

Jackson County

4-H Record Book Handbook

REVISED 2004

So, you're wondering about record books. You are in good company. Many new members and leaders have no idea what a record book "is," much less how to "do" one. Even experienced members are unsure of what to do. They avoid the task, figuring that it is more trouble than it is worth. You will be relieved to know that completing a record book is not difficult. And it is definitely worth the effort!

This booklet serves as a guide to leaders, parents, and members who want to know more about the "why's," "how's," "what's," and "when's" of 4-H record books.

WHAT ARE RECORDS?

Records are a written summary of 4-H activities and projects. Records need to show what the member has learned, what they have done in their projects, how 4-H has helped them, and the activities in which they have participated. The Extension Office has specific forms (records) to help members keep track of important information. Records are also available on the web (see page 2).

WHY DO RECORDS?

Many members like working on a project but don't enjoy keeping records on it. Since records are necessary throughout life, however, this is a good time to learn. Need other reasons? Members who keep good records:

- are eligible for 4-H scholarships.
- learn important skills, attitudes and habits.
- may receive county and/or state awards and recognition.
- have an invaluable personal history and memory book.
- have a document to show others (such as prospective employers) what they have done.
- learn how to establish goals and plan for the next year.
- can reflect on and evaluate their progress and personal growth.

Another good reason for completing records, is that project records are required to participate in the Jackson County Fair.

WHEN TO START AND END 4-H RECORDS?

Records should be started at the beginning of the official 4-H year - October 1. Don't wait until a week before Fair. Write things down right after they happen, either on a piece of notebook paper, on a calendar, or in the proper place in the records. This helps with accuracy and neatness. Records should close on September 30. If members are new and/or don't get started right away, start as soon as possible... and get started earlier next year!

OUR GOAL

Our goal is to have every 4-H member in Jackson County complete a record book annually. The 4-H office, however, does not require completion of a record book to participate in the 4-H program. We do encourage Leaders/Clubs to require members to submit a book in order to enroll in their club the following year. Completed books should be given to the leader to sign/review and then, either be returned to the member or turned into the office for judging. Members interested in competing for county and state awards should follow the guidelines outlined in this handbook.

COUNTY CONTEST

Any 4-H'er in Jackson County is eligible to enter the County Record Book Contest. Record books are due in the Extension Office by the first Monday after October 1.

The contest is intended to be an incentive for developing a record book and to provide feedback on each 4-H'er's progress in creating a significant record of their 4-H experiences and knowledge gained. Record Books are extremely useful when it comes time to apply for 4-H state and national awards and scholarships. See the last section in the back of this Handbook for additional information.

HOW TO ASSEMBLE

The record book should contain the following items, placed in this order:

- Application Form
- Picture Page
- Table of Contents
- Permanent Record
- 4-H Story/4-H Notes
- Project Records & Advancement Record/Book (if applicable)
- Project Photographs (current year only)

General Suggestions

- Do not include additional information! Members will be marked down if extra materials are included. Some suggest that each member also keep a scrapbook or memory book for old pictures, certificates, news clippings, etc. which may be useful if he/she applies for state recognition awards.
- These records must be contained in a 3-ring binder. Make sure there is enough room for the pages to turn easily. Interested members may purchase 3-ring binders from the Extension Office.
- Plastic page covers are not recommended because they make the print and photos difficult to see.
- Index tabs/dividers are recommended.
- Younger members may use pencil, pen, or type on their records. Older members (Intermediates and Seniors) should be doing their records in ink or using computers. Computers are acceptable for all ages.
- If using a computer, records are available to download from the county extension web site: <http://extension.oregonstate.edu/sorec/4h/index.php>. Click on Record Keeping to find our Permanent Record and most project records.
- All work **MUST** be done by the member only!
- Penmanship, spelling, neatness, and punctuation: Judges usually do not mark off for occasional misspellings, poor penmanship, etc. They are most interested in having members complete the record book. However, neatness is an important part of recordkeeping, so, if there are two books of equal quality, but one member has been more careful about spelling and punctuation - that one will probably win over the other.
- Earlier records should not be redone. Judges enjoy seeing the changes over the years. It is permissible to re-do them if they are badly soiled or destroyed.
- Project records should be signed by the leader.
- All projects are compiled into ONE record book. You need only one Permanent Record and one 4-H Story (including past years) even if you have several projects in the book.

