35</td>
<td>1L</td>
<td>16</td>
<td>1L</td>
<td>5,000</td>
<td>1R</td>
<td>125,000</td>
<td>3L, 1N</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Examples:**

**Talks Before 4-H Groups**

- Clubs
- Workshops
- Presentation of Awards (fair, Rec. Festival)

**4-H Talks Before Other Groups**

- Kiwanis
- Rotary
- Schools
- Hospitals
- Youth Group

**Radio**

- Any type of radio interview

**TV**

- Television interview or program

**News Stories**

- Number you write or appear in, even if not published

**Other**

- Displays
- Interview judging
- Camp Skit
- Speech Class
- Posters

Talks before 4-H groups - anytime you are "up front" talking before 4-H groups giving "off the cuff" talks when the 4-H leader asks you to explain something or reports for advancement program.
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. Indicate number of exhibits made & where exhibited (use abbreviations from page 5). Also indicate things learned.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of activity</th>
<th>Things learned</th>
<th>Level of participation and recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Dog Judging</td>
<td>Dog Breed Characteristics</td>
<td>3L, 1CB, 1SB</td>
</tr>
<tr>
<td>04-05</td>
<td>Record Keeping Workshop</td>
<td>Organizing Information</td>
<td>1C</td>
</tr>
<tr>
<td>04-05</td>
<td>Rabbit Feed &amp; Care Clinic</td>
<td>Feed price varies by $2.00</td>
<td>1L</td>
</tr>
<tr>
<td>04-05</td>
<td>Rabbit Showmanship</td>
<td>Rabbit Facts</td>
<td>1CB</td>
</tr>
</tbody>
</table>

* Don’t forget showmanship!

Examples-

Contests:
Showmanship, Food Preparation, One Pot Meals, Yeast, Fruits/Vegetables, Main Dish, Mini-meal, Judging (horse, foods, livestock, etc.), Record Keeping, Outdoor/Forestry Identification, Herdsmanship, Horse Bowl, Spring Horse Classic, Horse Presentation Contest, Western Horse Classic.

Workshops/Training Events:
Judging Clinics, Camp Counselor Training, Record Book Workshop, Presentations Workshop, Livestock Clinics, Horse Clinics, State Forums/Workshops, Field Days, Livestock Tours, Sewing clinics, Photography clinics.

Activities In:
Trail Ride, Consumer Education, Fundraising Activities Fabric Tour, Places You Visit for Photography Project to Take Pictures, Field Trips etc.

All contests, training events, and judging experiences, even if not listed, are to be recorded in this section. Remember: When participating in events, if you also plan or organize the event, it will also be recorded in the “Leadership in 4-H” section.

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

The BIG FUN happenings go here. If the event is project related, place project area in parenthesis.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind or name of event</th>
<th>Scholarship by -</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>4-H Camp</td>
<td>4-H Leaders Association Summer Scholarships</td>
</tr>
<tr>
<td>04-05</td>
<td>Know Your State Government</td>
<td>4-H Leaders Association</td>
</tr>
</tbody>
</table>

Examples: Interstate/Japanese Exchanges SWOJLA Leadership Retreats
Recognition Festival National 4-H Congress/Conference
OSU Summer Conference Know Your State Government
4-H Day or Resident Camps Conferences
4-H Advancement Programs

(Advancement certificates should be included with your 4-H 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>Rabbit</td>
<td>1</td>
<td>4/30/03</td>
<td>2</td>
<td>1/27/04</td>
<td>3</td>
<td>2/15/05</td>
<td>4</td>
<td>6/9/06</td>
</tr>
</tbody>
</table>

Bonus points are awarded for completing advancements in the county Record Book Contest

• 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.
• The advancement record is considered part of your project records. The Advancement record is placed behind your current project record.

