Lake County
4-H Member Handbook

4-H Motto
“To make the Best Better”

The 4-H Pledge
“I pledge my head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living, for my club,
My community, my country, and my world.”

Updated February 2008
Lake County Record Book Committee and Davis, J.
## 4-H Members Handbook
### Table of Contents

<table>
<thead>
<tr>
<th>Record Book Guidelines</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Record Keeping Tips</td>
<td>3</td>
</tr>
<tr>
<td>Order of Records</td>
<td>4</td>
</tr>
<tr>
<td>Cover</td>
<td>5</td>
</tr>
<tr>
<td>Identification Page</td>
<td>5</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>5</td>
</tr>
<tr>
<td>Permanent Record</td>
<td>5</td>
</tr>
<tr>
<td>My 4-H Permanent Record</td>
<td>6</td>
</tr>
<tr>
<td>Projects Completed and Exhibits Made</td>
<td>7</td>
</tr>
<tr>
<td>Presentations</td>
<td>8</td>
</tr>
<tr>
<td>Other Public Appearances</td>
<td>9</td>
</tr>
<tr>
<td>Participation in 4-H Activities</td>
<td>10</td>
</tr>
<tr>
<td>4-H Events Attended</td>
<td>11</td>
</tr>
<tr>
<td>4-H Advancement Programs</td>
<td>12</td>
</tr>
<tr>
<td>Leadership in 4-H</td>
<td>13</td>
</tr>
<tr>
<td>Leadership in Other Organizations</td>
<td>14</td>
</tr>
<tr>
<td>4-H Citizenship</td>
<td>15</td>
</tr>
<tr>
<td>Participation in Other Community Activities</td>
<td>16</td>
</tr>
<tr>
<td>4-H Recognition</td>
<td>17</td>
</tr>
<tr>
<td>Other Recognition</td>
<td>18</td>
</tr>
</tbody>
</table>

### Awards and Scholarships

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>County Awards</td>
<td>22</td>
</tr>
<tr>
<td>State &amp; National Awards</td>
<td>23</td>
</tr>
<tr>
<td>Scholarships</td>
<td>24</td>
</tr>
</tbody>
</table>

### Procedures

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance Request</td>
<td>25</td>
</tr>
<tr>
<td>4-H Fundraising Activity</td>
<td>26</td>
</tr>
</tbody>
</table>
General Record Keeping Tips

1. Records must be neat. Pencil is recommended and ink is not mandatory however stay constant in your record keeping. All information must be legible.
2. Earlier records should not be redone unless badly soiled, lost or destroyed. If you need to recreate your records mention it in your story.
3. Records should be completely up to the date when they are turned in. Animal Science records should include estimated market figures. (Available from the Extension Office).
4. Records MUST be the work of the 4-H member!!
5. Keep records current, write down everything right after it happens, so you don’t forget anything. It is helpful to jot down activities on a calendar or a copy of the 4-H Notes page provide at the Extension Office.
6. Keep accurate records. Try to put everything you do in 4-H in its proper place, so it doesn’t have to be changed later. Pay attention to details. Carry over figures and make sure they are correct.
7. Follow instructions, make sure records are complete, and assembled in the correct order. The County directions should be followed if they are different than the state form.
8. All records can be found at the Extension Office, the Oregon 4-H Website, or the Oregon State University Lake County Extension Service Website.
   http://oregon.4h.oregonstate.edu/index_th.html
   http://extension.oregonstate.edu/lake/

Record books are due the first Friday of August by 5:00 p.m.

Record books must be turned in on time in order to exhibit at fair. If you participate in a 4-H show or event prior to the record book due date you must have your project record for that area completed and checked by your leader or a 4-H staff member.
Order of Records

1. Cover: Official 4-H Cover required. (Available for purchase at the Extension Office)
2. Score card: No TAB, hole-punched and inserted, use 2007 revised score card available at the Extension Office. Score Card is not part of the Table of Contents.
3. Identification Page: TAB
4. Table of Contents: TAB
5. Permanent Record: TAB
6. 4-H Notes: TAB (only if you chose to include the optional notes)
7. 4-H Story: TAB
8. Project Records: TAB (One TAB for entire section)
   A tab is not needed between each project record
   Place a dividing sheet between each project record
   Advancement certificates follow.
11. Pictures & Clippings: TAB
12. Previous Records: TAB (Tab to separate years is optional).
   Include only previous 2 years with a dividing sheet between year of records
13. 4-H Member Handbook: TAB (Hole punched & inserted).