DIRECTIONS FOR EACH PAGE:

Application Form

The application simply asks the member's name, level, and which categories he/she plans to enter in the record book competition. Members may compete in no more than 6 of the following categories:

Animal Sciences:

Beef
Dairy Cattle
Dogs
Goats, Dairy/Pygmy/Meat
Horse
Poultry
Rabbits/Cavy
Sheep
Swine
Vet. Science

Junior/Teen Leadership

Home Economics:

Child Development
Clothing/Knitting/Crocheting
Fashion Revue
Food/Nutrition
Food Preservation
Home Environment

Expressive Arts:

Arts/Crafts
Cake Decorating
Fiber Arts
Photography

Horticulture

Natural Sciences:

Aquatic Ecology/Fishing
Entomology
Forestry
Other Nat. Sciences

Mech. Sci. & Technology:

Computer
Electricity
Mechanical Engineering
Wood Science

Shooting Sports

ALL records submitted to the contest will be considered by judges for Achievement, Citizenship and general Leadership recognition.

Picture Page

The purpose of this page is to introduce the member to the judge. Include a current picture (black/white or color) of the member. Print name, address, level (first year junior, junior, intermediate or senior), and grade of the member. Do not include picture pages from previous years.

Permanent Record

The Permanent Record continues from year to year, and should include all years & all projects in 4-H. However, this should not deter members from starting records in the middle of their 4-H career. SOME recordkeeping is better than NO recordkeeping.

Jackson County designed its own Permanent Record in 1996. If members choose to download records from the Oregon State University web site, be sure you go to the Jackson County (Southern Oregon Research and Extension Center - SOREC) 4-H section to pick up the Permanent Record.

- **BE SPECIFIC.** Tell all there is to know. Here are a few suggestions: 1. Instead of using letters like NBA, state that it is the National Basketball Association, at least once. Maybe others have never heard of the letters. 2. Use numbers. Tell how many games (school sports), how many in the audience, how much profit or loss, how many cans of food collected, how many hours worked. Numbers show growth.
- **DON'T REPEAT.** Each item should be entered only once in the record book. The exception to this rule is when an activity covers two areas, like leadership and community service. The club might do a canned food drive and members enter it under Community Service. BUT, if the member also planned the details, arranged for transportation and supervised delivery of the food - those activities would also go under leadership.
- Do not include associate or pre-4-H activities in the permanent record.

Note: The following is an example of a Permanent Record. A variety of entries are listed to show by example only.

I. My 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. It could be of help when you are filling out other forms for 4-H, school, church, or other youth programs. It will be fun, too, to look back several years from now to see what you did. It could also help provide information for awards.

Start with your first year and keep it up to date yearly. Once a section fills up, simply get another copy of that section from your county Extension office and insert it behind the full page.

Name _____ Boy _____ Girl _____ Date Born _____

Address _____
Number & Street/Route and Box Town/City Zip Code Telephone County

Club Record Information							
Year	Grade	Name of Club	No. In Club	Club Leader	Meetings		Office or Committee
					Held	Att'd	
04-05	7	Clothing Club	9	Mrs. Jones	8	7	Secretary
		Community Club	25	Mrs Brown	10	9	Game Leader
		Over Easy Cookers	4	Mrs. Green	7	7	No Elections
		Hefty Beef	8	Mr. Scott	13	12	Phone Committee

- List the years and the grade only once, at the beginning with the first entry for that year.
- List the clubs in the same order each year. Drop the names of the clubs of which you are no longer a member and add new clubs that you have joined.
- If you brought refreshments, you were on the refreshment committee - or calling committee - or game committee.
- If your club does not elect officers, say so. If you held no office, leave blank.
- If you carry projects as an individual member they are listed in Section II (the next page).

CODING used for exhibits, level, etc.: Local (L) = club level; County (C) = any other club or county level, involving two or more clubs, or the general public. State (S) = several counties from Oregon. Regional (R) = more than one state from western region of U.S. National (N) = several states from around U.S. For example: 1C (2B,4R,1W); 1S-B = 1 County Contest, receiving 2 Blues, 4 Reds, 1 White; 1 State Contest, receiving 1 Blue ribbon.

II. 4-H Projects and Exhibits

List the different projects you do each year. Count all types of a major project as one project (i.e., include swine breeding and market as one swine project; (an educational display is listed under section V). **NOTE:** Contests connected with your projects (such as Showmanship, Fashion Revue, etc.) are only listed in "Competitions, Workshops & Training Events", section III.

Size of project is often more than just what you exhibited (indicate total number of animals managed/owned, articles made, dishes/meals served, etc. It must agree with total inventory or listing on the individual Project Record.) If you are a Junior or Teen Leader, indicate in project column, and under project size, you list the number of members assisted (i.e., Junior Leader - Beef club; 13 members).

