



Record Book Guidelines



Lincoln County

4-H

Youth Development Program



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Why should I keep a record book?

4-H members like to work with their projects, but often keeping their record book up to date is not an activity or done on a regular basis. Since record keeping is necessary throughout life it is never too early to develop good record keeping skills. There are many reasons why record books are important.

Benefits to members that keep good records include:

- Eligible for 4-H scholarships, the 4-H Ambassador Program and National Congress
- Learn important life skills - goal setting, organization, planning and written communication
- Have a portfolio of project work (this can be very helpful as older youth complete resumes, apply for awards, apply for college scholarships and job applications)
- Learn how to set goals and evaluate their project's progress
- May reflect on and evaluate their personal growth

Timeline

The 4-H year runs from October 1st to September 30th. Everyone's record book should begin October 1st and close on September 30th (not the day after fair).

The date for record book submission is usually in September. Please check the 4-H Calendar and The Coast Ranger for updates. All members have the opportunity to have their record books judged.

County Awards

- **County Medals** - County Medals can be given to intermediates and seniors. Members may only receive one project medal per year (exception: fashion revue and achievement medals can be received in the same year). If merited by outstanding accomplishment a member can receive the same award as an intermediate and a senior. An application must be filled out and turned in the extension office by record book submission day. Members may fill out an application and have their leader sign it or leaders can nominate a member by filling out an application. Medals will be awarded during the Youth Awards Day in October. Applications and more information can be picked up from the extension office or downloaded at <http://oregon.4h.oregonstate.edu/programs/recognition/index.html>
- **Outstanding 4-H'er** - One member is selected each year who has done an outstanding job in leadership, citizenship and project work. Selection is made at the records review in September.
- **Top 4 junior records** - The records review committee will select 4 top junior records at the records review in September
- **I Dare You Leadership Award/OSU Summer Conference Award** - Intermediate and senior members are selected at the records review to receive a scholarship to attend either the I Dare You Leadership Camp in Michigan or OSU Summer Conference. Selection is based on records and 4-H involvement.
- **Scholarships** - There are two types of scholarships available. Some are for graduating high school seniors and some are for alumni members who are still attending higher education. Scholarships funds are distributed through: The Rocky Lockler Memorial Scholarship, The Everett and Gladys Barclay Endowed Scholarship and The June Neigebauer Memorial Scholarship. More information on local scholarships is available at the extension office.

****PLEASE Contact the Extension Office with any questions about county awards****

State Opportunities

Oregon 4-H Ambassador Program (County and State)

Oregon 4-H Ambassadors are members in grades 9th-12th who receive leadership training at Summer Conference. 4-H Ambassadors work with their county and state 4-H staff to promote the 4-H program and plan county and state activities. To be considered for being an Ambassador, a member must have completed one full year of 4-H, be in grade 9th, 10th or 11th grade, turn in an application, a summary of 4-H career and a recommendation form by April 25th, and plan to attend the 4-H Summer Conference in June. A state Ambassador team will be selected from 10th and 11th graders who are interested.

National 4-H Congress

4-H Congress is a five-day program that provides 4-Hers across the United States with educational and cultural experiences. Delegate selection is based on 4-H member's overall achievements in 4-H projects, leadership, communication, citizenship and community service as presented in the member's Oregon 4-H Résumé. Delegates receive a mostly expense-paid trip to National 4-H Congress. Application materials need to be turned in by February 25th.

State Scholarships

There are many state scholarships available. These scholarships are based on a variety of criteria. Contact the extension office for a full list of scholarships or visit the State 4-H web page.

State 4-H Recognition Awards

There are state recognition awards for: Leadership, Citizenship, Communication and Community Service Awards. Applications for these awards are due by February 25th. For information on recognition awards please contact the extension office or the State 4-H web site.

*For information on assembling a 4-H Résumé refer to the State 4-H web site or contact the extension office.

Resources

Please use these resources for any questions on record books, county awards and state opportunities.

Lincoln County Extension Office
29 SE 2nd Street
Newport, Oregon 97365
541-574-6534

Lincoln County 4-H web site:
<http://extension.oregonstate.edu/lincoln/4h/4h.php>

State 4-H web site:
http://oregon.4h.oregonstate.edu/index_th.html

How to assemble a record book...

DO NOT include extra project materials that are not record book forms, such as receipts, member's manual, enrollment forms, registration papers, etc.

BINDING

- Use the flat manila "4-H Folder" or the green "4-H Member's Record Folder". If using the manila folder, be sure it is well secured; you can use string or yarn; 1-inch O-rings are best.
- Put your name and current club on the front.
- There should be no loose pages; all pages should be hole punched and firmly held within the book.
- No three ring binders

DIVIDERS

- Tabs should not extend beyond the edge of the folder and pages should be undecorated.
- The following labels should be used: 4-H Story, Permanent Record, Project(s) (one for each specific project), Pictures & Clippings, Past Records.