Use divider tabs to separate record book sections
Label each tab
Do not number or attach tab directly to records
Cover

Records are to be enclosed in a green “Member’s Record” binder which are available at the Extension Office. The member’s name, county, and town are sufficient. DO NOT include address. All records are to be well secured and fit within the cover.

Identification Page

Display a photo of yourself, such as your school picture or a snapshot. Do not include project photos of your steer, horse, etc. Include your name, grade, & age only. DO NOT LIST THE IDENTIFICATION PAGE ON TABLE OF CONTENTS.

Table of Contents

List all sections in order according to guidelines directions. DO NOT LIST TABLE OF CONTENTS ON THE TABLE OF CONTENTS. Begin the Table of Contents with the Permanent Record. Do not number pages or tabs. The Table of Contents should be in outline form with each project listed individually under the project records section.

Permanent Record

Use the 4-H Permanent Records section on pages 6-18 for directions & suggestions on the permanent record. The Judges will grade according to the Lake County Record Book Guideline. Please follow the examples from the county guidelines and not from the permanent record. A supplemental Permanent Record may be obtained at the Extension Office if the sections in the original are full. DO NOT USE A SECOND PERMANENT RECORD. Place the supplemental Permanent Record in correct order according to the directions on the top of the page. Each activity/event should be entered only once on the Permanent Records.

Specific Lake County examples of things to be included in the permanent record are marked by this emblem.
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.

Name__________________________Boy__Girl__Birthdate___________________
Address__ (LEAVE BLANK)_________________________
Street Address or P.O. Box__Town__Zip__County__Telephone_________________

<table>
<thead>
<tr>
<th>Year</th>
<th>Grade</th>
<th>Name of Club</th>
<th>No. in Club</th>
<th>Club Leader</th>
<th>Held</th>
<th>Att’d</th>
<th>Office or Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>4</td>
<td>Top Chefs</td>
<td>5</td>
<td>Ms. Smith</td>
<td>12</td>
<td>10</td>
<td>No officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Westside Bunnies</td>
<td>7</td>
<td>Mr. Penny</td>
<td>7</td>
<td>7</td>
<td>President</td>
</tr>
<tr>
<td>06-07</td>
<td>5</td>
<td>Top Chefs</td>
<td>7</td>
<td>Ms. Smith</td>
<td>12</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lakeview Artist</td>
<td>10</td>
<td>Miss Taylor</td>
<td>15</td>
<td>13</td>
<td>Fundraiser Committee</td>
</tr>
</tbody>
</table>

1. List the years and grades only once, at the beginning with the first entry of that year.
2. List the clubs in the same order each year. Drop the names of those clubs which you are no longer a member and add the new clubs you have joined.
3. If your club does not elect officers, say so. If you held no office, leave blank.
4. 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 project and accompanying records on this page. Start with your first year in 4-H. Show total size of projects by number of animals owned, dishes prepared, meals served, articles made, etc. (Not just county fair exhibits). Indicate number of exhibits made and where exhibited. Use letters to show where:

(L) Local/Club, (C) County, (D) District, (A) Area, (S) State, (R) Regional, (N) National, and (I) International.
(B) Blue, (R) Red, (W) White, (P) Participation

Show placing at fair and other competitions, example: 1 CR means 1 exhibit at county fair earning a red ribbon. If you exhibit in many shows you may want to make a supplemental record indicating show, classes entered, and placing received. If teen or junior leader, list project here and indicate number of members assisted.