Give number (**NOT description**) of exhibits made or worked with, where (and how often) exhibited, and placing, if applicable: (L) local/club, (C) county, (R) regional, (S) state, (i.e., 1 C-CH, 2 C-B, 1S-R). List only the highest placing for each entry for each exhibition.

Year	Name of Project	Project Size	Exhibits
04-05	Horse	1 Pinto gelding, 567 hours	(see section III.)
	Clothing-Level III	2 dresses, 3 articles	1C-B; 1C-R
	Rabbit	10 does, 3 bucks	4C(2B); 1S-R
	Beef-Market Hereford	1 steer	1C-4th
	Sheep	9 ewes, 1 ram, 5 market	2C(3B, 1R); 1S-B
	Food Preparation IV	500 dishes-100 dairy, 175 breads	2C(1-CH, 2B)
	Swine	2 breeding, 1 market	2C(1-B)
	Vet Science Unit I	20 animals, 27 vaccinations	
	Horticulture/Gardening	½ acre - 7 varieties	1C-B; 1S-R
	Junior Leader	sheep club-11 meetings, 12 members	
	Photography	650 photos-400 color, 150 B/W	
	Dog Obedience	1 Collie dog, 280 hours	(see section III.)

- This page is not just for projects that went to Fair, but for all projects you start during the current year. Just list the project here, the size and if you did not exhibit an item from that project at fair, leave the last column blank.
- Keep projects in the same order each year. Indicate what phase of the project you are in, i.e. Foods 2.
- Project size is the number of all the items (or animals) you did for that project, not just the number you took to Fair. **Be specific** about the size.
- Indicate Blue, Red, White, etc. ribbons received under exhibits (see coding listed on previous page).
- Contests go under "Competitions, Workshops and Training Events." (See examples of contests on next page.) Although Presentations can also be competitions, they go in Section IV.

III. Competitions, Workshops and Training Events

List Judging and Identification Contests, Fashion Revue, Cooking Contests, Showmanship and other Livestock classes (other than Conformation), all Workshops and Training Events such as Field Days in connection with your 4-H project (all other 4-H activities/events are listed under "4-H Events"). Indicate knowledge, skills learned, and show number of times, level of participation and placing (2L, 1C-CH, 1S-B). List event only once each year.

Year	Kind of Event	Things Learned	Number Level Placing
04-05	Fashion Revue	Walk slowly, smile	2L; 2C(1-CH); 1S-B
	Record Keeping Workshop	Organizing Information	1C
	Horse - Western Equitation	Practice makes a difference	1C-B
	Rabbit Showmanship	Be knowledgeable of project	1C-CH; 1S-RCH
	Livestock Judging	Oral reasons: look judge in eye	2C (2nd, 5th)
	Presentation Workshop	Giving effective, prepared talks	1C
	Horse Bowl	Be prepared	2L; 1C; 1S
	Dog - Sub Novice	Long hours of work pays off	2L; 1C-B
	Intermediate Retreat	Leadership training	1R
	How to set a table	There are many types of settings	1L

Examples:

CONTESTS:

Food Preparation
 Flower Arranging
 Tablesetting
 Judging Contests
 Fashion Revue
 Identification Contests
 Showmanship
 Club Pens/Herds
 All dog and horse classes at Fair
 Milking Contest

TRAINING EVENTS:

State Forums
 Camp Counselor Training
 Livestock Field Days
 Carnival of Learning
 Educational Field trips
 Leadership Retreats
 Animal Affair

WORKSHOPS:

Judging
 Recordkeeping

- All contests, training events, except Presentation Contest, which goes in Sect. IV.
- Fun Contests go in Sect. VI.
- Indicate what was learned as result of the training event or competition.
- Indicate the number of times you participated in that type of event for the year, the levels (see coding description on page 5) and placings, when applicable.

IV. 4-H Presentations and Prepared Talks

Indicate title or topic of presentation and list project (if applicable) in parenthesis. Show number of times and level (L, local/club only; C, county; S, state) of speech given and number in audience. If given at county/state contest, ribbon placing must be listed. (Impromptu talks, discussions, "oral reasons," and skits are listed on Other "Public Appearances" page.)