ASSEMBLING (Ultimately, your record book needs to work best for you. However, below is the recommended assembling order.)

1. **Table of Contents** (optional)
2. **Divider Tab** "4-H Story"
3. **4-H Story**
4. **Divider Tab** Labeled "Permanent Record"
5. **Permanent Record**—use additional sheets if necessary. Insert these supplements at the end of your permanent record, placed in the order they are seen within it.
6. **Divider Tab** "Leadership" (if applicable)
7. **Junior or Teen Leadership Record** (if applicable)
8. **Divider Tab(s)**—use specific project titles
9. **Project Records**—should only be the current year's information.
 - Include the following applicable pieces: copy of lease agreements or health certificates, records on production/market/lactation, advancements, production records, feed & growth records, etc.
 - Use a separate divider tab for each project, example:
 - "Dog" tab, project records, dog advancement. . . *followed by* . . .
 - "Clothing" tab, project record, clothing advancement. . . *followed by* . . .
 - "Swine" tab, project records, meat animal advancement
 - Project Advancement—if you have advancement certificates, make sure they are attached to the advancement record. Certificates are to be signed by the Extension Agent and your 4-H Leader.
13. **Divider Tab** "Photos & Clippings"
14. **Photos & Clippings (up to 3 pages and should include captions)**
15. **Divider Tab** "Inactive Records"
16. **Past Records** - You can have a divider tab for each year if you would like or keep them all together under one tab. This is optional but you should be keeping all past records at least in a separate notebook at home .

Tips for My 4-H Story

- It is suggested that you do not actually write on your “My 4-H Story” page until the end of the year.
- Try keeping a separate journal during the year so that you don’t forget to include anything important.
- Your 4-H Story can be either handwritten or typed. If typed, it must be double spaced with 12-point font.
- Seniors should have between 2 and 4 pages.
- Intermediates and Juniors should have between 1 and 3 pages.
- Write only one 4-H Story, which includes all of your projects for the year.
- Have an adult proofread your final Story to help correct grammar and spelling.
- Include information about your entire 4-H year from October 1 to September 30, not just fair activities.
- Remember, this is about your 4-H experience, but you may include how your involvement in 4-H has affected your personal life.
- Most 4-H members write their 4-H Story in a narrative form, describing events as they happened. This is great, but never be afraid to use more creativity. The Story format is up to you!
- Try writing from your animal’s perspective, or a news reporter’s view, or even your shoes’ impression of this thing called 4-H.
- If you are applying for a medal in an area, be sure to talk about the area in your story.
- As a portion of your story, you may choose to highlight one significant activity, event, or experience that was of major importance to you. If you choose to do this, make sure you...
 - include why it was important or significant for you,
 - what you learned,
 - how you will use what you learned in the future, and
 - how you will share this experience with others.

Use these and other descriptive words to explain things to your reader in greater detail:

Administered	Demonstrated	Judged	Raised
Answered	Designed	Junior leader	Ran/walked
Arranged	Directed	Led	Read to
Attended	Distributed	Leader	Recorded
Baby sat	Donated	Listened	Reported
Baked/cooked	Emceed	Member of service	Resource person
Bought	Entered	organization	Sales/sold
Brought	Entertained	Mowed	Served
Built	Fed/watered	Organized	Shared
Campaigned	Fitted animals	Painted	Spoke to
Captain	Fixed	Performed	Supervised
Chaired	Furnished	Phoned	Supplied
Cleaned	Gathered	Photographed	Taught
Clerked	Gave	Planted/landscaped	Teen leader
Co-organized	Guided	Planned	Teen staff
Coached	Host/exchange student	Played for/sang	Took
Collected	Host/hostess	Prepared	Trained
Contributed	In charge of	President	Video taped
Conducted	Informed	Presented	Washed cars
Counseled	Inoculated	Printed	Wrote thank you
Delivered	Instructed	Provided	letters

Tips for making your Permanent Record the best it can be

- Use only 1 permanent record for your entire 4-H career! You can pick up permanent record supplements from the Extension Office if sections in your original one are full. Insert these supplements just behind the permanent record, in the order they are seen within it.
- Permanent records are also available electronically. Be sure to use the Lincoln County Permanent Record form available on the Lincoln County 4-H website.
- Projects listed in the Permanent Record must have supporting project records.
- Make sure the 4-H year is written correctly everywhere.
- If a member has any disability, an adult should provide a written notice as to the member's specific needs or inabilities, otherwise, the book will be judged as submitted.
- Enter each activity/event only once on the permanent record, unless you had more than one role in the event. For example, if your club does a canned food drive, enter it as Community Service; if you also planned and organized the drive, list it as Leadership too. This is one of very few times you will enter something twice in the permanent record.
- This is an extension of yourself and what you want others to know about you. Record keeping isn't just something you have to do – it tells a lot about you.
- Record books need to be the original work of the member. Have your leader or parent help get the right information down but do your own writing.
- Include all activities you will do through September 30. Your closing date should always be September (not the day after county fair or the day you fill out the project record form).
- It is recommend to use pencil when doing your record book.

