

Jackson County 4-H Record Book Handbook

Revised 1-28-2017

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. See below for availability.

WHY DO RECORDS?

Many members like working on a project but don't enjoy keeping records on it. However, since records are necessary throughout life, 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, state and/or national 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.
- *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. 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!

RECORDS AVAILABLE

My 4-H Resume: Go to the state 4-H website <http://oregon.4h.oregonstate.edu/info/forms/my-resume> and use links underneath. Note there is an "entire" form with all 14 sections, and there are also 14 separate sections to use when any page needs to be continued.

Project Records: Go to: <http://extension.oregonstate.edu/sorec/4h/forms> and look under 4-H Records. Different projects have different types of project record forms.

AWARDS AVAILABLE

Even though the Jackson County 4-H Program does not require completion of a record book to participate in the 4-H program, we do encourage members to complete and submit a book in the Record Book Contest after the end of the 4-H year. As an incentive, the 4-H Leaders Association gives sizeable monetary awards each year to first through third place winners in four categories: First-Year Juniors (4th-6th graders who have not been in 4-H before), Juniors, Intermediates and Seniors.

COUNTY CONTEST

ALL 4th-12th grade 4-H'ers in Jackson County are eligible to enter the County Record Book Contest.

The contest is intended to be an incentive for developing a record book and to provide feedback on each 4-H'ers progress in creating a significant record of their 4-H experiences and knowledge gained. See the last section in the back of this Handbook for additional information.

HOW TO ASSEMBLE

The orders of pages in a 3-ring binder of adequate size for the number of pages:

Application Form
Picture Page
"My 4-H Resume" replaces the Permanent Record starting 2015
4-H Story
Project Records & Advancement Record/Book (if applicable)
Project Photographs (current year only)

TIPS & RECOMMENDATIONS

- Use Index tab dividers (rather than a Table of Contents) and label them for each section and each project record.
- Do not include additional information. Members will be marked down if extra materials are included. Keep your extra items in a scrapbook: certificates, bills of sale, etc. separate, along with past years' photos.
- Do not use plastic page covers. They glare and make words/photos difficult to see.
- Take advantage of "fillable" forms when you can. My 4-H Resume and many project records are now available in fillable format. Handwritten records are admissible, but pencil should only be used by younger members.
- Don't let your parents help TOO much! They can be helpful with advice and support, but don't let them do the typing or decide what to write.
- **Valuable suggestion:** *Create a working calendar of hours spent on projects, citizenship and even leadership (use one of the free 4-H calendars, available in the Extension Office). Record those hours on the Citizenship & Leadership pages in your records.*
- 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 do not have to be redone (except in the cases of applying for State 4-H scholarships and National 4-H Congress).
- Project records should be signed by the leader.
- All projects are compiled into ONE record book with the latest entries listed first in each of the sections. You need only one 4-H Story (including past years).
- Note: Junior Leadership is a project and should be stated that way.
- The new My 4-H Resume's first page has five additional tips, suggestions, and explanations

CONTEST DUE DATE

Record books are due in the Extension Office by 5 p.m. of the first Monday on or after October 1.

DIRECTIONS FOR EACH PAGE, & SECTION:

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 projects (do not combine projects so more can be included). 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, city, level (first year junior, junior, intermediate or senior), and grade of the member. Do not include picture pages from previous years.

MY 4-H RESUME

This form, starting in 2015, replaces the old **Permanent Record** and must be used by all members competing in the Record Book Contest (for the convenience of the judges). Your old Permanent Record goes behind the new 14-page form.

Those members who want to someday apply for state scholarships and National 4-H Congress must eventually have ALL years' information transferred to the new form, listing the years chronologically—earliest to the most recent.

BEFORE you start filling out the pages of My 4-H Resume, please take the time to read the headings & examples of all the different areas. Many questions will be answered before you start.

When one section gets filled up, use the individual *downloadable section continued* pages which will be placed behind the section you just filled up.

NOTE: Do not alter the My 4-H Resume form in any way if you ever wish to apply for State Scholarships or National 4-H Congress. Altered forms will not be accepted by State 4-H.

