

# Jefferson County 4-H Record Keeping

For

## 4-H Members, Parents, and Leaders



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This guide was developed to enhance each 4-H member's skill development in record keeping and to lay out the requirements for record books in Jefferson County's 4-H program.

## **Purpose and Philosophy**

A major goal of 4-H is to help youth develop skills for successful living. Because record keeping is an important part of all our lives, the Jefferson County 4-H Youth Program has a goal to develop these skills in 4-Hers. 4-H record keeping teaches decision making, responsibility, cooperation, planning and setting of individual goals, and evaluation. This is accomplished through two types of record keeping. First, records that help youth establish goals, maintain a record of experiences, measure accomplishments, and evaluate their experiences. These include the *4-H Permanent Record*, *My 4-H Notes*, *advancement programs*, and *some elements within project records*. The second type of record helps youth manage their projects. This second type of record keeping is accomplished through *project records*.

It is important to remember that the skills, attitudes, and habits that 4-H members acquire in keeping records are more important than the completed record itself. Also important is to recognize the developmental stages of youth and not expect younger 4-Hers to have the same goals, skills, and habits as older members. We do not expect all youth to be at the same skill level at the same age.

## **Helps for Leaders and Parents**

In Jefferson County, record keeping skills are taught at the club level by the leader in partnership with parents. Record keeping is incorporated as a regular part of club meetings, making it a natural part of the 4-H project. There are two excellent guides to help leaders teach record keeping to their club: *4-H Recordkeeping: A Teaching Tool for the Leader*, 4-H 0211L, and *Letters to New Leaders, Letter 6, 4-H Records and Advancement Programs*, 4-H 0276L. These publications are also available to parents. Many of the project materials for 4-H members have tips on record keeping. In addition, throughout the year record keeping trainings are conducted on an as requested basis for leaders, parents, and 4-H members. If you would like more information about taking part in a record book training, contact the Extension Office.

## **Jefferson County's 4-H Record Keeping Requirements and Contest**

Jefferson County's 4-H program recognizes the importance of record keeping and has established two record keeping requirements for youth participation in the county 4-H program.

- **First, to re-enroll in the 4-H program for the following 4-H year, record keeping must have been completed in the previous year as evidenced by the leader's signature on project records.** All records applicable to each project area are available at the Extension Office and some are also available online on the Jefferson County 4-H website. By signing the project record the leader designates the completion of the project for that member that year. As a new 4-H year approaches the record book follows the 4-Her into the next

year. Not all project areas have project records and leaders are encouraged to work with the Extension Office to develop appropriate project records for their club and to gain an overview of what is available.

- **Second**, 4-Hers wanting to participate in the County Fair must submit a record book (Contents and submission requirements are listed below).

There also is a Record Book Judging Contest in conjunction with the County Fair. Record Book Judging is strongly encouraged for all members. More information on this contest can be found on page 20 of this publication in the section titled: "Jefferson County 4-H Record Book Judging Contest."

## **Fair Entry and Record Books**

A 4-H member must submit a record book to participate in the Jefferson County Fair. This involves a two-step process.

**First**, the record books must be updated to July 1. All members wishing to participate in the Fair must turn in their up-to-date record book to the Extension Office between **July 1 and July 15**. Horse members will have their record books checked at the mandatory meeting on the Monday prior to Horse Fair. Any books red flagged for corrections must be checked off by the Friday before fair at 5:00 p.m. **Any exhibitor not checked off, will not participate at fair.** Clubs are welcome to coordinate and submit record books as a club. Based on office help, the record books will be immediately returned or collected for checking and then returned.

By July 1, the 4-Her should have in their records:

- 4-H story - an introduction, listing goals for the year, or if they are using a journal format, a list of notes they have taken in their 4-H experience for the current year.
- Permanent record - current year information on pages 1 and 2.
- Project records - entries up to July 1. Examples include: date started, inventory from last year if applicable, expenses, riding hours (horse only), feed record expenses, breeding records to July 1<sup>st</sup>, etc.

**Second**, in order to pick up premium money earned at the fair, 4-H members must update their records from July 1 through the county fair (or state fair, if they attend), and have these records signed by their leader. This signed book must be brought to the extension office before fair premium checks can be given to 4-Hers. If the 4-H member carries more than one project, each project record will need to be signed by that project leader.

