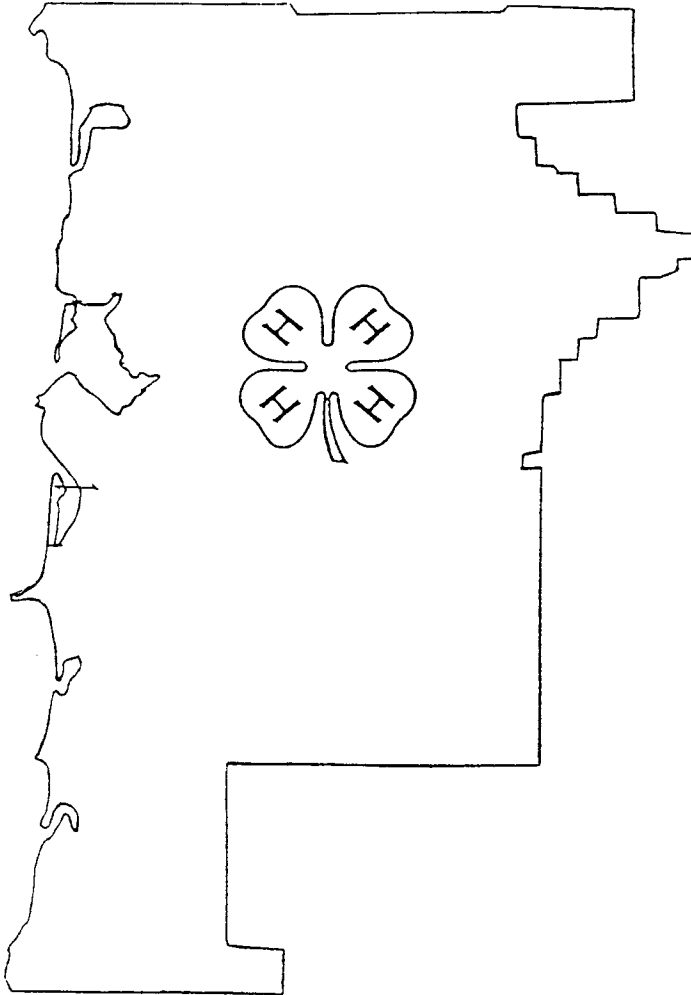


Tillamook County 4-H Records Primer



4-H Records are an important part of every 4-H project. They are a written history of your 4-H experience. 4-H Records should help members to:

- 1. Measure their results
(financial and personal).*
- 2. Establish goals.*
- 3. Create a desire to learn.*

4-H Records are also used as a basis for selecting award winners at the county, state, and national levels.

The following guidelines have been developed to assist 4-H members, leaders, and parents with the organization, content, and form for 4-H records submitted for awards, contests, and fair. They apply to records submitted in Tillamook County for awards and recognition.

Members planning to submit records for state and national competition should contact the OSU Extension office for a copy of "How to Assemble Your Competitive Record For State Recognition Programs."

Prepared by:

*Nancy Kershaw
OSU Extension Agen
Family, Community & 4-H
Youth Development*

*John Williams
OSU Extension Agent
4-H & Agriculture*

Revised October 2000

General Guidelines

1. Records must be the work of the 4-H member!
2. Records should be neat. Pencil is recommended for younger members. The 4-H story should be copied in ink or typed double-spaced to make it easier to read.
3. Earlier records should not be redone unless badly soiled, lost, or destroyed. Members who did not keep records in earlier years may go back and fill in **what they remember** on their permanent record and project records.
4. A supplemental Permanent Record may be picked up at the Extension office if the sections on the original are full. Do not use a second Permanent Record.
5. Each activity/event should be entered only once on the Permanent Record. See Permanent Record section for exceptions.
6. Keep records **current**. Write down everything right after it happens so you don't forget anything.
7. Records should be complete up to the date they are turned in. They should **not** include fair or other activities which members anticipate entering.
8. Complete and close yearly records on **September 30** (after state fair and 4-H recognition night).
9. Keep records **accurate**. Try to put everything you do in 4-H in its proper place so it doesn't have to be changed later.
10. Competitive records **should not include** registration or pedigree papers, fair ribbons, newspaper clippings, or other scrapbook items. Members may wish to use a separate scrapbook or box for these items to keep them all together for reference when applying for state and national awards.
11. Do not throw away any records from past years. They should be kept in the recordbook, following the current year's records. (See Order to Assemble 4-H Records).
12. Make sure records are signed by the 4-H leader where required.
13. Use clearly labeled dividers to separate the major sections (see Order to Assemble 4-H Records).