Year	Title or Topic	Number/Level/ Placing Audience
04-05	How to Straighten Material (Clothing Level I)	2L; 1CR; 23 total
	What Recordkeeping means to me	1L; 1CB; 150 includes Leader Banquet
	"How to Make a Cactus Garden" (Horticulture)	1L; 2C(1-B); 1S-B; 55 total

- Presentations are planned talks that include an introduction, body and conclusion.
- Include title, level of competition (local, county, state, etc.) and the number of people in attendance.
- Put project area in parenthesis (if appropriate).

V. 4-H Public Appearances (except 4-H Presentations)

Describe other public appearances that are connected with 4-H or your project. For "Type," indicate whether appearance was: Talk/4-H Group, 4-H Talk/Other Group, Radio, TV, Newspaper (you were interviewed or you wrote article), Poster/Display, Oral Reasons, Skits, etc. (Non-4-H Speeches/Communication are listed in Section X, under Other Community Activities). Give adequate description of appearance, number in audience, number of times and where presented.

Year	Type	Description	Number/Level Audience
04-05	Talks/Other group	Wrote & gave radio promotion for Spring Show	1C, 15,000
	Talk/4-H club	Impromptu talk about 4-H Camp	1L, 10
	Oral reasons/Fair	Horse Judging Contest	1C, 4th pl. - 2
	Skit/4-H Group	What Handyman Club is all about	2C, 210 total

Examples:

Talks/4-H Group	4-H Talks/Other Groups	Radio/TV	News Stories	Other
Clubs	Kiwanis	Television/	Stories you write	Camp skit
Workshop	Rotary	Radio	even if not	Oral reasons
	Schools	interviews	published	Posters/ Ed. displays

- Give adequate description of your appearance/the event, number in audience and number of times and where presented.
- Ideal for talks before 4-H groups - anytime you are "up front" talking before 4-H groups giving "off the cuff" talks (when the 4-H leader asks you to explain something) or reports for advancement program.

VI.

4-H Events Attended

List other 4-H events here, such as: Field Trips and Tours, 4-H Sign-Up Nights, Recognition Nights, Camps, Summer Week events, and Shows visited (connected with project). Indicate level of event (local [club], county, state, etc.), and knowledge and skills learned. (Interstate and International Exchanges are listed in Section IX.)

Year	Kind of Event	Level	Things Learned
04-05	Member Recognition Night C		Attendance supports the program
	Field trip to lumber mill (forestry)	C	How logs are made into lumber
	Trip to coast (photography)	C	How to "frame" your scenic shots
	Summer Break-out	R	Learning experience
	Field trip (entomology)	C	How to collect for project
	Volleyball Tournament	C	Sportsmanship - having fun!
	County parade (horse club)	C	Team work needed for good appearance

Examples:

4-H Camp
 Conferences
 Museums visits
 Summer Conference
 Livestock Tours (beef, sheep, swine)
 Fun Contests
 Celebrate the Harvest
 Club Outings
 Breed Farms
 4-H Trip to another area
 4-H Sign-up Nights

Guided Tours
 Photography Shows
 Places you visit for Photography Project to take pictures
 Restaurants (for food clubs investigating other cultures)
 Parades
 Sewing Fairs and Shows
 Food Fairs and Shows
 Comparative Shopping Trips for your project
 Members Recognition Night

- Place project area in parentheses if it applies.
- Try to identify something learned, if possible.
- Remember: When participating in events, if you also plan or organize the event, it will also go under leadership.

VII. Leadership in 4-H

Explain each of your leadership roles here. Identify what you did as an officer or committee chairman of your club; also list the club and how many members you were in charge of (i.e. Arranged sewing club tour - 8 people). Explain any leadership responsibilities you performed on a county, regional, or state level (i.e. Summer Camp Counselor - 5 days, 6 boys). If you are a Junior or Teen Leader, briefly summarize your responsibilities, times met, number of members you worked with and type of project skills you taught your members. (Remember, you are encouraged to also complete a Junior/Teen Leader project record each year you hold this position.)

Year	Leadership position and responsibilities
04-05	Junior Leader - Rabbit Club - 7 members - 14 meetings
	Planned program, conducted meetings, taught showmanship, arranged for rabbitry tour.
	Camp Counselor - 1 week - 8 girls. Delegated responsibilities/taught crafts/dealt with homesickness.
	Taught Cake Decorating Class at Carnival of Learning - 22 people in audience.

- Identify the things you have done in 4-H where you planned, organized or gave direction at any level: club, county, regional, or state.
- If a club officer, identify what you did in that office or what you did as a committee chairman. Give number of people you directed/led and number of times, etc. Put in PROJECT NAME (swine, beef, home ec, etc.) not club name.
- If you are a Junior or Teen leader of your club, summarize your responsibilities, times met, number of members, and type of project skills you taught your members. NOTE: Junior Leaders assist adult leaders; Teen Leaders are true leaders of their club (or project area in community clubs) and have adult advisors only. Both positions require the appropriate training classes, and if either is listed as a project in sect II, should include the appropriate record in their book (see page 13).