Section 1: 4-H Involvement Summary

This is similar to the old Permanent Record, where your clubs are put, but not your responsibilities which will be under leadership

- 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.
- Get the club numbers (number of members, meetings held and attended) from your leader.

Section 2: 4-H Project/Program Summary

Follow instructions and note style of examples given. This is more than just county fair exhibits.

In column 2, list the different projects you do each year, listing each project on its own line (remember, you are not listing exhibits, just the project name, and count all types of a major project as one project i.e., include swine breeding and market. **NOTE:** Educational displays, presentations, judging contests,

etc. all go in Section 9 – Communication; competitive/contests connected with your projects such as Showmanship, Fashion Revue, etc. are in Section 11 (notice the duplication on presentations).

Size and scope of a project is usually more than just what you exhibited (indicate total number of animals managed/owned, photos taken, dishes/meals served, etc. It must agree with total inventory or listing on the individual Project Record.) If you are a Junior Leader, indicate in project column, and under project size, you list the club, number of members assisted and number of meetings.

Give number and brief description of what you made, did, raised or cared for. Ribbons will be recorded in Section 11. Where exhibited will also be recorded on another page.

Section 3: Participation in 4-H Activities/Events

Include club, county, state (etc.) 4-H training activities, workshops, clinics, field trips, program activities and events – see examples on first few lines. In the 3rd column, indicated things you learned, and in remaining columns indicate where you participated. Do not include competitive events or non-4-H events/activities.

Other examples: Club livestock tours/seminars or other project-related 4-H activities & events.

Section 4: Participation in Other Community Activities/Events

Follow examples for the different columns. Include your participation in school, church or other organizations such as FFA, Scouts, etc. (that are not leadership or citizenship). Tell what you did and the time you spent. Check all locations that apply. You should also include any jobs you've had.

Section 5: Leadership in 4-H

Follow examples and list all 4-H club, county, state (etc.) leadership roles you have and describe what responsibilities these entail. Include such things as club officer, camp counselor, junior leader jobs, organizing an event, etc.

- 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 you were 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. Call the club by its PROJECT NAME (swine, beef, home ec, etc.) not its full club name.
- If you are a Junior leader of your club, summarize your responsibilities, times met, number of members, and any other leadership activities you had in that club.

Section 6: Leadership in Other Organizations

Follow examples for the different columns. Identify your leadership roles outside of 4-H in school, church, and other community organizations (FFA, Scouts, etc), and describe what responsibilities these entail. Include hours and number of people involved through this leadership experience.

Other examples: Student Council officer/member, Eagle Scout FFA Leadership Roles, Manager of School Team, Choir (school/church), Officer, Sunday School Aide/Teacher, Sports Group Captain, Church Club Officer.

Section 7: Citizenship/Community Service in 4-H

List **4-H related** activities that contributed to the welfare of your club or community. Briefly explain your activities - as an individual or member of a 4-H group - which relate to citizenship (promotes citizenship development - such as 4-H Interstate/International Exchanges), or doing a 4-H community service project during Summer Conference (contributes to the welfare of others, your 4-H club). Be sure to indicate time spent, and number of people involved.

Section 8: Other Citizenship/Community Service Participation

This is where you list all those other non-4-H activities you do/did individually or with a group that contributed to the welfare of your community. Do not include anything you were paid to do.

Section 9: Communications in 4-H

This is where all your 4-H communications go. Look at the examples given. This section is where you list presentations (all types) public speeches, impromptu speeches, camp skits, educational displays, newspaper articles, radio spots, posters, etc. that are done in or about 4-H.

Section 10: Communications in Other Organizations

This section is for all types of communication not related to 4-H. See examples listed on top lines of your form.

Section 11: Participation in 4-H Contests/Competitions

Follow the various examples listed on the top lines of your form. List all contests/competitions you entered in 4-H. Include a brief description of the division shown/class name. Note the horse example with all contests in a division listed on one line/section. Note the sheep example with showmanship and market listed together. See the photography example with all classes entered in that division listed together. Also note that entries in the presentation contest are listed again (as well as under Sec. 9-communications). Championships and other special awards should be listed in Section 13.

Section 12: Participation in Other Contests/Competitions

List all contests/competitions you entered outside of 4-H. This is where you list competitions in any school, FFA, Open Class or any other non-4-H competitions, including Jackpots (even if your 4-H animal is involved).