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Project</th>
<th>Project Size</th>
<th>Exhibits</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>Foods</td>
<td>7 Dishes, 1 Project Record</td>
<td>1LB, 1CR</td>
</tr>
<tr>
<td></td>
<td>Rabbits</td>
<td>1 Market Rabbit, 1 Project Record</td>
<td>2CB</td>
</tr>
<tr>
<td></td>
<td>Record Book</td>
<td>1 Record Book</td>
<td>1CB</td>
</tr>
<tr>
<td>06-07</td>
<td>Foods</td>
<td>5 Dishes, 1 Project Record</td>
<td>2LB, 1CR</td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td>3 Articles, 1 Project Record</td>
<td>1CB</td>
</tr>
<tr>
<td></td>
<td>Record Book</td>
<td>1 Record Book</td>
<td>1CB</td>
</tr>
</tbody>
</table>

1. **In Lake County the Record Book is viewed as a mandatory project for all 4-H members wishing to compete at fair.** The Record Book is to be included under **Name of Project, Project Size, and Exhibits. Please see examples above.**
2. The Exhibits Column will be empty for the projects you are taking to the current years County Fair or State Fair.
3. Include all information since you last turned in your records, including last year’s fair exhibits, even if you are now in a different project. Include your project records as part of the Project Size Column but not within the exhibits Column.
4. Keep project records in the same order each year.
5. Project size is the number of all the items made or animals you carried for that project, not just the number you took to fair. Be specific about the size.
6. Under the Exhibit Column, list all shows you participated in where your 4-H projects are used.
7. Indicate blue, red, white, participation ribbons received under exhibits. **Grand Champions, Reserve Grand Champions, Champions, Reserve Champions, and trophies are listed under “4-H Recognition”. See page 17.**
8. Dog obedience and Horse performance are listed under exhibits.
9. Spring Contest results should be included under exhibits.
Presentations

Show number of times and where presented. Example:

(L) Local/Club, (C) County, (D) District, (A) Area, (S) State, (R) Regional, (N) National, and (I) International.

(B) Blue, (R) Red, (W) White, (P) Participation

If you give a competitive presentation, indicate your placing:

<table>
<thead>
<tr>
<th>Year</th>
<th>Title or Topic</th>
<th>Number &amp; Where</th>
<th># in Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>How to Handle Your Rabbit (Market Rabbit)</td>
<td>1L</td>
<td>10</td>
</tr>
<tr>
<td>06-07</td>
<td>How to Set a Table (Foods)</td>
<td>1CB</td>
<td>25</td>
</tr>
</tbody>
</table>

1. Include title, level of competition (local, county, state, etc.) and the number of people in attendance.
2. Put project area in parentheses.

Examples of Competitive Presentations

Spring Presentation
Horse Spring Classic – Presentation or Public Speaking
State Fair – Presentation
Other Public Appearances

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

(L) Local/Club, (C) County, (D) District, (A) Area, (S) State, (R) Regional, (N) National, and (I) International.

<table>
<thead>
<tr>
<th>Year</th>
<th>Talks before 4H Groups</th>
<th>Attended</th>
<th>4H Talks before Other Groups</th>
<th>Attended</th>
<th>Radio</th>
<th>Estimate of # Reached</th>
<th>T.V.</th>
<th>Est. of # Reached</th>
<th>News</th>
<th>Est. of # Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07</td>
<td>1L</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Public Appearance Opportunities

Talks before 4H Groups
- Clubs – Workshops

Talks before other Groups
- Kiwanis – Rotary – School – Youth Group – Soroptomists

Radio
- Any radio interviews

TV
- Television interview – Program

News
- Lake County Examiner – 4-H Newsletter – Online Article

Other
- Displays – Posters
Participation in 4-H Activities

(Include training activities, special program activities, and competitive activities)
Judging, Identification, Showmanship, Fashion Revue, Foods Contests, Safety, Health,
Consumer Education, Commodity Marketing Activities, Livestock Field Day, etc. Show the
number and where, as you indicated for exhibits and presentations. Also indicate things learned.
Include Fair Activities that have not been listed in the book previously.