VIII. Leadership in Other Organizations

Identify your leadership roles in school, church, and other community organizations (FFA, Scouts, etc), and include duties, hours and number of people involved through this leadership experience.

Year	Leadership responsibilities
04-05	President of FFA Chapter - presided over 15 meetings - 17 members
	Captain of girls volleyball varsity team at my school - 9 members
	Student Aide - taught reading to 3 second graders

Examples:

Student Council officer/member	Eagle Scout
FFA Leadership Roles	Band Officer
Manager of School Team	Choir (school/church) Officer
Sunday School Aide/Teacher	Sports Group Captain/Officer
Church Club Officer	Member of Court (Dairy Princess)

- List duties, hours and number of people involved

IX. Citizenship and Community Service

Explain your activities - as an individual or member of a group - which relate to citizenship (promotes citizenship development - such as "Know Your State Government," and Interstate/International Exchanges), and community service (Contributes to the welfare of others, your 4-H club, school, church, etc.). Try to indicate time spent, and number of people involved.

Year	Citizenship and Community Service Activities
04-05	Car wash fund raiser (for Scout Club) - earned \$900.00 - 4 hours
	Worked in Food Booth during County Fair - 8 hours
	Volunteer work at local hospital - 58 hours
	Hosted Japanese exchange student for 4 weeks
	Served as runner at County Fair Beef Auction
	"Know Your State Government" Conference, tour of State Capitol

Examples:

Help at Leaders' Banquet	Washed Wheelchairs	Ring Steward
Hostess at Fair	Visit Nursing Homes for Elderly	Ribbon person at shows
Interstate/International Exchange	Baking Cookies for nursing home	Help at church
Political Campaign Worker	Working for needy or handicapped	Stuffed envelopes
Food drives	Planting trees and shrubs	Thank you notes
Clean up parks or community	Selling magazines for school	
Selling fund raising items	Know Your State Government	

- This section includes citizenship development and activities that contribute to the welfare of others and/or your 4-H group. These can be done in a group or as an individual. Put the most important experiences first within each year. Indicate time spent in hours/days, number of people involved, money raised. If you take some leadership role in planning or organizing the activity, it will also be listed under leadership. Helping your family is not a community service.
- Indicate in parenthesis other organizations that you did community service with.

X. Participation in Other Community Activities

Explain your non-4-H activities in other community organizations and/or school (i.e., church choir, school plays or speeches, sports, clubs, FFA; Scouts, etc.). Include any work experience, along with hours (particularly useful for any jobs that could be/are related to your 4-H project areas).

Year	List organizations and activities
04-05	Member of 8th grade football team
	School newspaper staff
	School debate team - 32 speeches

School/Church Choir - Plays - Band	Cheerleader	Speech Team
Library Helper	Sports Teams	Breed Clubs
Other Youth Organizations: (such as FFA, Campfire, Scouting, etc.)		

XI.

4-H Recognition

List important honors and awards that you have won on your Project, Competition or Presentations. Include champion and reserve champion honors, special awards, trophies, trips and any positions you may have won or been selected/appointed to. Examples: "Chosen as an Oregon Ambassador," "Top Junior Record Book," "Herdsmanship Club Trophy," "Grand Champion Market Hog." Describe and give level (Club, County, State).

Year	Important honors, awards, etc.
04-05	4-H Reserve Champion Market Hog at County Fair
	Top Intermediate Record Book winner - County Contest
	Herdsmanship trophy for Goat clubs - 1C
	Special award for Junior Champion Tablesetting Contest - 1C

- | | | |
|------------------------------|------------------------------------|----------------------------------|
| Top Record Book | Special Trophies | Featured in newspaper article |
| Scholarships | Club Recognition | Herdsmanship Trophy winning club |
| County Medals (project area) | Round Robin | Nominee for Oregon Ambassador |
| Special awards | National 4-H Congress | Cash Awards |
| Chosen for Judging Teams | Winner of any non-Fair 4-H Contest | |

- If you won Champion or Reserve Champion at fair, list them here. Describe and give level for honor given.
- List positions to which you have been selected/appointed.
- Special awards and trophies are listed here.

XII.

Other Recognition

List important recognition you received in school, church and/or other youth organizations, and community (including any Open Class awards or other non-4-H contests).