Section 13: 4-H Recognition

List important 4-H recognition and honors that you have won in 4-H (awards, championships, medallions, scholarships, Achievement awards, etc.). Do not include ribbons listed in Section 11. Note that ribbons on exhibits are not listed either.

- Include 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."

Section 14: Other Recognition

List important recognition given by groups other than 4-H. Do not list awards listed in Section 12.

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:

- Title the first page with "My 4-H Story" and put the year in the upper right-hand corner.
- Introduce yourself - your age, interests, your family, and where you live.
- 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.
- 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.

4-H 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
4-H Veterinarian Science	4-H Horse Record & Calendar Sheets
4-H Junior Leadership Record	

(** See special section for help on filling out, starting on page 8)

Projects NOT having their own form include Arts & Crafts, Leather Craft, Child Development, Forestry, Woodwork, Electricity, etc. They must use the form titled: **My 4-H_____Project Record**

Optional record forms: Fashion Revue, Cake Decorating.

Some projects have **ADDITIONAL PROJECT RECORD FORMS** that are considered part of the project records that may be used, but are optional: **Feed and growth record sheets for Market Animals** (summarized), **Production Records for Breeding Stock**, and **Horse project calendar** forms (for members to log their hours spent with animals—check with the Horse Superintendent if needed and when). While these are not mandatory, they are valuable and show depth of a project. Additional points will be given in the contest for these forms. Members in horse or dog clubs who work with/show more than one animal, must fill out a project form for EACH animal.

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 (you may put them behind a special tab), 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 records (this may include Feed & Growth, and Production Records which should be right 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). Jackson County does not use advancement certificates, so do not put 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 Shooting Sports
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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 include:

Bicycle Computer	Entomology Gardening	Geology Sportsfishing
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Project Photographs

Follow these instructions:

- 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 in a scrapbook, etc.).
- 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 highly 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.

Instructions for Animal Science Records

Jackson County has developed its own Animal Science record for members to use for **beef, goats, swine, sheep, rabbits, cavy** and **poultry** projects. A separate record was also developed for the **horse** project. For the **dog** project, members will be using the record form developed by OSU.

This section has been designed to assist Jackson County members, leaders, etc. when working with the Animal Science Project Records.

Note: *The following is an example of an Animal Science Project Record. A variety of entries are listed to show by example only.*

JACKSON COUNTY 4-H ANIMAL SCIENCE RECORD

Kind of Project _____

Fill in the type of project. This forms part of the record heading.

Then fill in member's name, address, other data, plus club and leader. The last line in the top section is very important and members often forget to fill in **ending dates** prior to handing in for the record book contest:

Years in 4-H Years in this project Date Record Started _____ Date Record Closed _____

The front page includes the following statements: **Things I Hope to Do and Learn This Year, Things I Did and Learned with my Club This Year**, and **Things I Hope to Do and Learn Next Year**. Start filling out the records at the beginning of the 4-H year in October. As the member gets more acquainted with the project, they can add more meaningful sentences during the year. These sentences can later be copied into the member's 4-H story that is part of the annual record book.

At the bottom of the record's front page is **Project Review and Comments**, which the leader should fill in and sign before it is turned in as part of the member's record book for the Record Book Contest on or after October 1.

Page 2

Feed Record

This is the feed record for all animals listed on the animal inventory (page 3) of this form. Use a separate column for each kind of feed used. List each kind of feed fed, (grain, alfalfa, grass hay, feed supplements, pasture, etc.) at the top of the column.

Month	Grass Hay Cavy		PigShow100		Rabbit Nutrena Showmaster								Total
	bales	cost	pound	cost	pound	cost	pound	cost	pound	cost	pound	cost	
October		\$		\$	54	\$19.98		\$		\$		\$	\$
November		\$	300	\$101.94		\$		\$		\$		\$	\$
December	1	\$4.00		\$		\$		\$		\$		\$	\$

Total feed \$ _____
(Item 1)

Above are some examples taken from different projects only to show how to list them (you can't put more than one project on the same form). List quantity and cost (or cost equivalent) of each type of feed for each month; total across the row (top & bottom) to the far right, and total down the far-right column to get your end-of-the-year final feed cost.