(L) Local/Club, (C) County, (D) District, (A) Area, (S) State, (R) Regional, (N) National, and (I) International.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of Activity</th>
<th>Things Learned</th>
<th>Level of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>Spring Contest</td>
<td>How to measure carefully</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>Club Fundraiser</td>
<td>How to wash a car</td>
<td>1L</td>
</tr>
<tr>
<td></td>
<td>Animal Weigh-in</td>
<td>How much my rabbit weighs</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>Livestock Visit</td>
<td>Increase the feed</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>Lake County Fair</td>
<td>How to manage time well</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>4-H Afterschool</td>
<td>Making a bow</td>
<td>1L</td>
</tr>
<tr>
<td>06-07</td>
<td>Record Book Clinic</td>
<td>Do not wait until the last minute</td>
<td>1L</td>
</tr>
<tr>
<td></td>
<td>Spring Contest</td>
<td>How to answer a judges questions</td>
<td>1C</td>
</tr>
<tr>
<td></td>
<td>Lake County Fair</td>
<td>How to interview with a judge</td>
<td>1C</td>
</tr>
</tbody>
</table>

Examples of 4-H Activities

Fashion Review
Spring Contest
Livestock Weigh-in
Livestock Tours/Visits
Livestock Fitting & Showing Clinics
Record Book Clinic
Carcass Evaluation Presentation
Club Fundraisers
4-H Afterschool
Lake County Fair
State Fair
4-H Events Attended: Tours, Camps, Summer Week, Etc.

The BIG, FUN happenings go here! Place project area in parentheses.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of Activity</th>
<th>Scholarship By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>Tour of the Vet Clinic (Market Rabbit)</td>
<td></td>
</tr>
<tr>
<td>06-07</td>
<td>Field trip to a Museum (Art)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High Desert Leadership Retreat (General 4-H)</td>
<td>Leaders Association</td>
</tr>
</tbody>
</table>

Examples of 4-H Events

OSU Summer Conferences
Club Tours & Outings
Horse Camp
High Desert Leadership Retreat
**4-H Advancement Programs**

(Advancement certificates should be included in with your 4H record.)

<table>
<thead>
<tr>
<th>Project</th>
<th>Step #</th>
<th>Date</th>
<th>Step #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabbit</td>
<td>1</td>
<td>7/07/06</td>
<td>2</td>
<td>7/15/06</td>
</tr>
</tbody>
</table>

Many projects have advancement programs. Dates go across the page when each step is completed. The advancement record is placed behind your advancement records. 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.
Leadership in 4-H

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership Responsibilities (not honors) in 4H. Include number reached through leadership efforts. (Offices held in 4H club are listed on page 1. Junior Leaders should indicate their responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07</td>
<td>Junior Leader – Rabbit Club, 7 members, 14 meetings. Planned program, conducted meetings, taught showmanship, arranged rabbit tour. Arranged Club Tour – Foods Club, 17 members. Made reservations, called and secured transportation.</td>
</tr>
</tbody>
</table>

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

You do not have to be a JR or Teen Leader to be involved in Leadership activities.

Leadership Opportunities and Examples

Junior Leader
Teen Leader
Clerking at the Fair
Horse Advisory Committee Member
Workshop or Clinic Leader
M.C. for a 4-H Event
Parade Committee Member
4-H Ambassador

*Pledges go under 4-H Citizenship. Community Service, & Community Pride
# Leadership in Other Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership responsibilities in school, church, and other community organizations. Include # reached through leadership experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07</td>
<td>Student Council Vice President – Student body of 213. In charge of publishing telephone directory.</td>
</tr>
<tr>
<td></td>
<td>Student Aide – Taught reading to 3 second graders.</td>
</tr>
</tbody>
</table>

List Duties, Hours, & number of people involved.

**Examples of other leadership Activities**

- Student Council officer/member
- FFA Leadership Roles
  - Eagle Scout
  - Sports Captain
- Sunday School Aide
- Band/Choir Officer
4H Citizenship, Community Service, & Community Pride

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did as a member of a club and/or as an individual. Example: park clean-up, reading to the elderly, “get out the vote” campaign. Indicate the # of people helped if appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>Cleaned up Lakeview town signs – 12 members of our club – 1.5 hours</td>
</tr>
<tr>
<td>06-07</td>
<td>Raised funds for the fairgrounds through a Tri Tip Dinner – raised $850 – 4 hours long dinner</td>
</tr>
</tbody>
</table>