Year	Important honors, awards, etc.
04-05	Student of the Month for achievement - 5th grade
	Champion winner of Open Class Cooking Contest - "Eat Your Heart Out"
	Reserve Champion of "Make It With Wool" Contest - County

- 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

Student of the Month	Open Show Ribbons - non 4-H
Awards in Sports	Other youth organization honors (Camp Fire, Eagle Scout, etc.)
FFA Awards	Church Honor Roll
Special Open Class awards	Medals/Certificates/Trophies
Varsity Letter	Musical Honors

4-H Story

This is one of the most important sections of the Record Book. It provides the member with a chance to summarize things done, skills learned, goals accomplished during the 4-H year, and feelings about the 4-H experience. It is important to cover the whole 4-H experience. Tell about your leadership and community service experiences, as well as project experiences. It is not only OK to repeat information from the project records, but is highly recommended.

Use plain paper and try not to exceed 6 pages. A type written or computer printed story should be double spaced. All projects are combined into ONE story. All stories from earlier years are kept together in the current record book; each year is put in FRONT of last year.

Members are often unsure of how to write their story or what to include. Members should follow these guidelines:

1. Title the first page with "My 4-H Story" and put the year in the upper right-hand corner.
2. Introduce yourself - your age, interests, your family, and where you live.
- 3 Tell about your 4-H projects and activities. What did you learn about yourself and your project(s) in the last year. How have your projects grown in size and scope from previous years or just in one year. Describe your successes and/or failures (not necessarily having to do with the Fair.)
- 4 Explain how 4-H has helped you become a better leader and citizen. Who helped you? Who did you help? Tell about your leadership experiences. What have you learned from working with other 4-H'ers? Tell about your community service experiences/contributions.
5. Tell about your plans for the future or next year that are connected with your 4-H work.

It is important to include this information, but the format is up to you. Creativity is appreciated and rewarded.

Project Records

Most projects have a special record form:

4-H Clothing Record	4-H Crocheting Members Guide & Record
4-H Foods & Nutrition Record, Jr, Int/Sr	4-H Photography Record
4-H Foods Preservation Record	4-H Home Environment Records, Units 1,2,3,4
4-H Horticulture Record	4-H Knitting Member Guide & Record
4-H Entomology Record	4-H Geology Record
4-H Computer Project Record	4-H Shooting Sports Records (Archery & Shotgun)
4-H Animal Science Record.	4-H Dog Project Record
My 4-H ____ Project Record (Forestry, Child Development, Woodwork, Electricity, Arts & Crafts, Leather Craft, etc.)	4-H Horse Record & Calendar Sheets

Optional record forms: Fashion Revue, Junior/Teen Leadership, Cake Decorating....

All previous years' records are kept with the current record book. Put the current year on top. If you are enrolled in more than one project, put the most important one first in this section. If you drop a project, put those records in the back of the "Project Record" section, but keep them in your current record book.

ADVANCEMENT BOOKS are considered part of the project records. They **MUST** be included as part of your record book when submitting it for the contest. All Advancement **Books MUST INCLUDE AT LEAST ONE CURRENTLY DATED SIGNATURE/SIGN OFF on a Skill Option or Personal Development Option within any Step (page)**. Place the advancement book behind the current project record, or you may put it behind its own index tab (this is especially useful when using the one Livestock Advancement booklet for more than one of the three livestock projects). Do not include advancement certificates in the record book.

Advancements books are available for the following projects:

Meat Animal (beef, swine, sheep – one booklet is used for more than one project at the same time)
Dairy (cattle and goat)
Dog

Entomology
Horse
Rabbit
Poultry & Pigeon
Horticulture
Child Development

Clothing
Foods/Nutrition (titled "Food & Nutrition Enrichment Guide")
Shooting Sports

Other projects have manual-workbooks that should be included within the project section of the Record Books **ONLY** if the member's club is using them (some are very expensive). These are:

Bicycle
Computer

Entomology
Gardening

Geology
Sportsfishing

Some projects have **additional record** sheets that may be used: Feed and growth record sheets for Market Animals (summarized), production records for breeding stock, etc. While these may not be mandatory, they are valuable and show depth of a project. Additional points will be given in the contest for these forms. Other projects, like Horse, have mandatory additional record sheets. To find out what is available for your projects, check with the Extension Office.