Leadership in 4-H

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. Junior leaders should indicate their responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Junior Leader - Rabbit Club - 7 members - 14 meetings Planned program, conducted meetings, taught showmanship, arranged for rabbitry tour.</td>
</tr>
<tr>
<td>04-05</td>
<td>Camp Counselor - One week - 8 girls Delegated responsibilities, taught crafts, and dealt with homesick problems.</td>
</tr>
<tr>
<td>04-05</td>
<td>Club President - Rabbit Club - 9 members - 14 meetings Presided at meetings, appointed committees</td>
</tr>
</tbody>
</table>

• List your 4-H club offices. Identify what you did in that office or what you did as a committee chairman. Give the number of people you directed/led and the number of times.

• 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                  Clerk at County Fair
Teen Leadership Team                Teen Staff at County Fair
Parade Chair                        Workshop Leader
Teach Others How-To                 Organized 4-H Activities
Advisory Committee Rep.             Committee Chairperson
Event Emcee                         Camp Counselor - Skits - Hikes
Offices Held                        County Council Youth Representative
4-H County or State Ambassador      Junior Leader Trainer
State Youth Council                 Youth Rep. on State Development Committee
Leadership in Other Organizations

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership responsibilities in school church, and other community organizations. Include number reached through leadership experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Student Council Vice President - Student body of 213 In charge of publishing telephone directory.</td>
</tr>
<tr>
<td>04-05</td>
<td>Student Aide - taught reading to three second graders.</td>
</tr>
</tbody>
</table>

- List Duties, Hours and Number of People Involved

Examples:
- Student Council officer/member
- FFA Leadership Roles
- Manager of School Team
- Sunday School Aide/Teacher
- Eagle Scout
- Choir (school/church) Officer
- Member of Court (Rodeo Princess)
- Band Officer
- Sports Group Captain
- Church Club Officer

4-H Citizenship, Community Service & Community Pride

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did as a member of a club/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>03-04</td>
<td>Donated $900 to the Crippled Children’s Charity Project Our 4-H club raised the money. 4 hours</td>
</tr>
<tr>
<td>03-04</td>
<td>Worked as a 4-H Teen Staff member during County Fair 8 hours</td>
</tr>
<tr>
<td>04-05</td>
<td>Helped elderly neighbor take care of yard, wash windows, cleaned house and do shopping (no pay) 58 hours</td>
</tr>
</tbody>
</table>

- Include all service projects, not just 4-H related.

- Do not include fundraisers. They are listed under 4-H activities. Do list what service projects you completed with money raised.

Examples:
- Help at Recognition Festival
- Political Campaign Worker
- Parades
- Clerked for judge at fair
- Food Drives
- Do a Traveling Farm (petting zoo)
- Host an Interstate and Japanese Student Thank you Notes or Appreciation
- Washed Wheelchairs
- Visit Nursing Homes for Elderly
- Baking Cookies for Nursing House
- Working for Needy or Handicapped
- Planting Trees and Shrubs
- Clean up Parks or Community
- Ring Steward
- Helped at Church
- Stuffed Envelopes
- School Fund raisers
- Ribbon Person at Shows
- Led Pledges

- This section includes activities that contribute to the welfare of others and/or your 4-H group. 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. Helping your family is not a Community Service.
- Indicate in parenthesis other organizations that you did community service with. (Example: school, church, scouts, FFA).
Participation in Other Community Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did in other organizations/activities in school, church, and community</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-04</td>
<td>Babysitting ages 3-8: earned $650.00</td>
<td>130</td>
</tr>
<tr>
<td>04-05</td>
<td>Cashier and Cook at McDonald’s (work experience)</td>
<td>350</td>
</tr>
<tr>
<td>04-05</td>
<td>School Play Actress - “My Fair Lady”</td>
<td>27</td>
</tr>
</tbody>
</table>

Examples: School Choir - Plays - Band, Church Choir, Sports Teams, Work Experience, Other School Activities, Cheerleader, Library Helper, Work Experience, Breed Clubs, Speech Team, Other Youth Organizations: (such as FFA, Camp Fire, Scouting, Explorers, etc.)

