



# My 4-H Permanent Record

## Marion County

*My 4-H Permanent Record* is a summary of your 4-H work in all projects for every year you are in 4-H. This listing of your accomplishments is a helpful reference when filling out other forms for 4-H, school, other youth programs, other activities in your community, and with information for awards.

For online record keeping, download and save this Microsoft Word file to your hard drive (FILE/SAVE AS/*PermRcd*). Each section of this record contains a table that you fill in the rows. To add more rows to the table, highlight the last row, then go to TABLE on the menu bar, click INSERT ROWS BELOW and release.

We included a “section break/new page” between the different tables of the record sheet. You may insert additional page breaks between pages and/or parts of the record by going to the menu bar, click INSERT and scroll to BREAK... When you release BREAK, then click the button by PAGE BREAK, and click OK.

Because this is a summary of your work for every year you are in the 4-H program, we encourage you to save the document frequently (either FILE/SAVE or press CTRL & S). We also recommend you make a BACKUP copy of the document somewhere else than on your hard drive.

**OREGON STATE UNIVERSITY**  
**EXTENSION SERVICE**

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