I'm confused about event codes....

The following list may help you determine which category an event falls under. When listing these event codes with ribbons or placing won, you may not have very much space, so use abbreviated wording as often as possible.

Code Meaning Who would attend?

C	County	Available to/reaches the whole county
L	Local	Events sponsored by a club which are may or may not be open to other clubs
A	Area	Events for people from neighboring counties
S	State	The entire state
R	Regional	People from many states
N	National	Anyone around the country
I	International	Participants from more than one country

Permanent Records Examples

Participation in 4-H Activities

Year	Kind of Activity	Things Learned	Level of Participation and recognition
05-06	Dippity Ewe	How to give sheep shots	1C
	Records Workshop	How to apply for a county medal	1C
	Club Feed Seminar	How much to feed	1L
06-07	Beef Clinic	How to make a rope halter	1C
	Showmanship Clinic in Corvallis	To keep good eye contact with judge	1R
	Mini Meals	Time management	1C:B

- This section is for activities where the member is evaluated or participates, not where their animals or products of the project are evaluated.

4-H Events Attended: Tours Camps, Summer Week. Etc.

Year	Kind or Name of Event	Scholarship by...
05-06	4-H Camp	Lincoln County Leaders Association
	State Leaders Forum	Lincoln County Leaders Association
06-07	Know Your State Government (KYSG)	None
	OSU Summer Conference	Lincoln County Leaders Association

- You can choose to list how much each scholarships was.

4-H Advancement Programs

Program or Project	Step No.	Date	Step No.	Date	Step No.	Date
Horse	1	1/2005	2	5/2006		
Rabbit	1	6/2004	2	5/2005	3	6/2006

- Advancements should be recorded horizontally when completed; not vertically
- It can take more than one year to complete an advancement step

Leadership in 4-H

Year	Leadership Responsibilities (not honors) in 4-H. Include number reached through leadership efforts. (Offices held in 4-H Clubs are listed on page 1) Junior Leaders should indicate their responsibilities
05-06	Camp Counselor - One week at camp, 10 campers, taught sessions and delegated responsibilities
	Junior Leader - Arranged Poultry Workshop, Taught rabbit showmanship to new members
06-07	Helped Clerk Swine Show at County Fair - 5 exhibitors, recorded judges placings
	Junior Vice President of Leaders Association - On banquet committee, sent out invitations

- Identify things you have done in 4-H where you planned, organized or taught.
- Tell what your responsibilities were, number of members you assisted or taught and what was involved in planning and accomplishments

Permanent Records Examples

Leadership in Other Organizations

Year	Leadership responsibilities in school, church and other community organizations. Include number reached through leadership experience.
04-05	Baseball Team Caption - 15 team members / Student council - Student body of 800
05-06	FFA Chapter Secretary - 40members, recorded minutes for each meeting

- List leadership roles out side of 4-H.
- Tell what your responsibilities were, number of members you assisted or taught and what was involved in planning and accomplishments

4-H Citizenship, Community Service and Community Pride

Year	List what you did as a member of a club and/or as an individual. Examples: Park clean up, reading to the elderly, get-out-the-vote campaign. Indicate number of people helped if appropriate
05-06	Youth in Action - Made 2 Christmas arrangements for elderly, 2.5 hours
	Food share canned food drive - collected \$100.00 and 600 pounds of food
06-07	Spring Fling Bazaar - Helped set up and clean up, 3 hours

- List activities/events that contribute to the welfare of others, even those not related to 4-H
- This can be done with your club or as an individual
- Listing hours spent, money raised and number of people involved is encouraged

Participation in Other Community Activities

Year	List organizations/activities you have participated in in school, church, and community
03-04	School Choir and School Drama Club
04-05	Oregon Hampshire Association

- This is where you tell what you've done in your free time not spent in 4-H. List any activities including community service for other organizations here. You can include how many hours you spent, if applicable.

4-H Recognition

Year	List important honors, awards trips, etc. Do not include awards listed on pages 2, 3 or 4.
05-06	County Medal—Horticulture
06-07	Grand Champion Market Hog
	Outstanding 4-H'er

- This space is for recognitions members have received in 4-H. Items put here are not listed anywhere else in your records.
- Champion placings go here because it is an outstanding accomplishment

Other Recognition

Year	List organizations/activities you have participated in in school
05-06	Student of the Month at school
06-07	Champion doe at the High Desert Rabbit Show in Redmond / School Honor Roll

- This space is for recognitions members have received anywhere outside of 4-H. Including, but not limited to: school, church, other youth organizations and open shows.
- Local , state, regional and national honors go here.