## **Recognition and Awards Based on Record Keeping and Record Books**

Recognition for progress and for going beyond the minimum requirements encourages both the 4-H member and others involved in the 4-H program. Leaders are encouraged to provide club based recognition to 4-Hers who have achieved their goals, whose 4-H experience has contributed to their personal growth, who have learned skills in record keeping, who have learned to effectively communicate in writing and learned to appreciate the use of records in making decisions. Various incentives can be used at the club level. For more information or ideas on club-based recognition in these areas, please contact the Extension Office.

On the county level, the record book judging contest provides an opportunity to recognize 4-H members' record keeping skills through awarding of ribbons and special awards.

Coupled with the record book judging contest, but separate from the contest, county medals will be considered and selected for intermediate and senior members, by a committee using record books as one piece of information about a 4-H member. A "*County Medal Consideration Form*" is to be used to nominate 4-Hers for County Medal consideration as well as to allow the member and leader to provide comments in addition to their Record Book. These forms can be picked up at the Extension office. For those who have applied for a County Medal, the Record Book provides additional insight into the achievements and progress the member has made in their project areas and will be part of the evaluation process for County Medal Applicants.

In addition, record books become a foundation for 4-H scholarship applications, both at the county and state levels as well as the Oregon 4-H Ambassador program.

## **Assembling Records for Fair entry and Judging Contest**

Listed below are general guidelines for assembling the 4-H record book.

### **1. Folder**

Members are encouraged to use the green 4-H folders that are available from the extension office (the cost for these is \$2.50 each). Otherwise, a flat or Acco report-type binder is preferred. **No three ring binders** will be accepted as it is difficult to lay them flat, and pages tear out. The member's name should be on the outside of the folder. **No plastic sheet protectors are to be used** with the exception being photo pages and advancement certificates. 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 appropriate folder for Fair entry and judging.

### **2. Neatness**

Pen, pencil, or type generated characters are acceptable. It is recommended that Junior members use pencil or computer only; no pen. It would be wise for older members to also follow this recommendation to encourage neatness. Because a record book is a working record of a member's 4-H experiences, the work should be completed by the member and recorded in a timely fashion. Recopying records is not necessary for the Jefferson County Record Book Contest, but the information must be readable.

### **3. Order of Assembly**

- a. **Title page** - member's name, projects taken during the year, grade level in school, and 4-H age level (Junior: grades 4-6; Intermediate: grades 7-9; or Senior: grades 10-12) should be included on the Title page.
- b. **Table of Contents and Dividers** (Dividers are necessary to separate each section)  
Record books should be divided into the following sections:
  1. Notes/Story (up to 6 pages)
  2. Permanent record
  3. Project records
  4. Advancement program (optional)
  5. News clippings and/or photos - up to 4 single sided pages. NOTE: Contact the Extension office in a timely manner if assistance is needed in getting these items)
  6. Past project records (for 2<sup>nd</sup> year 4-Hers and above).

**c. Notes/Story**

Notes may be taken in the form of a diary or story and should cover the entire 4-H year. This should include the 4-Hers entire 4-H experience for that year and may include experiences with 4-H camp, special clinics and learning experiences, club meetings, and fairs. It is important to discuss what you learned and what you did in the past year. A story should include an introduction, goals that you set for the year, what you learned and did in your 4-H experience (including, but not limited to, how you met your goals), and your plans for the next year (this may include possible goals for the next year). The story should be no more than 6 pages long.

**d. Permanent Record**

The 4-H year is from October 1 to September 30. You begin your permanent record during your first year, and you add to this record each year throughout your 4-H career. One permanent record is used for all projects. You may use Supplemental Permanent 4-H Record Sheets, available from the Extension office, if you need additional space once your permanent record sheets are filled. Permanent records are to be completed when your project year is over, or through September 30.

**e. Project Records**

The current project record is complete when your 4-H project is over. For example, if your club meets January 1 through August 1, then that is your project year. Previous year's project records are to be stored in the "Past Project Records" section of your record book. The project records section should also contain any special project records deemed necessary by the project area (e.g., feed and growth record, producing ewe record). This is also the place for junior leaders to put their junior leader project record.

**f. Advancement Program**

Applicable to members in dairy, meat animal (beef, sheep, swine, goat), dog, horse, poultry, rabbit, clothing, and foods. When used, the advancement record need not be completed at the time of record book entry but only up to the step completed by the 4-H'er. On page 5 of your permanent record, it is important to put a date that you have **completed** a step. Do not fill in the completion date until you have completed all the options required for that step. You may also indicate when you have started a step but the start date must be clearly indicated, such as 12/31/06 (start). It would be appropriate and encouraged that members display their advancement certificates in this section.