The second half of page 2 is for:

Other Expenses

*Other Expenses includes **only** costs of veterinary services, insurance, transportation, boarding, breeding, marketing registration fees, cost of showing your animals, and supplies (including the value of items used from your home supply). Supplies are items that rarely last more than a year. (Feed and equipment are NOT listed under "Other Expenses.")*

Date	Items	Quantity	Cost

Total \$ _____
(Item 2)

List date expenses were incurred, adequate description of items/service, quantity purchased, and cost.

Examples can include the usual consumable supplies needed for the care of your animal like: hair products/foamers, shavings, etc. and all forms of medicine (fly spray, powders, salves) – even if they last more than a year, there are NO additional costs listed for the items. As listed above the table, "Other Expenses" includes all services, show fees, insurance, transportation costs, etc.

"Show fees" will include:

- Auction Fees (show % charged and cost equivalent)
- Fair Registration Fees (number of animals x \$2; showmanship [\$2]; and maybe shavings cost [2 bales x \$5] per pig).
- All open class shows that members enter with their project animals (incl. Jackpot Shows, Extended Market Swine Show, and regional and state shows)
- Any animal science club fees.
- Even 4-H Enrollment fee can be used, BUT it can only be used against one project.

Page 3

Animal Inventory and (animal) Purchases

*List name or number, age and description of animals/birds in your project this year. (Groups or litters of similar animals may be entered on one line). **Don't enter a beginning value for offspring of project animals/birds born during the year.***

Date	1) Animals from last year that you still own	Beginning Value	Kept	Sold	Died	Ending Value
	2) Animals born this year					
	3) Animals purchased this year					

Totals \$ _____ \$ _____

To calculate **changes in Animal Inventory**, subtract ending value from beginning value \$ _____
(Item 3)

1) Animals from last year that you still own would be individual animals in your breeding stock. These animals will have a beginning (of the year) value. Then you mark whether you kept the animal, sold it, or it died. Kept animals will have an ending value that could be higher (appreciates) if it is young and has potential for producing more the next year, or it could be lower (depreciates) if the animal is getting older and has less potential of producing like it had previously.

Animal Health Record

Animal (name/ID number)	Age	Date Treated	Condition	Medication	Dosage/Route	Withdrawal	Date of Completion
Fido	4 months	05/05/13	Worms	Safeguard	9 oz TP	None	05/05/13
All*	All ages	10/30/12	Preventative	Ivermectin	0.01/lb. SQ	35 days	12/03/12
#169 and #195	6 months	09/12/12	Nasal discharge	LA200	IM injection, 0.3 cc each	N/A	09/14/12

"Route" would be IM (intramuscular), SQ (subcutaneous), IV (intravenous), TP (topical) or Oral. "Date of completion" is the date that the withdrawal will be complete and safe for human consumption.

Again, the examples above are from different projects, shown together only to give you an idea of how to list the required information—the first line was from a market swine record, the second line was taken from a rabbit breeding stock record, the third line taken from a cavy record. Notice that, other than the first column of the second row, the details included in the listings clearly show the full medical picture; the asterisk after "All" in line 2 above refers to additional details on why such a medication was given, which is listed under "Comments" below.

In the middle of Page 5 is:

Comments

Record illness, injury, worming, tagging, shearing, trimming, castration, birthing, etc. Also list hours spent on project.

5-5-13, De-wormed market pig (repeated at 5 months and 6 months of age).

* 10/30/12 – Treated whole herd for mites and worms (preventatively) as animals go to shows so can be exposed (Repeated two weeks later to catch hatching eggs or mites/worms. Also repeated in May in preparation for 4-H fair and vet checks).
Trimmed toenails monthly.