4-H Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>Important honors, awards, trips etc. (Do not include awards listed on pages 2, 3, or 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-04</td>
<td>Champion Junior Clothing Exhibit</td>
</tr>
<tr>
<td>04-05</td>
<td>Junior Record Book Champion</td>
</tr>
</tbody>
</table>

- This is the place for those special awards and recognitions you have received in 4-H. If you were singled out for some reason, that is an honor.

4-H Champion and Res. Champ. Placings, Scholarships, Winner of any 4-H Contest, Master Showmanship Winner, Certificates for Special Awards, Chosen as State/County 4-H Ambassador, Outstanding Home Ec. Member of the Year, Grand Champion Record Book, Club Recognition, Nat. 4-H Congress/Conference Delegate, Judging Teams (chosen for state), Horse Member of the Year, Spring Horse Classic Team Member, Douglas County 4-H Member of the Year, Special Trophies, County Medals (project area), Cash Awards, State Youth Council Delegate, Club Herdsmanship Winner, Spirit of 4-H Award Winner, 4-H Citizenship Award

Other Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>List important recognition in school, church, other youth organizations, and community.</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-04</td>
<td>Youth Citizenship Award from Optimist Club for Community Service</td>
</tr>
<tr>
<td>04-05</td>
<td>Honor Roll- 3 terms of school - Fremont Middle School, 3.50 GPA</td>
</tr>
</tbody>
</table>

- List here any recognition you may have received from other organizations such as school, sports awards, youth groups, contests and special open class awards.

Examples: Student of the Month, Awards in Sports, Trophies, Open Show Award Placings, FFA Awards, Ribbons - (non 4-H), Certificates, Varsity Letter, Any other contest, Courts, Church Honors, Honor Roll (List GPA), Special Open Class Awards, Medals, Musical Honors, Other Youth Organization Honors - Camp Fire, Church, Eagle Scout, etc.)
4-H STORY

Your "4-H Story" is about the things that occurred during the year that you want to remember. All project areas are combined into one 4-H Story. (This story is required for the county's record book contest.) Members are often unsure of how to write their story or what to include. Members should follow these guidelines:

• Introduce yourself - your age, where you live, your family, and your interests.

• Tell about your 4-H projects and activities. What did you learn about yourself and your project(s) in the last year? How have your projects grown in size and scope from previous years or just in one year? Describe your successes and/or failures (not necessarily having to do with the Fair).

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

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

• Be CREATIVE! - Creativity is appreciated and rewarded.

• One to two hand written or typed pages is adequate. Do not exceed 6 pages.

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

administered  answered  baby sat
arranged  baked/cooked  bought  brought
counseled  built  coached  campaigned
conducted  washed cars  co-organized  cleaned
demonstrated  clerked  designed  collected
directed  contributed  distributed  delivered
emceed  donated  entered  entertained
fitted animals  fed/watered  guided  fixed
host/hostess  furnished  inoculated  helped
informed  gather  in charge of  gave
instructed  host/hostess-exchange student  judged  mowed
junior leader  member of service organization  organized  painted
led  played for/sang-music group  performed
planned  phone  photographed
presented  printed  performed
resource person  ran-walked-swam-jumped rope  provided/supplied
spoke  read or listened to reader  raised
taught  sales-sold  recorded
tutored  set-up  served
took  wrote thank-you letters of appreciation

PROJECT RECORDS

Each year you have new "Project Records" for the projects in which you are enrolled. Most projects have special record book sheets. Those projects without record book sheets specific to the project use "My 4-H Record". These sheets are used to record everything you planned to do and what you did and learned in each project. Make sure all sections are up-to-date and filled out accurately.

List expenses and income (including premiums) for each project on it's own record. Totals from this record (size of garden/number of vegetables, number of garment/foods made, hours and items, feed/number of hours worked on animals, etc.) will go under "project size" on page 2 of the Permanent Record. The advancement records and production records are considered part of the project record. Advancement records are carried over each year (see Advancement Records section below for more information).