**g. News clippings, photos, and items of special significance**

Use no more than four, one-sided pages. Make sure the information added has labels and/or is understandable to the reader.

**h. Past Project Records**

A place to store past project records. **Only the previous year (for second year members and above) is required.**

# 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. Maybe 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 you cooked? 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 record book (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 helped, the friend that you taught, the grandmother or elderly neighbor you did chores for, how you told your class how-to-do your project, the people that you collected food and clothes for, the presentations you gave to teach others, or speeches you gave to promote 4-H. All of these ideas can be part of your "4-H Notes".

## **Projects or Activities Not Having a Fair Entry Category:**

If you are interested in exhibiting at the fair you may elect to use the EDUCATIONAL DISPLAY as an exhibit for that area. Some projects and activities in this area may be Health, Consumer Education, Veterinary Science, Shooting Sports, Angling.....

## **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.

*Note: Pages 7-18 is an example of the Permanent Record. Most 4-H'ers will not have the quantity of entries on these pages but this will help entering information into its proper category. 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 now how much you have accomplished. It could 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. Get a copy of Record 4-H 033R/X and use it for headings or make your own form.

Name \_\_\_\_\_ Boy \_\_\_\_\_ Girl \_\_\_\_\_ Date Born \_\_\_\_\_  
 Address \_\_\_\_\_  
                   No. & Street/Route & Box      Post Office      Zip Code      Telephone      County

Year	Grade	Name of club (individual projects next pg.)	No. in Club	Club Leader	Meetings Held / Attended		Office or Committee
98-99	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
99-00	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							
00-01	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 always 10/1 – 9/30).
- List the clubs in the same order each year (drop clubs which you are no longer a member/add new clubs that you have joined).
- Office or committee examples: President, V. President, Secretary, Treasurer, Photographer, Calling Committee, Game Committee, Scrapbook Committee, etc.
- If your club does not elect officers, say so.
- If you carry projects as an individual member, they should be listed under 'projects completed and exhibits made'.

## PROJECTS COMPLETED & EXHIBITS MADE

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

Year	Name of Project	Project Size (see above)	Exhibits
00-01	Clothing-Level III	3 articles	2LB, 1CB
	Rabbit	10 does, 3 bucks	2CR, 3CB, 1SR,
2SB			
	Vet. Science-Unit I	20 animals, 27 vaccinations	1CB
	Food Preservation	107 qts., 59 pts., 30 frozen pts.	1CB, 1SB
	Poultry	1 rooster, 33 hens	2 CB, 1DR, 1SR
	Scrap Book	1 article	1CB, 1SR
	Beef-Market Hereford	1 steer	1CB
	Sheep	9 ewes, 1 ram, 5 market	3CB, 1RB, 1SR
	Junior Leader	14 members, 11 meetings	
	Horticulture/Gardening	½ acre-7 varieties	1CB, 1CR, 1SB
	Stamp Collecting	419 stamps total	1CB
	Record Book	1 article	1CB

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- Keep projects in the same order each year. Indicate what phase of the project you are in (examples: Foods I, Clothing III).
- Project size is the number of all project items or animals you had that year, not just the number you showed. Be specific about the size. Exhibits could include things made and displayed for a 4-H promotion/special event.
- Under exhibit column, list only blue, red, and white ribbons won. List all shows you participated in, including open shows, 4-H shows, fair, or other—if your 4-H project(s) or animal(s) is used.
- Judging contests go in ‘4-H participation’ section. Dog Obedience and Horse Performance classes are listed under exhibits, because they don’t have conformation requirements.
- If you did not exhibit your project, leave exhibit column blank.
- Champions, reserve champions and trophies are listed under ‘4-H Recognition’ or ‘Other Recognition’ only.
- Local (L)—Town; County (C)—Jefferson; District (D)—Tri County, Area (A)—Central Oregon; State (S)—State Fair; Regional (R)—All Oregon.