Project Photographs

Include one page of **CURRENT** photographs per project. Photographs of more than one project are allowed per page. All pictures from previous years are removed. Put photos on the front side of the page only. Identify the project and year at the top of each page. Put a caption under each picture telling the viewer who is in the picture and what is going on. Third-person style is recommended (i.e., Katie and "Pearl" at the showmanship table instead of "Pearl" and me at the showmanship table). The best type of pictures are those which show the member working on the project. Try to capture the project in various stages.

Awards and Judging

Members entering the record book contest compete for special project pins and cash-type awards. Pins are presented to the best: first year junior, junior, intermediate, and senior in each category listed on page 3. The pins are provided by national donors. The top books in each level compete for awards for overall best (and runner-ups) of each level. Each member entering the contest will receive an award.

Each book is judged on the following criteria:

SCORE SHEET

1. Permanent Record - A maximum of 3 or 5 points per section correctly filled out. (No points for empty sections. 50 Points maximum.) Sections are as follows:

I	4-H Club Information page	3
II	4-H Projects & Exhibits	5
III	4-H Competitions, Workshops and Training Events	5
IV	4-H Presentations	5
V	4-H Public Appearances (other than presentations)	5
VI	4-H Events	5
VI	Leadership in 4-H	5
VIII	Leadership in Other Organizations	3
IX	Citizenship and Community Service	5
X	Participation in Other Community Activities	3
XI	4-H Recognition	3
XII	Other Recognition	3 (50)

2. 4-H Story - Does it say:

--	Member learned about project and self?	15
--	Member worked with/taught others?	
--	Plans for future/next year?	

3. Project Record -- Complete and Accurate 20

--	Previous years' record should be included	
--	Advancement Book (for projects that have them) must be included	

4. Photograph Page -- Followed rules? 5

5. Neatness 10

--	Picture page included:	
--	Table of Contents and/or Index tab dividers?	
--	Legible (Is it in member's handwriting?)	

100 pts.

- Critique sheets and record books are returned to the members at Member Recognition Night.
- Although members are asked to include records from previous years, they are not judged. Members do not have to correct the "errors" mentioned on the critique sheets. However, if the member is interested in applying for state recognition awards, it might be wise to fill in missing information.

BEYOND 4-H RECORD BOOKS

In addition to county awards for the record book contest, there are various state awards that necessitate having detailed records of a member's 4-H "career." These range from recognition awards, to participation in the state's delegation to National 4-H Congress, to scholarships at the county, state and national levels.

State 4-H Recognition Awards

There are four state level awards that provide a broader base of recognition for achievement in 4-H. These are in the areas of Leadership, Citizenship, Communication and Community Service. The applications are due in the county Extension Office by mid-February and winners are announced at OSU's annual 4-H Summer Conference in June.

State 4-H Citizenship, Leadership & Communication Awards

A plaque and certificate is awarded each year to a 4-H Senior (10 – 12th grade) for each of the categories. Up to 3 honorable mentions may also be awarded. Counties must nominate individuals for these awards. Applications will be evaluated on the following criteria: Overall strength of the applicant's 4-H work in the specific area (citizenship, leadership, etc.); an understanding of how the applicant's contribution has made a difference in the lives of others, and an understanding of how the applicant has grown through this work.

Team Community Service Award

The top team in the state receives a plaque and certificate and up to 3 honorable mentions may also be awarded. 4-H members in the 4th – 12th grade are eligible for this award. The community service work needs to have taken place in the 12 months prior to deadline. Application includes: a cover page, a 3-5 minute video showing the community service project in action and a one-page narrative.

Additional information is available on-line at: <http://oregon.4h.oregonstate.edu/programs/recognition/index.html>

National 4-H Congress

You may have read or heard something about National 4-H Congress and may even know that it has something to do with record books. But few know the process that takes a member from the Jackson County 4-H Record Book Contest to the National event where the top 4-h'ers in the nation are recognized.

National 4-H Congress is an unbelievable experience!! Chosen members from Oregon gather with other talented, motivated, enthusiastic 4-H'ers from across the nation to celebrate 4-H, to learn, and to explore. Oregon winners are awarded a 5-day trip to a major U.S. city in late November/early December to attend this exciting program, which provides educational and cultural experiences as well as featuring recognition events for members. The major focus of National 4-H Congress is to provide experiences that will help prepare the member for the future work force and enhance their leadership, citizenship and communication skills.

To apply for the trip, 10th – 12th grade 4-H members must submit a **State 4-H Resume** to the county Extension Office by mid-February. The application is based on the information in your record books. Help is available with the process; an evening orientation session is held the first Wednesday in October to familiarize youth and their parents with the process of applying for National 4-H Congress and for state scholarships.