Examples

- Maintenance at Fairgrounds
- Clean up parks or community
- Food Drive
- Visit nursing homes
- Participation in parades
- Assisting at the 4-H Recognition Ceremony
- Clean up parks or community areas
- Fundraising activities for a non-profit or community group
  (Fundraisers benefiting your own club go under Participation in 4-H Activates)

This section includes activities that contribute to the welfare of others that may or may not be directly related to 4-H. These can be done in a group or as an individual. Indicate time spent (hours/days), number of people served, money raised. If you take some leadership role in planning/organizing the activity, it will also be listed under leadership. Helping YOUR OWN family is not a community service.
### Participate in Other Community Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>List organizations/activities you participated in school, church, and community</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>AYSO Soccer</td>
</tr>
<tr>
<td></td>
<td>School play actress – “My Fair Lady”</td>
</tr>
<tr>
<td>06-07</td>
<td>AYSO Soccer</td>
</tr>
<tr>
<td></td>
<td>Examples of Other Community Activates</td>
</tr>
<tr>
<td></td>
<td>School choir</td>
</tr>
<tr>
<td></td>
<td>School plays</td>
</tr>
<tr>
<td></td>
<td>School band</td>
</tr>
<tr>
<td></td>
<td>Church Youth Group</td>
</tr>
<tr>
<td></td>
<td>Boy Scouts</td>
</tr>
<tr>
<td></td>
<td>Girl Scouts</td>
</tr>
<tr>
<td></td>
<td>Sports</td>
</tr>
<tr>
<td></td>
<td>Dance</td>
</tr>
<tr>
<td></td>
<td>AWANA</td>
</tr>
<tr>
<td></td>
<td>Community Service not related to 4-H</td>
</tr>
</tbody>
</table>

16
## 4-H Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>Important honors, awards, trips, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>4-H first year pin</td>
</tr>
<tr>
<td></td>
<td>Jr. Girl</td>
</tr>
<tr>
<td>06-07</td>
<td>4-H second year pin</td>
</tr>
<tr>
<td></td>
<td>Reserve Grand Champion Art</td>
</tr>
</tbody>
</table>

This is the place for those special 4H awards and 4H recognition. You will not list them anywhere else in your records.

### Examples of Lake County 4-H Recognitions

- Jr. Boy
- Jr. Girl
- County Medals
- Grand Champion and Reserve Grand Champion
- Champion and Reserve Champion
- Year Pins
- Trophies from fair, shows, contests, or presentations
- Club award
- Record Book Awards
### Other Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>List important other recognition in school, church, other organizations, and community</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-06</td>
<td>Youth citizenship award – Soroptomists club for community service.</td>
</tr>
<tr>
<td>06-07</td>
<td>Student of the month for achievement in 5th grade</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 of Other Recognition

- Student of the Month
- Open class awards
- FFA awards
- Sports medals
- Honor roll (list GPA)
- Fitness award
- Varsity letter
- K.F.C.
- Most Improved Reader
- Presidential Awards
4-H Notes

This form allows you to keep track of what happens at club meetings, events, and day-to-day project work in a diary form. You may do one for each project area or keep one on all of them. 4-H notes are optional in the record book. Points will not be deducted if notes are not included.

4-H Story

At the end of the year, you’ll want to look back at your total 4-H year and reflect on what it has meant to you. What did you gain, how are you different, what have you learned about yourself, and your abilities because of your 4-H experience? Two handwritten or typed pages will probably be adequate, although you may have up to 6 pages in which to tell your 4-H story. Write one story which includes ALL of your project information, even if you are in several projects.