## PRESENTATIONS

This section is for formal 4-H presentations only. 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	Title or Topic	Number & Where	Total No. People in Attendance
00-01	How to Straighten Material	2L, 1C	73
	Hug Therapy	1CB, 1SB	54
	Bathing A Chicken	2L, 2C	29
	Up In the Saddle Again	3L	37
	4-H Green with Red, White & Blue	4L, 3CB, 1SB	107

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- Formal 4-H presentations only. Other presentations given (school, speech team) should be listed under ‘Other Public Appearances’.
- 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)
  - Speech: just telling about a topic
- Include title, level of competition (if applicable), and the total number of people in attendance.
- Do not repeat under ‘Other Public Appearances’.
- Champions, reserve champions and trophies are listed under ‘4-H Recognition’ or ‘Other Recognition’ only.
- Local (L)—Town; County (C)—Jefferson; District (D)—Tri County, Area (A)—Central Oregon; State (S)—State Fair; Regional (R)—All Oregon.

## OTHER PUBLIC APPEARANCES

Show number of times and where presented. When you give talks, be sure to record number of people to whom you made presentation to. Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), and International (I). Under 'other' you may want to indicate posters or displays made.

Year	Talks before 4-H groups	Attend.	4-H Talks before other groups	Attend.	Radio	Est. No. Reached	TV	Est. No. Reached	News Stories	Est. No. Reached	Other
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00-01	1L	35	1L	16		5,000					
			2C	32	1L		1R	55,000	1L	30,000	
	3C	119									
	1S	33									

\*\*\*\*\*

- In this section, talks before 4-H groups are less formal than 'Presentations' section. This is when the 4-H leader asks you to explain something during a meeting or you give a report to the club for advancement.
- Talks before other groups may include talks before Kiwanis, Rotary, schools, and youth groups.
- Radio includes any type of radio interview.
- TV includes a television interview or appearance on a program.
- News Stories includes the number of stories you write, even if not published.
- Examples of things you may put under other: camp skit, oral reasons, speech class, posters, displays, and interview/judging.
- Local (L)—Town; County (C)—Jefferson; District (D)—Tri County, Area (A)—Central Oregon; State (S)—State Fair; Regional (R)—All Oregon.

## 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 where and also indicate things learned. 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 include your placing.

Year	Kind of Activity	Things Learned	Level of Participation & Recognition
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00-01	Dog Judging	20 dog breeds	2LR, 1LB, 2CB
	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	3L 2B, 1CB

\*\*\*\*\*

- When participating in events—if you also plan or organize the event, it will also be listed under ‘Leadership In 4-H’.
- Champions, reserve champions and trophies are listed under ‘4-H Recognition’ or ‘Other Recognition’ only.
- Local (L)—Town; County (C)—Jefferson; District (D)—Tri County, Area (A)—Central Oregon; State (S)—State Fair; Regional (R)—All Oregon.

### ‘Kind Of Activity’ Examples:

#### Misc. Contests:

Sewing Skills Contest  
 Main Dish Meals  
 Junior Food Contest  
 Livestock Judging/Breed Id  
 Gun Safety  
 Quiz Bowl  
 Photography  
 Scavenger Hunt

#### Club Activities:

Parties  
 Awards Night  
 Practice Sessions  
 Dress Rehearsals

#### General Activities:

Leader/Member Banquet  
 Fun Match/Play Day  
 Ambassador Day  
 4-H Sign Up  
 Consumer Education  
 Wardrobe Selection  
 Commodity Marketing  
 Health & Safety  
 Flower Arranging  
 Trail Ride

#### Training Events/Workshops:

Presentation Workshop  
 Idea Fair  
 Club Officer Training  
 Camp Counselor Training  
 Record Book Training  
 State Forum  
 Judging Workshop

## 4-H EVENTS ATTENDED: TOURS, CAMPS, SUMMER WEEK, ETC.

The big 4-H events go here. Any place you go that has to do with your project(s), such as camps, field trips, livestock tours, etc. Place project area in parenthesis and explain learning experiences.

Year	Kind or Name of Event	Scholarship by:
00-01	4-H Camp Junior Leadership Retreat Tour of Fabric City (clothing) OSU Summer Days Tour of ABC Meat Processing Plant (beef)	4-H Leadership Assoc. Kiwanis Club ----- Mary Smith -----

\*\*\*\*\*

- If you did not receive a scholarship or if it does not apply, leave scholarship column blank
- This section is intended to reflect general attendance at large 4-H events.
- Activities can be done as an individual or as club outings.
- If scholarship was given as a special award (such as camp scholarship for winning champion record book), then also list as scholarship award under '4-H Recognition'.