Tips for your Project Records

Project Records - General Information

- Fill in all the blanks on every page. Write “no entry” or “none” in sections where you don’t have anything to enter. Write “N/A” if the section is not applicable to you.
- Fill in ALL of the totals at the end of the year.
- Only redo records if they are badly soiled, lost, or destroyed. If this happens, you should provide a note on regular paper inserted at the beginning of your record book to clarify the situation and have your leader sign it.
- Carefully read all instructions in this booklet and on the project forms.
- Be sure all signatures are complete and everything is filled out correctly— leader signatures are often forgotten.
- Keep records current! Write down everything as soon as it happens. Try keeping a 4-H journal where you write down all your 4-H activities as they happen—make it fun, no one needs to see it but you!
- Suggest to your leader that you have time to fill in records at each meeting or have a special record meeting once a month/each year. Your leader may want to keep the club members records and bring them to each meeting.

Project Records - Expenses, Income and Inventory

- Every project you are enrolled in should be listed on page 2 of your Permanent Record.
- Figures need to be correct and logical – some obvious expenses are often left out, others are sometimes completely unrealistic.
- It is OK to round dollar values to an even dollar amount, instead of including cents.
- Re-check all your calculations.
- Large items (such as barns, fencing, sheds, acreage, ovens, refrigerators, vehicles, etc.) are not considered as inventory unless the member truly owns them or pays rent on the use of them. Smaller pieces of equipment the member continually uses in their 4-H project are reasonable inventory to account for (such as sewing machines, kitchen-aides, fishing poles, paint brushes, cameras, wheelbarrows, hutches, forks/rakes, buckets, etc.).
- Pasture use needs to have a cost. . . even if it is your family’s pasture.
- Feed can be entered monthly or as feed is purchased.
- A family who purchases feed for several family-owned animals should divide cost accordingly along the number of animals; 4-H records should indicate the amount given to 4-H animals only.
- If an animal is boarded or leased, there are still expenses associated with its care; all animals have physical and medical needs.
- The cost of show clothes may only be included in expenses for the project if the clothes were bought specifically for wearing at shows for that project.
- Include premiums and cash awards as project income.
- If you are given an item during the year or win an item, list it in the income column and write “gift” beside the item, also list an estimated dollar value for it at the time you receive it. If you still have the item at the end of the year, list it in your Ending Inventory with an estimated value.
- If you give away or loose an item, list it in the expense column and write “lost” or “given away” beside the item, also list an estimated dollar value for it at the time it was lost or given away.

Special Project Records

Some projects records include production and performance records, feed and growth records and lactation records. The following is a list of additional records for projects:

Production Records- Dairy Cattle, Beef Cattle, Sheep, Swine and Rabbits. A separate production record is needed for each animal, this is kept for the life of the animal

Market Animal Records - Beef, Sheep, Swine, Market Goat, Poultry Fryers and Rabbit Fryers

Lactation Records - Dairy Cattle and Dairy Goats

*Don't forget about Project Advancements.

Photographs and Clippings

- You may submit up to 3 pages of 4-H related photos and newspaper clippings per year.
- Use captions to describe and date an activity, and also to identify yourself in each picture.
- Good photos are action oriented and show the member doing something.
- Pictures should show a variety of activities.
- Close-ups are good.
- Examples: sewing or modeling a garment, fitting an animal, making a presentation, etc.
- Good color copies of photos are recommended. If you are using original photographs, be sure to mount them well, so they do not fall off.
- Printed, digital photos are an excellent way to present your photos.
- Ask a parent or 4-H Leader to take pictures at meeting and events.
- Newspaper clippings should be about you or your project, rather than something about 4-H in general.
- Be sure to include the year at the top of each page.

Past Years Records are Important...

- Past years records help you see how you and your projects have grown.
- You can use only 1 tab divider, "Past Records" for this whole section or you may separate them by each year with dividers

This is my first year doing a record book...

- Start keeping a 4-H journal or keep a calendar with only your 4-H activities on it so that when the time comes to assemble your 4-H records, you will be able to easily remember all that you have done. The 4-H calendar is perfect for this!
- You may want to attend a record book workshop to learn hands-on how to put your record book together. Please ask the Extension Office to see when this will be offered.
- Ask your 4-H Leader to have a record book training meeting, workshop or learning-by-doing meeting.
- The Extension office is always available to answer your questions and help you.
- Review all of the materials in this booklet, ask lots of questions, have an adult review your record book with you and above all—have fun with this activity!

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Newport, OR 97365
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541-265-3887 (fax)

Lincoln County 4-H Youth Development Program

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