1. The 4-H story may be written or typed (12 pt font or above) on notebook paper, plain paper, or My 4-H Story pages available at the Extension Office. Members may not use the My 4-H Notes page for their story.
2. You must have a heading. The heading for your 4-H story should read:
   My 4-H Story
   Year
   Name
   County
3. Include a title at the top of your story. This will go below your heading.
4. Adding clip art in to your story is acceptable but do not add “bulk” to your record book.
5. Within the story, introduce yourself (your age, interests, family, where you live, when you joined 4-H and why).
6. Tell about your 4-H projects and activities, and what you’ve learned in the past year: why you chose them, interesting experiences with them, how your projects have grown in size and scope, things you’ve tried and found successful or unsuccessful, your financial profits, costs, investments, losses, savings, interesting people you’ve met. Acknowledge those who have helped you in your project.
7. Explain how 4-H has helped you become a better leader and citizen and what you have learned from working with other 4-Hers. Tell about your community service experiences and contribution.
8. Tell about your plans for the future or next year connected with your 4-H work. BE SPECIFIC. Don’t say “I want to learn about horses”, etc.
9. Tell what you’ve learned about yourself and how you’ve grown through 4-H.
10. The 4-H story is not meant to be an embellished account of your 4-H project. BE FACTUAL.
11. Tell how you worked with others and/or taught others. How have you shared your 4-H experience with others? IMPORTANT: Think about how your knowledge is transferred to brothers, sisters, parents, and friends, etc.
12. You may choose to highlight one significant activity, event, or experience that was of major importance to you. Make sure to include why it was important, what you learned, how you will use it in the future, and how you will share this experience with others.
Project Records

Each specific 4-H project (such as beef, clothing, dairy, horse, etc.) that a 4-Her is enrolled in has a separate record on which to record goals, new learning, new ways the project was shared, experiences, cost and income, inventory, and plans for next year. All animal science members, (except horse and dog), use the 4-H Animal Science Record (Junior, Intermediate/Senior). There are specific project records available for the following projects: Horticulture, Clothing, Knitting, Foods, Dog, and Horse. All other projects use the generic “My_________ 4-H Project” record. Only one project record is used for a project area. For example, if you have a Market Beef, Breeding Sheep, and Dairy, you use one Animal Science Record for the Market Beef, one for the Sheep, and one for Dairy. Market animals must have a separate record from breeding projects. The 4-H year runs Oct. 1st to Sept. 30th.

1. **All project records should be signed by the leader in the space provided or in the bottom right corner. Unsigned project records will lose points due to incompleteness.**
2. If you have more than one project record each project record is to be separated with a plain sheet of paper. See page 4.
3. All foods cooked by 4Her at home are part of the 4-H Foods project experience, no matter when the club starts meeting or what products are made in the club setting.
4. If the family has several animals for which hay or other feed is purchased, just divide the cost by the number of animals and indicate the dollar amount given the 4-H animals. Costs can be entered monthly or as feed is purchased.
5. Animals slaughtered at home for home use go into project income.
6. Wool sold is part of project income of that project year.
7. Pasture expenses should be included along with other expenses which might include gasoline, entry fees for shows, etc.
8. Remember to include premiums and cash awards as project income for current year only.
9. Project records must be in the same order as listed on the Table of Contents.
10. The project record is part of your “project size”. Example: 1 Market Steer, 1 Project Record. The record book itself is also a mandatory project in Lake County.
11. 4-H Market Animal Record should go before the (optional) 4-H Beef Market Animal Record Project Summary and be separated by a blank piece of paper. The 4-H Market Animal Record Project Summary is an optional data sheet completed after fair.
12. Dog and horse members must complete their project record before competing in the Dog or Horse Show. Records must be checked by either their leader or the 4-H Agent.
13. If a horse member is using more than one project horse they must complete a separate first page (front and back) of the 4-H Horse Project. When completing the expense and inventory portion of the project record, members with more than one project horse are required to either include information for each project horse or complete a separate 4-H Horse Project Record for each Horse.
14. Junior Leaders (grade 7-12, who assist an adult leader and enrolled within the project) should complete a 4-H Junior Leadership Record. Use a different record for each club in which you are a junior leader. Your leadership records should be the first record listed under project records.
Advancement Records

Check with the Extension Office for which project areas have project specific advancement records. JR or Teen Leader advancement records should come before any other advancement records. Advancement certificates follow the advancement program in the book. They do NOT go inside the advancement book. They should be mounted on plain paper.

Production Records

Breeding project records include production and performance records and lactation records. Production records are available for: dairy cow & goat, sheep, swine, and rabbit. A separate production record is kept for each animal and only one record is kept for each animal. Lactation records are kept for dairy cattle and goats. A separate lactation record is kept for each animal. You must keep two copies of your Production Records. One is for the weigh-in at fair and the other is for the fair judge. Do not include registration papers.