### 'Kind Or Name Of Event' Examples:

- Guided Tours (List Project Area in Parenthesis)
- Livestock Tours
- Sewing Fair
- Junior Leader Retreat
- Tour Vet Clinic or Breed Farm
- Week/Weekend 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 (To Take Pictures)
- 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
--------------------	----------	------	----------	------	----------	------

Rabbit	1	4/30/99	2	3/21/00	3	1/25/01
Cavy	1	3/28/01				

\*\*\*\*\*

- Many projects have advancement programs.
- Dates go across the page when each step is completed.
- The advancement record and certificate(s) are placed behind your Project Records in your Record Book.

## LEADERSHIP IN 4-H

Year	Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. Junior leaders should indicate their responsibilities. Offices held in 4-H clubs are listed on page 1.
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Junior Leader (Dog Club)—7 members, 14 meetings  
Planned program, conducted meetings, taught showmanship, arranged for kennel tour.

Camp Counselor (One Week)—8 girls  
Delegated responsibilities, taught crafts, and dealt with homesick problems.

\*\*\*\*\*

- Identify things you have done in 4-H where you planned, organized or gave direction.
- List duties, responsibilities, and number of people.

‘Leadership In 4-H’ Examples:

Junior Leadership  
Clerking at County Fair  
Committee Chairperson  
Teach Class at Idea Fair  
Advisory Committee Rep.

Camp Counselor  
Organize 4-H Activities  
Teach Others How-To  
Leaders’ Banquet Committee  
Teen Staff at County Fair

## LEADERSHIP IN OTHER ORGANIZATIONS

Year    Leadership responsibilities in school, church, and other community organizations. Include number Reached through leadership experience.

Student Council Vice President—student body of 214  
In charge of publishing telephone directory.

Sunday School Aide—12 children  
Read stories to second graders.

\*\*\*\*\*

- List duties, honors, and number of people involved.

### ‘Leadership In Other Organizations’ Examples:

Student Council (Officer/Member)  
FFA Leadership Roles  
Manager of School Team  
Sunday School Aide/Teacher  
Sports Group Captain/Officer

Clerking At Open Shows  
Scouting  
Band Officer  
Choir Officer (School/Church)  
Member of Court (Dairy Princess)

## 4-H CITIZENSHIP, COMMUNITY SERVICE, & COMMUNITY PRIDES

Year    List what you did as a member of a club and/or as an individual.

Car Wash Fund Raiser (Sheep Club)—earned \$900, 4 hours

Worked in Food Booth During Fair (Sewing Club)—no pay, 8 hours

Helped Elderly Neighbor—no pay, 58 hours  
Yard work, washed windows, cleaned house, shopping

\*\*\*\*\*

- Fund raising belongs in this section.
- This section includes activities that contribute to the welfare of your 4-H group or others.
- Include individual or group activities.
- 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 In 4-H'.
- Helping your family is not a community service.
- See key words page for further suggestions.

### '4-H Citizenship, Comm. Service, & Comm. Pride' Examples:

Present Ribbons at Contests/Shows  
 Help At 4-H Event  
 Planting Trees/Arbor Day  
 4-H Representation at Parade  
 Recycling To Raise Money for Club  
 Labeling 4-H Newsletter  
 Selling Fund Raising Items  
 Food Drives

4-H Community Service Day  
 Visit Nursing Homes for Elderly  
 Help at Humane Society  
 Clean Up Parks/Community  
 Host for Exchange Student  
 Lead Pledge At Large Event  
 Working For Needy/Handicapped  
 Stuffed Envelopes

## PARTICIPATION IN OTHER COMMUNITY ACTIVITIES

Year    List organizations/activities you have participated in for school, church, and community.

Cashier/Cook at McDonald’s (Work Experience)—earned \$2,270.00; 350 hours

Babysitting (Ages 3-8)—earned \$260.00; 130 hours

School Play Actress (My Fair Lady); 27 hours

\*\*\*\*\*

- This section should include activities in other community organizations.
- This section focuses on involvement in other organizations, not leadership.
- Include non 4-H Camps, Trainings, Team/Groups, And Community Service.

