

MORROW COUNTY RECORD BOOK TIPS & EVALUATION

Order of Records

1. County Awards application
2. Permanent Record
3. 4-H Notes
4. Project Records (including Junior Leader information)
5. Supplemental Records (feed and growth, breeding records, advancement records, certificates)
6. Photos and clippings, optional (2 pages maximum, use only 1 side of page)
7. Morrow County Record Book Tips & Evaluation

Before you start filling out your records, please take the time to read the headings of all the different areas in the permanent record. Many questions will be answered before you start.

All record books should have a County Awards Application page. This should be paper clipped to the front inside cover.

When completing your permanent record, you should not have the same entry in more than one place. One exception to this rule is Junior & Teen Leader entries. Teen leaders will be on page 1, 2, and 6. Junior leaders on page 2 and 6.

You should have a different project record for each project area.

Junior leadership is a project and should be stated that way.

Supplementary records are records that support the project record. All supplemental records should follow immediately after the project record that it supports. Not all projects have supplemental records.

Advancement certificates are available in some project areas (horses, animal science, clothing, etc.). If there is an advancement program that would be appropriate for your project, you are encouraged to participate in the advancement program.

Disregard instructions on 4-H note page for photos and clippings. Photos and clippings should be attached to a sheet of paper. You can only fill two pages. Put your photos and clippings on one side of the page only.

MORROW COUNTY 4-H RECORD BOOK TIPS

4-H records are an important part of every 4-H project. If accurate records of expenses, new learning, and experiences are kept, we can learn to do a better job next time and not repeat our mistakes.

The important issues in 4-H record keeping are:

- *Keep them current, write down everything right after it happens so you don't forget.*
- *Keep them accurately. Try to put everything you do in 4-H in its proper place in the records so it doesn't have to be changed later.*
- *Keep them neat. Pencil is great for project records, as they are working records and should show that you've worked on them often and kept them updated.*
- *Complete records before turning them in. Figure out the totals. Have your leader sign them. Put records in the required order in a 4-H record folder. Include permanent record and current year's project material.*

PERMANENT RECORD

This record is an "only one in your whole 4-H career" record. You use the same one just adding each year the clubs, projects, activities, etc. that you participated in that year. Here are some tips that may help you decide what to put where:

CLUB INFORMATION – *If you belong to one or more clubs where 4-Hers from several different families meet periodically to work on projects, this information goes on this page. If your club does not elect officers, put that in that column rather than leaving it blank. Individual club projects are not listed here.*

PROJECTS & EXHIBITS -- *If you are involved in, say, 6 projects (beef, sheep, veterinary science, cooking, leathercraft, and photography) each project gets one line so you would use 6 lines that year. The size and scope of the project includes everything you made or all animals in your herd that year. The exhibit column should indicate the number of exhibits in that project that were at the fair and the ribbons received, using the code indicated. Individual projects go here. Contests go on the next page.*

PRESENTATIONS & OTHER PUBLIC APPEARANCES – *Anytime you are “up front” talking at 4-H or about 4-H, it should be recorded here. Formal, planned presentations include title; others just indicate number of times.*

PARTICIPATION IN OTHER 4-H ACTIVITIES – *All contests, training events, judging experiences, etc. go here.*

ADVANCEMENT PROGRAM – *Clothing and animal projects have advancement programs. Check at the office for the program guide. Fill in the date each step is completed.*

4-H LEADERSHIP – *Junior leadership, teen leadership, and other 4-H leadership activities.*

LEADERSHIP – *School (band, team organization officer), church (youth group, choir, etc.) should be included. If you are in on the planning and directing of anything, it goes in this section.*

CITIZENSHIP – *In this section include anything you did for others including serving meals, car washes, cleaning senior citizen yards, political campaigns, etc. Indicate what your specific job was. Do not list any projects you were paid to do.*

4-H RECOGNITION – *Any awards, trophies, etc. beyond ribbons should be indicated here. If you were singled out for some reason, that is an honor.*

PERMANENT RECORD SUPPLEMENT

Should you run out of space after 2 to 3 years in any of these Permanent Record sections, we have a supplement form that you can obtain to continue your record keeping.

4-H NOTES

Your 4-H notes should be written as a diary or a story. Your notes should cover all project areas. No more than two pages, front and back.

4-H PROJECT RECORDS

Each 4-H project which a 4-Her is enrolled in has a record on which to record goals, new learning, new ways project was shared, experiences inventory, and plans for next year. These records (a new form each year, exception – horse record, with drawing and production records – one for each animal in production, carry forward each year) should begin October 1 and close September 30, which is the official 4-H year.

ADVANCEMENT RECORDS

Annual project members will want to use this guide to make sure they are learning about all areas related to their projects. This 8 to 10 page guide is available at the office and is almost like a workbook.

PHOTOGRAPHS

Photographs will be one of the treasured parts of your 4-H records when you look them over as an adult. Parents, here's a place where you can really take the leadership to make sure the member has some photos of them working on projects, showing projects, taking leadership, or helping others.