Your 4-H leader needs to sign your Project Record(s) each year. Project records may be ordered from the Extension Office and most can be downloaded at http://eesc.ors.rst.edu.
SPECIAL PROJECT FORMS

Some projects have additional record sheets that may be used. Examples of special project forms include: Ewe Production Record, Feed and Growth Record, Dairy Production Record, Sow Production Record, Budget sheet for market animals, etc. To find out what is available for your projects, check with the Extension Office.

ADVANCEMENT RECORDS

Annual 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 advancement record. You can include the advancement record in the record book even if it is not fully completed.

Advancement records are not available for all project areas. Check with the Extension Office to learn more about available advancement programs.

4-H NOTES

Your "4-H Notes" is a form for you to keep track of what happens at club meetings, events, and day to day project work. This can be done in either a diary form or story form. 4-H Notes may be written for each project area and included with the project records for that area OR one set of 4-H Notes may be written for all project areas (see “Assembling The Record Book” - page 13.)

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

My 4-H Notes

for 2004 to 2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/22/04</td>
<td>Had a club meeting. Our club made plans for a fund raiser.</td>
</tr>
<tr>
<td>2/26/04</td>
<td>Our club held a car wash at the BP gas station. We made $143. It was</td>
</tr>
<tr>
<td></td>
<td>cold.</td>
</tr>
<tr>
<td>3/26/04</td>
<td>I paid $125 to purchase my market lamb today. It’s a Suffolk and weighs</td>
</tr>
<tr>
<td></td>
<td>75 pounds.</td>
</tr>
<tr>
<td>4/9/04</td>
<td>I worked with my lamb today for two hours.</td>
</tr>
</tbody>
</table>
PROJECT PHOTOGRAPHS

- Photos 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. They are worth bonus points in the Record Book Contest.

Photographs are limited to one side 8½" x 11" page per project. (Example: 1 page for Foods, 1 page for Horse, and 1 page for Beef). Include CURRENT photographs. Select individual photographs or a sequence of photographs to illustrate the highlights of your project. Photos should show you actively involved in the project and may include photographs of your citizenship and leadership experiences. **USE ACTION PHOTOS (you doing something)!**

Photos should be neatly displayed on only one side of an 8½" x 11" piece of paper with captions underneath the picture briefly describing what is taking place in the photo.

USING A COMPUTER TO COMPLETE YOUR 4-H PERMANENT RECORD

Using a computer to complete your records is not expected. Handwritten or records done with word processing are both perfectly acceptable. Douglas County 4-H members who hand write their records and use the same permanent record throughout their 4-H career have a document that shows growth over time and is a personal record. **Remember whether they are handwritten or done on computer, records should be the work of the member!** This includes all writing or typing that may be done.

More and more 4-H records are available on the internet. Many of the records are available in PDF format. To view these online materials, you will need to download free Adobe Acrobat Reader. The 4-H Permanent Record is available to download and save as a Microsoft Word document. All 4-H records available for downloading can be located at: [http://eesc.orst.edu](http://eesc.orst.edu).

Computer generated records should be easy to read. Use a type size of 10 or 12 depending on the font chosen. Times New Roman or Arial fonts are recommended.

ASSEMBLING THE RECORD BOOK

Use the Record Book Cover provided by the 4-H Office or the cover available from the National 4-H Supply Catalog. A report cover with extension brackets or metal rings may be used to protect the cover provided by the 4-H Office.

If using the covers provided by the 4-H Office, be sure to use metal fasteners, metal rings or report covers with metal extension brackets to secure the records. When using report covers members are to put their name, address, post office (city) and county in the upper right hand corner of the cover front. The cover provided by the 4-H Office is inserted inside the report cover. The cover may be cut in the center before placing in the binder in order to accommodate a thick Record Book.

**DO:**
- Fasten Record Book Securely.
- Keep Record Book clean and neat. Replace cover, if necessary, prior to entering in the county Record Book Contest.
- Have records up to date with the most current information.