After submission, the applications are reviewed at the county and state level. The top applicants are then invited to Oregon State University campus during Summer Conference to be interviewed. Selection is based on a member's project achievements, leadership, citizenship, and communication activities as well as how they conduct themselves during the interviews. National trips for Oregon's delegation of typically 25 members are paid for by local and state donors.

Additional information of the application process can be found in the back part of the county scholarship booklet.

The Preparation Process

The best preparation process that increases the chances of success starts in the “early years.”

4th - 6th Grades

In these grades it is important to complete a record book. Members should attempt to do activities in all areas of the Permanent Record - especially leadership, community service and public speaking. Have pictures taken while members are working on projects, speaking to groups, or doing community service. Participate in the County Record Book Contest. Although the contest isn't necessary, it provides feedback on what members can be doing to improve. Let your agent know that the member may be interested in trying for state awards down the road. The agent can help provide opportunities and direction.

7th - 9th Grades

Continue with the Record Book and Record Book Contest. Check with your agent to get the current forms and any up-to-date information about the program. Attend the National 4-H Congress and Scholarship orientation session (first Wednesday in October). This will help you to: understand what judges are looking for, do some creative thinking about activities/projects which may improve your chances of selections, discover opportunities at the county level, and identify any weak areas. Remember, you need things that will distinguish you from all the others who may apply. For example: if you are interested in sheep... winning champions in sheep will not get you to National 4-H Congress. There are probably other people winning champions in every county, in every state, of the nation. Continue focusing on leadership activities, community service and public speaking. Your Extension Agent has copies of resumes submitted by Jackson County winners from previous years.

10th - 12th Grades

Keep at the record book! Look at the National 4-H Congress Application Form. Try to get involved at the county and state level. Judges like to see members who are reaching out beyond the club level. Take your project into the community. Teach, share, help, and inform. Work with your leaders and your Extension Agent to learn about opportunities. Although members can apply as early as the 10th grade, most wait until their 11th grade year to submit the application for the first time. Unless the records are very strong - older members will have a better chance.

Application Process

Members must submit a book with the following information by the end of February (check the *Fourthoughts* or 4-H Calendar for specific dates):

- Cover
- Oregon 4-H National Congress Application Form
- 4-H Story (all years)
- 4-H Summary, which includes one page each of member's total experience in Communication, Leadership, Citizenship, projects and Activities (and Knowledge and Skills learned), and Goals, growth and contributions.
- Project or Activity Photographs (limit 3 pages)

Details for this application are available from 4-H Agent Anne Manlove, County Application Coach Diane Miller, and in the back of the County Scholarship booklet, available at the Extension Office.

Scholarship Information

Records are invaluable when applying for scholarships for higher education. A booklet, *County & State Scholarships and State Awards for Jackson County 4-H Older Youth*, created in 2003, is now

available at the county Extension Office. While much remains the same from year to years, every attempt will be made to keep it updated.

What To Do If You Haven't Done A Record Book

10th - 12th Grades

Realistically, if you are in the 10th-12th grade and haven't completed a record book, it is probably too late (unless you have a terrific memory) to compete for the National 4-H Congress. The book is still valuable for scholarship competition at the county level, County Record Book Contest, and for the general skills you learn from completing one. If you do have a good memory and desire to try it... we will help you every step of the way.

7th - 9th Grades

There is still time to complete a competitive book. Have the member and/or leader sit down with the Application Coach (Diane Miller) or the 4-H Extension Agent to learn what to do to catch up, as well as remember the things he/she may have done in past years.

WHAT LEADERS AND PARENTS CAN DO TO SUPPORT

1. Tell members about the opportunities that exist. Older members are willing to come to your club to talk about the program.
2. Encourage members to complete a record book. As a 4th grader, a trip to National 4-H Congress when they are a senior, may seem too remote. But by completing a book, even if they don't submit it to the county contest, they are ready if they choose to try state competition in later years.
3. Help provide opportunities that give members leadership experiences. For instance when you teach members, ask a member to assist. Remind them to put it in their records.
4. Initiate community service projects.
5. Talk to the 4-H Extension Agent if you have members that might be interested.

The road to National 4-H Congress is not an easy one. Things that are worthwhile rarely take a minimum of effort. Not every member wants to participate on that level. It is wise to remember that the most important thing is not winning the trip - but the experiences and skills developed on the way. Many of our best 4-H'ers in Jackson County simply don't have the time to devote to the pursuit of this recognition. But.. every 4-H'er in Jackson County has the ability and talent to win recognition.

AM/DM

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