Photographs & Clippings

You may submit 3 pages total (one side only) each year. Photos and clippings are to include all current 4-H projects and all aspects of your 4-H involvement. Photos should be mounted on paper with a short written description depicting the action, or who or what and the project area. Good photos are action-oriented, they show the member doing something (example: sewing a garment, fitting an animal, doing a presentation, teaching another member.) Pictures should show a variety of activities, not several pictures of one activity. Close-ups are appreciated. It is not necessary to show the person’s face, showing a hand is usually impressive. Include newspaper clippings with the date and headline, highlight your name. Do not use clippings from school activities unless it is 4-H related. Cut out heading of the newspaper page with the date and include the title of the article with the clipping. Refrain from adding items that would make your record book bulky.

Previous Years Records

Previous year’s records must include your most recent two years previous records, which should be divided by a piece of paper. See Order of Records on page 4. First year members will not have any Previous Years Records. Most current year should be first. Previous records will include: previous years Identification Page, 4-H notes (optional), 4-H Story, all Projects Records, inactive Advancement Records, and Photos and Clippings. Previous records will not include: Permanent Record and active Advancement Records. Records should be in the same order as current year’s records.

Lake County 4-H Member Handbook

Your record book must be concluded with a copy of the current Lake County 4-H Member Handbook.
County Awards

Members must submit up to date completed their records for judging to be eligible for all the awards listed below.

Ribbons ~ All records will be given blue, red, white or participation ribbons.

Awards ~ The five top record books in each age division will get trophies (One Champion, Four Reserve Champions). If champion quality exists. A Grand and Reserve Grand Champion book will be chosen from the champion books, at the judge’s discretion. If champion quality does not exist in the judge’s mind, none will be named. The Grand and Reserve Grand Champion will receive a savings bond and the Grand Champion will receive a trophy in addition.

Outstanding Junior Boy/Girl ~ 4-H records, performance, attitude, and participation during the year, (not just based on records) are the basis for choosing this award in the junior age division. There are two categories: Livestock and Non Livestock

County Medals ~ Members in the 7th – 12th grade are eligible for county medals. Members may receive only one medal per year. A member may receive the same medal only once as an intermediate and once as a senior (exception: Fashion Revue). County medals are used to recognize 4-H members in project or activity areas who have shown outstanding growth in their project, as well as their leadership and citizenship.

4-H Leaders, 4-H Members, and all others involved in the counties 4-H program will receive an opportunity to nominate members for either Junior Boy/Girl or a County Medal award. Nomination forms will be included in the July/August addition of the 4-H Newsletter. Nominations are due to the Extension Office by the August Leaders’ Association Meeting.
State Recognition Awards

State level recognition awards are available for members who demonstrate outstanding contributions in the areas of Citizenship, Leadership, Communication or Team Community Service. Please visit the website on the bottom of this page for more information regarding eligibility and the application process.

Oregon Ambassadors

Oregon ambassadors are outstanding 4-H members in the 10th – 12th grades. They are selected to represent the Oregon State University Extension Service and its 4-H program. 4-H Ambassadors work with their county Extension agents and the state 4-H staff to promote the 4-H program and plan state, county and local activities.

National 4-H Youth Congress

National 4-H Youth Congress is a program providing educational and cultural experiences, as well as featuring recognition events for members in various programs areas. The major focus of National 4-H Youth Congress is to provide experiences that will help prepare youth for the future work force and enhance their leadership, citizenship, and communication skills. National 4-H Youth Congress is held during November or December. The delegates are selected on the basis of achievement in 4-H projects, leadership, communication, citizenship, and community service, and are awarded trips to National 4-H Youth Congress. State winners are selected by the Oregon 4-H Recognition and Incentive Committee. Private sector donors at the county and state level support the 4-H Recognition Program.

Please visit the Oregon 4-H website for more information on State and National Awards, Oregon Ambassadors, and National 4-H Youth Congress.

http://oregon.4h.oregonstate.edu/index_th.html
Scholarships

Lake County College Scholarships

Jama Harms Memorial Scholarship
The Jama Harms Memorial Scholarship is available to graduating high school seniors and college students. Applicants must be or have been enrolled in 4-H. Applications are available at the Lake County Extension Office and are due August 1st of every year.