Order to Assemble 4-H Records

1. Cover

2. Identification page

(Divider tab: Permanent Record)

3. Permanent Record

(Divider tab: 4-H Notes)

4. 4-H Notes - current year

5. 4-H Notes - previous years in descending order

(Divider tab: 4-H Story)

6. 4-H Story - current year

7. 4-H Story - previous years in descending order

(Divider tab: Jr/Teen Leader Records)

8. Junior or Teen Leader Record - current year

9. Junior or Teen Leader Record - previous years in descending order

(Divider tab: _____ Project Record)

10. Project record - current year

11. Project records - previous years in descending order

(Divider tab: Special Project Forms)

12. Special project forms including production, performance, market animal, lactation

(Divider tab: _____ Advancement Program)

13. Advancement/Enrichment program

14. Advancement/Enrichment certificates

(Divider tabs labeled as above for additional projects)

15. Repeat 10 through 14 for each additional project

(Divider tab: Photographs)

16. Photographs - all projects - current year

17. Photographs - all projects - previous years in descending order

Cover

Records are to be enclosed in a **flat** binder such as the "My 4-H Records" manila folder (free), a green Acco press "Member's Record" binder (purchase), or other appropriate flat binder. **Do not use a three ring binder.**

The member's name, address, and other information requested on the cover should be filled in on the binder.

Identification Page

This page identifies the member, grade completed, year in 4-H, project(s) carried during the current year, club(s) the member belongs to, and includes the leader(s) signature. It will be **replaced each year.**

List each project area on a separate line and indicate the club name for each or that you are an independent member. The leader's signature indicates that the record is complete and accurate to the best of their knowledge.

A current photo of the 4-H member may be attached to the bottom of the identification page. The photo is **optional.**

Permanent Record

This record is a "once in your whole 4-H career" record that is done by all 4-H members regardless of your project area or areas. You use the same Permanent Record for **all** projects and clubs. You also use the same one for **all** years you are in 4-H. If you need more space **do not** use a second Permanent Record. Get a copy of the Supplemental Permanent Record (4-H 033R/S) and use it as directed.

Every activity is entered in **only one** place. You need to choose the best section if it could fit more than one area. The only exception is if you had more than one role in the activity. *Examples: fashion revue participation and narration or record book contest participant and record book judge.*

Club Information, Page 1 - If you belong to one or more clubs where 4-H'ers meet periodically to work on projects, this information goes on this page. Be sure to fill in the name of the club, number of members in the club, club leaders, number of meetings held and number attended, and offices held or committee participation. Use as many lines as necessary for one year. If your club does not elect officers, put that in the column rather than leaving it blank. **Independent projects are not listed here.**

Projects Completed and Exhibits made, Page 2 - If you are involved in more than one project each project would get one line. *Example: If you are in beef, swine, and cooking use three lines.*

The size and scope of the project includes everything you made or all animals in your herd that year. *Examples: If you took care of 4 horses and only exhibit 1, all 4 are considered your project size. If you made 3 dresses, 2 pairs of pants, and 1 child's shirt but only exhibit two of these, all 6 items are your project size. Count each time you cook at home as part of your 4-H foods project size, for example 40 meals and 95 dishes.*

Also list the junior leadership and teen leadership projects here. List the number of members you worked with or the number of members enrolled in your club under project size.

Independent projects are listed in this section as well.

Under the exhibits column list all shows you participated in whether 4-H, fair, open or other by level of competition and ribbon received. *Examples of different levels of competition are:*

Local (L) - Mohler Fair

County (C) - County Fair, Horse Prefair

District (D) - Washington County Dog Fun Match

State (S) - Oregon State Fair

Regional (R) - Pacific International Livestock Show

National (N) - National Junior Jersey Show

For each show include number of exhibits, level of competition and ribbons received. You may need more than one line for a project if you show at many different shows. *Example: If you showed 4 dairy cows at state fair and won a Champion, 2 blues, and a red ribbon, you would enter 4(S)-1Ch/2B/1R under the exhibits column.*

You should fill out the first three columns including the year, the name of all projects and project size when submitting records for the county fair competition. Also fill in the exhibits column for any shows before the county fair. Make sure you update the exhibits column after September 30 each year to include county and state fair placings.