Do not ignore this section. This is important for several reasons: Putting extra notations here helps in future years when it is necessary to explore possible health problems that may carry over from year to year, or to give a more complete view of your project (health, weather problems, catastrophes, etc.) It is also seen as a positive effort when your records are judged in the Record Book Contest. *Valuable suggestion: Record here hours the member spent on this project (transferred from working calendar).*

At the bottom of Page 5 is:

Income

Date	Describe product sold	What unit	# of units	Unit price	amount
07/20/12	Market pig	Pounds	270	\$6.00	\$1,620.00
06/23/12	"HSKB," "HMDB," "HJLA," "HPDB," "VF25," "VF29" (breed rabbits)	Each	6	\$50.00	300.00
0/4/29/12	Manure sale	Not known			180.00
	Income from services or exhibiting				
10/17/12	Premium check portion for project (rabbits)			26.80
09/15/12	Rabbit carrier earned as show prize	Each	3	25.00	75.00

(Example of unit: by the head, by the pound, by the pen, by the gallon, etc.)

Total \$ _____
(Item 5)

First line of example shown above is obvious, however, note that with this example, member's record correctly showed that on the sale date, listed under **Other Expenses**, "Auction fee" of 6.50% (listed under Quantity) was listed as a cost of \$105.30.

Other examples of income may include: Premium checks and value of awards won for the project listed on the form, only, and stud fees, if any.

Financial Summary

Feed expenses	<i>(item 1)</i>	\$ _____
Other expenses	<i>(item 2)</i>	\$ _____
Changes in Animal inventory	<i>(item 3)</i>	\$ _____
Changes in Equipment inventory	<i>(item 4)</i>	\$ _____
Total expense		\$ _____
Income	<i>(item 5)</i>	\$ _____
Less Total expense (from above)		\$ _____
TOTAL PROFIT/LOSS		\$ _____

This is where the figures from each of the project record pages are listed. The figure from “Item 1” shown on page 2 is repeated above on the first line for total **Feed expenses**, “Item 2,” also from page 2, is the total cost of **Other Expenses**, and is repeated on the second line; “Item 3,” is repeated here on the third line for **Changes in Animal inventory**, and the same for the fourth line, where “Item 4” is repeated from **Changes in Equipment inventory** on page 4.

When negative figures from the Animal Inventory and/or Equipment Inventory are repeated or carried over onto the above form, they are subtracted from your **Total expense** figure.

From page 5, you repeat the **Income** figure from “Item 5.” Then you subtract the Total expense figure from your income, and insert the difference on the **Total Profit/Loss** line above. In the case of a market animal, you will usually have a profit; in the case of breed stock, you may likely have a loss (again, if the figure shows a loss, put the () or < > around the figure).

The second half of Page 6 is:

Member review of project:

Write about your experiences with your project this year; things you learned, experienced & that had the biggest impact on you.

Here again, the member should be sure to write something in this section, both for accurate history of their project and how they feel about and learned about it. Filling out this section can also give the member added “points” when the record is viewed by the record book judges.

Awards and Judging for the County Record Book Contest

Members entering the record book contest compete for special project pins and cash-type awards. Pins and cash are presented to the best: first year junior, junior, intermediate, and senior in each project category. The pins are provided by the local 4-H program. The top books in each level compete for generous First, Second, and Third place cash awards for overall best of each level. Each member entering the contest will also receive an award.

Copies of the various score sheets are available at the Extension Office for those who wish to see what the criteria are for various records.

- Critique sheets and record books are returned to the members at Member Recognition Night.
- Although members are required 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.

Details are available on-line at: <http://oregon.4h.oregonstate.edu/state-4h-recognition-awards>

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*, started in 2003 and updated near the beginning of each year, is available at the county Extension Office. While much remains the same from year to years, every attempt will be made to keep it updated.

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 their **My 4-H Resume** to the county Extension Office by mid-February. It is the same form used at the county level (starting in 2015) from your own record book. 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 15 - 20 members are paid for by local and state donors.

Additional information of the application process can be found on the State website: <http://oregon.4h.oregonstate.edu/national-4h-congress>

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 instructions. 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.

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

Revised 1/15

This book was originally compiled by Anne Manlove, Jackson County 4-H & Youth Development Extension Agent, in 1991, and revised in 1995 and 2001, using various materials and contributions from other counties and former state 4-H program leaders. It continued to be revised in 2004, 2013, and 2015 by Diane Miller, 4-H volunteer and then Jackson County 4-H Program Assistant since 2005.

Produced by Oregon State University Extension of Jackson County for its 4-H membership.



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