**DO NOT:**
- Include registration or pedigree papers.
- Include fair ribbons or other scrapbook items
- Use plastic covers on record sheets.
- Use 3-ring binders.
ASSEMBLE RECORD BOOK IN THIS ORDER FOR CONTEST:

1. Official Record Book Cover (front)
2. Identification Page
3. Permanent Record
   Supplement pages if applicable
4. Divider
5. 4-H Story (required for Record Book Contest only, not for lamb show or county fair)
   Divider
6. Junior and/or Teen Leader Record(s) if applicable
   Divider
7. Project 1 (Example: Sheep)
   Project Record
   Other Project Record(s) if applicable (Ewe Production, Feed and Growth Record, etc.)
   Advancement record(s) if applicable
   Advancement Certificates is applicable
   4-H Notes
   Photos (optional)
   Divider
8. Project 2 (Example: Photography)
   Project Record
   Other Project Record(s) if applicable (Ewe Production, Feed & Growth Record, etc)
   Advancement record(s) if applicable
   Advancement Certificates if applicable
   4-H Notes
   Photos (optional)
   Divider
9. 4-H Notes - *** Only if all project areas are included in one set of notes***
10. Official Record Book Cover (back)
4-H RECORD KEEPING HINTS

Be Specific... Be Specific... Be Specific
Tell all there is to know! Include Who, What, Where, When, and Why.
Example: If you participated in a canned food drive as a community activity, be sure to list the
group who sponsored the drive and how many cans you collected and for who they were collected.
• When using abbreviations like FBLA, state the full name [Future Business Leaders of America
  (FBLA)] or SWOJLA [Southwest Oregon Junior Leaders Association] the first time it is recorded.

Use Numbers
Numbers show growth. How many meetings did you attend, how many were in the audience,
how much profit (or loss), how many people were helped, how many hours worked, or how many
total dishes you cooked?

Neatness
Records should be neat (either pencil or ink; word processing is also acceptable). If
handwriting records, pencil is highly recommended. Records should be the work of the
member! This also includes any typing that may be done. If using ink, members are encouraged
to use the same color of ink throughout the record book.

Record Storage:
• After completing your first year of records, remove the project records and store them in a
  three-ring binder. We suggest you keep the same permanent record, it shows growth over time
  and is a personal history for you. If you re-copy your permanent records at any time, file the
  old copies in the binder also. When you want to go back and reminisce, it will all be together.
• It is recommended to keep a yearly scrapbook of 4-H work. This should include news items,
  records, pictures, etc., and can be used as a reference when applying for future trips, college
  scholarships and other state and national awards. The scrapbook can be a part of the 3-ring
  binder.

TURNING IN 4-H RECORD BOOKS:

Lamb Show, Jr. Horse Fair, County Fair, Record Book Contest

Records will be checked for completeness and whether they meet the County Record Book
Guidelines prior to:
1) Showing or selling lamb at lamb show
2) Registering for Jr. Horse Fair
3) Receiving an entry bracelet at the County Fair

• Leaders are responsible for seeing that club members have their record books up-to-date and
  within the county guidelines prior to county shows.

• Leaders should be sure the record book is complete and within the guidelines prior to signing
  the Identification Page and Project Records.
COUNTY RECORD BOOK CONTEST

Any 4-H'er in Douglas County is eligible to enter the County Record Book Contest. Record Books for the annual contest are due in the Extension Office by 5:00 p.m. October 1st.

The contest is intended to be an incentive for developing a record book and to provide feedback on each 4-H'er's progress. The Record Book Committee recognizes individuality and growth in life skills. Youth who enter the contest are judged on the completeness and accuracy of their record keeping and NOT for the size and scope of their project work. The County Record Book Contest is not a "stepping stone" to the State Recognition Program, nor is it a prerequisite to state competition. However, much of the information required for this contest is also required for applying to be an Oregon 4-H Ambassador or 4-H National Congress delegate.

The county contest concentrates on the proper completion of each record book section (see contest score sheet on page 2). The contest score sheets and record books are returned to the member at the fall 4-H Member/Leader Recognition Festival.