Lake County 4-H Leaders Association Special Event Scholarship
A special event scholarship is available for individual Lake County 4-H Members. The purpose of the scholarship is to assist members in attending out of county events, such as the OSU Summer Conference and the High Desert Leadership Retreat, as well as county events that are not fundraisers. Applications are available at the Extension Office.

State & National Eligibility Requirements for College Scholarships

1. Members must be currently enrolled in 4-H if they are being considered for scholarships designed for high school seniors. For scholarships designed for college students, the nominees must have been active in 4-H.
2. Member must have been enrolled in 4-H for the previous three years, unless otherwise specified.
3. A member can only win one state scholarship. A member may receive a state scholarship and apply and receive a national scholarship.
4. Selection will be based on member’s record up to February 1 of current year.
5. If member applies for more than one scholarship, member may submit one application with supplemental material which is designated by scholarships for which member is applying.
6. Applicants for National Scholarships should have a GPA of 3.75 or above to be competitive at the National level.

For available state scholarships go online to:

http://oregon.4h.oregonstate.edu/programs/Scholarship.htm
Variance

Any time a member wishes to deviate from any of the county or state rules or guidelines, the variance process must be used. These are the steps that must be followed:

1. The member must fill out a variance request form. These are available at the County Extension Office or at the 4-H Office during fair. Only the member may ask for a variance and the variance request must be filled out by the member.

2. The variance request form must be turned into the County Extension Office or 4-H Agent by the stated due date.
   - Horse Show requests are due 10 calendar days prior to the show.
   - Fair requests are due by the August Leaders Association Meeting.
   - Other event requests are due 10 calendar days prior to event.
   If a variance situation arises after the above due dates, or during the fair or a show, the member may still request a variance. A form must immediately be filled out by a member and turned into the 4-H Agent.

3. Horse Show and other event variance requests, filled within 10 calendar days, will be given to the variances committee. Pre-fair, fair variance requests will be handled by the Leaders Association. Animal project variance request filled during fair will be reviewed by the 4-H animal project leaders immediately after the FFA/4-H 7:00 a.m. meeting. It is at the 4-H Agents discretion on which leaders will be appointed to the variance committee to handle all other events non livestock variance request.

4. Members will be allowed to present their request in person, at a set time. The member may bring a parent or leader to this meeting if desired; however the member needs to be the one who addresses the variance committee or Leaders Association.

5. The variance committee or the Leaders Association will discuss the request and make a decision. The decision will be written on the variance request form as well as given verbally to the member.

There are three possible outcomes for variances request. The request can be denied, approved, or approved with conditions. An example of approval with conditions would be allowing the member to show at County Fair, but not at State Fair and not being eligible for high point awards. Decisions reached by the variance committee or the Leaders’ Association are final.
4-H Fundraising Activity

If your 4-H group is planning to participate in any fundraising activity it is necessary to notify the Extension Office of your intention. Please complete the following form and turn it in to the Lake County Extension Office for approval. *Please note you are unable to solicit monetary donations without providing a service.

OSU Extension Service
Lake County 4-H
103 South “E” Street
Lakeview, OR 97630

Date submitted: ____________________________

Approval Required:  Do not conduct activities prior to approval. It is recommended that this proposal be submitted as soon as you know that you need to raise funds through donations or a fundraising activity. The earlier the better!

Club Name _______________________________

Person Responsible for Activity _______________________________

Name _______________________________

Phone _______________________________

Email _______________________________

Address _______________________________

Street or Box # _______________________________

City _______________________________

Zip _______________________________

This is only a sample!

A request for can be found at the Extension Office

Date of proposed activity: _______________________________

Amount you want to raise: _______________________________

Purpose or need for the funds. How will the funds be used?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Will you be seeking additional insurance for this activity?  YES or NO

Will you be serving food  YES or NO

If yes, you must have at least one person present during the activity with a Food Handler’s License.

Name of person with Food Handlers Licenses _______________________________

A copy of this form will be returned to you upon approval.