### ‘Participation In Other Comm. Activities’ Examples:

School/Church Choir  
 School Plays/Band/Cheerleader  
 Chess/Drama Clubs  
 Sports Teams  
 Speech/Debate Teams  
 Non 4-H Camps  
 Livestock Clubs/Organizations  
 (Mt. Bachelor Kennel Club, ARBA)

Library Helper  
 Work Experience  
 First Aid/CPA Training  
 Non 4-H Parades  
 Non 4-H Trainings/Workshops  
 Political Campaign Worker  
 Other Youth Organizations  
 (Scouts, Campfire, FFA)

## 4-H RECOGNITION

Year	Important honors, awards, trips, etc. Do not include awards listed on pages 2, 3 or 4!
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Champion Junior Record Book (Small Animal)

Reserve Champion Canned Goods—County Fair

John Johnson Memorial Award—County Fair

Champion Steer—Oregon State Fair

Champion Herdsmanship (Poultry Club)—County Fair

County Medal (Citizenship)

\*\*\*\*\*

- Special awards and recognitions in 4-H 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.
- Champion and reserve champion ribbons in 4-H belong here.

‘4-H Recognition’ Examples:

Top Record/Scrap Book

Memorial Awards

County Medals (Project Area)

Winner of Any 4-H Contest

Chosen For Judging Team

Livestock Showmanship

Herdsmanship Winning Club

Mr. & Miss 4-H

Featured In Newspaper/Magazine Article

Special Trophies

Club Recognitions

National Trip Winner

National 4-H Congress

Scholarships (if an Award)

County Champion Horse Medallions

Nominee for Oregon Ambassador

Chosen for Oregon Ambassador

## OTHER RECOGNITION

Year    List important recognition in school, church, other youth organizations, and community.

Youth Citizenship Award—Optimists Club  
National Junior Honor Society (4.0 GPA)—Juniper Grove Middle School  
Eagle Scout Award  
Best in Show Rabbit (Whiskers)—Hairy Hoppers Show  
Most Improved Soccer Player—Highland Kickers

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- List any recognition you may have received from other organizations, such as school, sports awards, youth groups, contests, and special open class awards.
- Any time you receive a certificate, trophy, or are recognized in front of a group for an achievement, it should be recorded here.

### ‘Other Recognition’ Examples:

Student of The Month	FFA Awards
Sports Awards	Courts
Any Other Contest	Medals
Special Open Class Awards	Musical Honors
Trophies	Varsity Letter
Honor Roll (List GPA)	Non 4-H Certificates/Ribbons
Other Youth Organizations (Scouts, Campfire, FFA)	Special Achievements

## QUESTIONS About Record Books

**1. *How complete should the records be when they are turned in?***

The table of contents and dividers should be in place along with the title page. Information should be filed in the right location. First through third year members may have less information to record in their permanent record, advancement records, and news clipping section than a member who has had more years and experience in 4-H.

**2. *Are advancement records required, and where and when do you record what has been done in the permanent record?***

Advancement records are available only in certain projects and are a leader option for their club. They are an excellent learning tool for 4-H'ers. When used, the advancement record need not be completed at the time of record book entry but only up to the step completed by the 4-H'er. There should be evidence of work in the advancement program. On page 5 of your permanent record, it is important to put a date that you have completed a step. Do not fill in the completion date until you have completed all the options required for that step. You may also indicate when you have started a step but the start date must be clearly indicated, such as 12/31/06 (start). You may work in a higher step area without completing the previous levels.

**3. *When and why would I write about fair?***

If going to fair is a major goal or final closure in your project, you need to address skills learned this year, and in past years, that has helped you complete your fair activity. Example: "I got a blue ribbon in showmanship at fair this year. I went to three showmanship clinics and learned how to keep my eye on the judge and brace my animal and appropriate dress." Since you mentioned these activities in your story, make sure they are recorded on page 4 on your permanent record. You can take activities and information from your permanent record to remind you of things you did this year to help you in writing your story.

**4. *On my project record, it says "goals", what does it mean?***

Goals are very simple; they are things you wish to achieve in the 4-H Project year. They are

things you want to do. Example: "My goals for this year were not to cry when I sold my pig and to be able to sew a seam in my address without the pins still in the seam. My final goal was to meet friends and do well at fair". As you can see, these goals are very personal. A goal does not necessarily need to be completed but is something you are striving for. You may not have been able to sew the seam without the pins but you want to tell us that you got a blue ribbon on your outfit and you don't know whether the judge knew about the pins.