Members entering the contest compete for the following Record Book Awards:

- The contest is judged using the Merit system with all participants receiving a blue, red, or white award. The top scoring blue award in each age division and 4-H project area wins a special award. (Top scoring junior sheep project books, top scoring senior clothing project books).

  The point system used for the Record Book contest is:

  90 points and above - Blue Award
  80-89 points - Red Award
  79 points and below - White Award

- Awards will also be given for the Champion and Reserve Champion books in each age division and the Grand and Reserve Grand Champion Record Books overall. Record books must have a blue ribbon score to be considered for these awards.

The awards are as follows:

- Champion Junior Record Book
- Reserve Champion Junior Record Book
- Champion Intermediate Record Book
- Reserve Champion Intermediate Record Book
- Champion Senior Record Book
- Reserve Champion Senior Record Book
- Grand Champion 4-H Record Book
- Reserve Grand Champion 4-H Record Book
COUNTY MEDALS

What is the County Medals Program?

The purpose of the County Medals program is to recognize those 4-H members in project and activity areas that have shown outstanding growth in their project, as well as in their leadership responsibilities and citizenship activities. Recipients of county medals should be able to demonstrate through their records an increasing breadth and substance of their experiences and activities in a project area, in leadership and citizenship.

The applications and score sheets are available at the Extension Office. Applications are due by 5:00 p.m. October 1st at the Extension Office. Recipients of these awards are announced at the Douglas County 4-H Fall Recognition Festival.

Who is eligible for these Awards?

- Members must be in the 7th through 12th grades.
- Members must turn in a completed 4-H County Medal Application form with their Record Book.
- Members may receive only one project medal per year.
- Members may also receive a Fashion Revue Medal or an Achievement Medal in the same year they receive a project medal.
- If merited by outstanding accomplishment, members may receive the same medal once as an Intermediate and once as a Senior. (Exception: Fashion Revue and Achievement Medals may only be awarded once to any member.

Application Procedure

Applications for county medals can be made in two ways: 1) The 4-H leader nominates members and has him or her fill out a County Medal Application Form. The leader then writes a recommendation and signs the application form; or 2) A member initiates his or her own nomination by completing a County Medal Application Form and taking it to his or her leader for signature and leader recommendation. County Medal Application Forms are available at the Extension Office or at: http://oregon.4h.oregonstate.edu/programs/recognition.

How is the member's application evaluated?

The evaluation of the County Medal application and record book is based on the following guideline:

- Experience in 4-H Projects and Activities - 50%
  Based upon:
  - New Knowledge, attitudes and skills learned
  - Scope and characteristics of projects and activities
  - Project and activity participation experiences

- Experiences in 4-H Leadership - 25%
  Based upon:
  - Leadership participation
  - Offices held and committee assignments

- Experiences in Citizenship and Community Service - 25%
  Based upon:
  - Development of positive attitudes toward service to others
  - Participation in citizenship and community service activities
STATE & NATIONAL RECOGNITION

You may have read or heard something about 4-H ambassadors and National 4-H Congress. Those that are aware probably know that it has something to do your record books and 4-H experiences. But few know the process that takes to apply for these recognition opportunities.

What is a 4-H Ambassador?

Being an Oregon 4-H Ambassador is very much an honor. Ambassadors are called upon to represent 4-H at various county events throughout the year. Additional, they may be asked to promote 4-H to potential members, parents and the public and well as encourage financial support for 4-H within their county.

Youth in 9th-11th grades are eligible to apply to be a 4-H County Ambassador. This involves completing a short application and answering some questions about your 4-H experiences any why you want to serve in an Ambassador role. All ambassadors must attend the OSU Summer Conference where specialized training is done. At OSU Summer Days, up to 15 Ambassadors are selected to serve as the Oregon Statewide Ambassador Team. These individuals represent the Oregon 4-H programs at statewide events.