**5. *Is other recognition based on records?***

Yes, Oregon 4-H Ambassadors program, county medals, college scholarships are available. 4-H Ambassadors are Senior 4-H members whose selection is based on project achievements, leadership, citizenship activities (documented in the members 4-H Record Book), and participation in activities at Summer Conference. 4-H Ambassadors participate in community, county, and state activities. County Medals recognize 4-H members in project or activity areas who have shown outstanding growth in their project, as well as in their leadership responsibilities, citizenship, and community service activities. Selection is based upon the 4-H member's record book. College scholarships are available to Jefferson County High School seniors and are based in part on record books. Also the state 4-H program offers scholarships again based on record books. Special Awards at county and state (see criteria at Extension Office):

- Hazel Meuret Award
- High Point Livestock Awards
- State 4-H Ambassador
- County Medal

# Jefferson County 4-H

## Record Book Judging Contest

Competition is one avenue used by the 4-H program to motivate youth to improve upon the skills and knowledge they gain through 4-H. The Record Book contest is designed to encourage 4-H members and instruct them in keeping good records. The purpose of the Record Book Contest is to provide formal assessment, guidance, and encouragement to 4-H members in their record keeping. The goal of this contest is to positively evaluate, and give feedback on, the data and information presented in each contestant's record book. This contest is designed to evaluate the member's record keeping efforts, not his or her total 4-H experience.

Jefferson County 4-H recognizes that no two records will be exactly alike. Differences between records will reflect individual differences in record keeping skills and abilities, differences in 4-H experiences, and differences in personal resources. Because of the valued differences between our 4-H members, and to encourage the wealth of diversity the 4-H program can and does nurture, records will not be judged against each other, but against a standard of quality record keeping.

All 4-H members are strongly encouraged to complete and submit a record book for the Record Book Judging Contest. Record books will be due to the extension office by **the last work day of September in the current year.**

The contest will be judged by impartial judges who are familiar with 4-H, with record keeping, and who have received training in the philosophy and process of the Jefferson County 4-H Judging Contest. Judges for the event will be recruited from outside of Jefferson County, if possible. Books will be classed and judged by member grade level. It is recognized that no two judges will view record books the same. Emphasis will be placed on fairness and equity during judging. Once the judge makes a decision on the ribbon placing, as with any county fair class, those decisions will be final. Record Book of Merit recipients will be selected using an equitable system for selection.

# Record Book Judging Score Sheet

Jr. \_\_\_\_\_ Int. \_\_\_\_\_ Sr. \_\_\_\_\_

**4-Her Name** \_\_\_\_\_

	Points Possible	Evaluation			Points Awarded	Comments
<b>Assembly of Records</b>		<b>Condition</b>	<b>X</b>			
Cover/Folder Record Label on Front Title Page Dividers Table of Contents The following sections: 4-H Story Permanent Record Project Record Project Advancements (optional) News Clippings or Photos Past Records	<b>5</b>	All elements present and in order				
		Some items or tabs missing but sections in order				
		Missing items and/or tabs and sections not in order				
<b>Story</b>		<b>Exc.</b>	<b>Good</b>	<b>Fair</b>		
Did the story have an introduction that oriented the reader?	<b>3</b>					
Did the story convey goals: what the 4-Her wanted to learn and do?	<b>10</b>					
Did this story talk about what the 4-H member did and learned during the year?	<b>10</b>					
Did the story include some general plans for the next year?	<b>2</b>					
<b>Permanent Record-</b> Were all entries recorded completely?	<b>13</b>					
Were these records filled out accurately (when considered with other records in the book)?	<b>10</b>					
Were these records done neatly?	<b>2</b>					
<b>Project Records-</b> Were the records filled out completely?	<b>15</b>					
Were the records filled out accurately?	<b>12</b>					
Were these records done neatly?	<b>3</b>					

	Points possible	Exc.	Good	Fair	Points Awarded	Comments
<b>News Clippings and Photos</b> Were news clippings or photos of the 4-H member included?	<b>3</b>					
Were these labeled?	<b>1</b>					
Were these kept to 4 one-sided pages or less?	<b>1</b>					
<b>Past Records</b> Were past records included? (this applies to all but first year members. First year members are automatically given these points).	<b>5</b>					
<b>Over All Neatness</b> Were the overall records kept and presented in a fashion that conveyed that the member took pride in his/her record keeping?	<b>5</b>					
<b>Bonus Points</b> Bonus points may be awarded for extra effort on the story, for advancement records, and for elaborate project records.	<b>15</b>					
<b>TOTAL POINTS</b>	<b>115</b>					

<b>Total Score</b> _____			
Overall Placing – Merit _____	Blue _____	Red _____	White _____
	85-100	70-84	69-under