What does this have to do with your 4-H record book? You will need the information compiled in your 4-H Record Book to give a good overview of what you have done in 4-H on your application. Information and Ambassador Applications are available from the Extension Office or online at: http://oregon.4h.oregonstate.edu/programs/recognition/Ambassador.

What Is The National 4-H Congress?

It is a reward. It is an unbelievable experience for those 4-H'ers who have done more than take a project to Fair every year. It is a trip to a U.S. city where members experience: plays...nationally recognized entertainers such as bands, Miss America, artists, speakers...dressing up...the power and exhilaration of over 2500 high-quality young men and women from all over the country.

Donors contribute large sums of money to make this an all-expense paid trip because they believe rewarding achievers is important. The Oregon delegation, approximately 25 youth, meet in Portland and fly to the National Congress location to take part in this once-in-a-lifetime experience. To apply, members must prepare and submit a 4-H Resume to the state 4-H office.

What 4-H Statewide Scholarships are Available?

More that $10,000 in statewide 4-H scholarship money is available to current and former 4-H members. To apply for these scholarships, 4-H members must submit a 4-H Resume. Most of the information needed to complete these forms, comes directly from the current 4-H record book. Application materials must be submitted to the county Extension Office by Mid-February (check the "Douglas Doin's" or 4-H Calendar for specific dates).

How do I Apply for 4-H National Congress or 4-H Statewide Scholarships?

Once members have a general idea of "what it is", the question is...how does a 4-H'er get there? Put simply:

10th-12th grade 4-H members apply by submitting a 4-H Resume. All materials are due in the county office by mid-February. All application materials are available at the Extension Office.
or online at: http://oregon.4h.oregonstate.edu/programs/recognition/index.html or
http://oregon.4h.oregonstate.edu/programs/Scholarship.htm.

Resumes are sent to the state for judging. The State Recognition Committee selects scholarship
winners in March. National Congress finalists are also selected by the committee in the spring
and invited to participate in an interview at the OSU Summer Conference in June. The delegates
selected for National 4-H Congress are announced at the end of OSU Summer Conference.

THE PREPARATION PROCESS

Although anyone in the 9th-12th grade is eligible to apply to be a 4-H Ambassador and 10-12
graders National Congress, there is obviously a process that increases the chance of success.
The key to success is a well-prepared record book from which to draw information for the 4-H
Resume.

4th - 6th Grades
In these grades it is important to complete a record book. Members should attempt to do
activities in all areas of the Permanent Record-especially leadership, community service and
public speaking. Have pictures taken while members are working on projects, speaking to
groups, or doing community service. Participate in the County Record Book Contest. Although
the contest isn't necessary, it provides feedback on what members can be doing to improve. Let
your 4-H agent know that the member may be interested in trying for state and national awards
down the road. He or she can help provide opportunities and direction.

7th - 9th Grades
Continue with the Record Book and Record Book Contest. Check with your agent to see what
awards and trips are available. Select a long-range goal in connection with your strongest
projects. Then start to focus your efforts. This doesn't mean that you should give up other
projects. Simply look for activities that may enhance your chosen areas. Within your project
areas, try to think of unique projects. You need things that will distinguish you from all the others
who may apply. For example: if you are interested in sheep...winning champions in sheep will
not get you to National Congress or win you a college scholarship. There are probably other
people winning champions in every county, in every state, of the nation. Continue focusing on
leadership activities, community service and public speaking. Get a copy of the Oregon 4-H
Resume guidelines. If there are areas that you have no activity-look for ways to fill the void.

10th - 12th Grades
Keep working on your record book! Look at the Oregon 4-H Resume requirements to check for
weak areas. Try to get involved at the county and state level. Judges like to see members who
are reaching out beyond the club level. Take your project into the community. Teach, share,
help, and inform. Work with your leaders and your Extension Agent to learn about opportunities.
Members may submit a National 4-H Congress resume in 10th-12th grade level. Those who
apply to be a 4-H Ambassador as 9th or 10th graders have the opportunity to learn more about
leadership and better prepare to apply for National 4-H Congress next year.
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