Contests are **not** listed here. Showmanship, judging contest, fashion revue, mini-meal contest, etc., go on page 4.

Presentations, Page 3 - Any time you are "up front" talking at 4-H activities or about 4-H, it should be recorded here. Presentations may also include informal talks at a 4-H meeting where you teach or demonstrate something. Formal planned presentations include title, others just indicate topic and number of times. Be sure to indicate the level of presentation (whether local, state, etc., see previous section for examples), ribbons given, and the number in the audience.

For number of people in attendance add up all the times you gave that presentation and write in the total number.

Example: If you gave the same presentation in your club, at Mohler Fair and got a blue, at county fair and got a champion and at state fair and got a red, you would code it: 1(L), 1(L)-1B, 1(C)-1Ch, 1(S)-1R.

Other Public Appearances, Page 3 - This section asks for the kinds of public relations activities that you participate in representing 4-H. Do not include competitive presentations at fair, talks before your club, or activities listed in other sections. *Examples: talks or other activities done to promote 4-H, including newspaper stories, talks to local civic organizations (Farm Bureau, Kiwanis, Holstein Club, etc), radio appearances, and posters or displays, including school open house displays.*

Participation in 4-H Activities, Page 4 - All training events and contests (such as judging contests, showmanship, foods contests, fashion revue, etc.) go here. Don't repeat an activity in more than one section unless you had **two different roles**. *Example: You put fashion revue competition here, but if you also narrated it you would include narrating under either leadership **or** other public appearances. Another example could be if you participated in the Young Dairyman's Contest (enter here) and helped plan it (enter under leadership).*

4-H Events, Page 5 - The fun happenings go here, including all non-project related events. *Examples: club field trips, livestock tour, special tours, summer week, summer camp, club outings, or parties, and recognition nights.*

4-H Advancement and Enrichment Programs, Page 5 - Animal science, horticulture, clothing and foods projects have advancement or enrichment programs. Fill in the date each step or skill level is completed. Remember, it can take more than one year to complete an Advancement or Enrichment program step or skill level.

Leadership in 4-H, Page 6 - List all leadership responsibilities in 4-H. If you are in on the planning, direction, organizing, or teaching of anything it goes in this section. Make sure you tell what your responsibilities were, how many members you assisted or taught and what was involved in planning and accomplishment. Do not just list an activity or event, tell how you helped make it a success. Junior and Teen Leaders should indicate their responsibilities here too. *Example: teaching nine boys how to load a gun, organizing a cookie exchange between clubs, leaders banquet committee, camp committee, older youth advisory committee, camp counselor, etc.*

Leadership in other Organizations, Page 6 - Leadership in school, church or other organizations should be listed in this section. *Examples: student council, FFA leadership roles, Eagle Scout, choir or band officer, sports group team captain, school or church club officer, committee chair, advisory group member, etc.*

Citizenship, Community Service, and Community Pride, Page 7 - In this section include all 4-H related activities that you have participated in that have contributed to the welfare of your club, other individuals, your community, county, state and nation. Also include what you have done in groups or as an individual that were not 4-H related. Indicate what your specific job was and the number of people served or helped if appropriate. *Examples: parades, car washes, political campaigns, baking cookies for a nursing home, raking leaves for the elderly, or hosting an exchange student, etc.*

Participation in Other Community Activities, Page 7 - This is where you tell what you have done with all your free time not spent in 4-H. List here the organizations or groups in which you are a member. *Examples: Boy Scouts, church youth group, sports teams, FFA, school clubs, music or drama activities, etc.*

4-H Recognition, Page 8 - If you were singled out for some reason, that is an honor. Ribbons, including Champion and Reserve Champion, are **not** included here, they are listed on page 2. *Examples: special trophies, county medals, outstanding exhibitor, feature articles in media, etc.*

Other Recognition, Page 8 - List here any recognition you may receive from other organizations. *Examples: school or sports awards, honor society or honor roll, etc.*

Permanent Record Supplement

When you run out of space in any of the Permanent Record sections there is a supplement form available at the OSU Extension office. It includes headings for each of the major areas on the permanent record that are cut apart and put on notebook paper. These pages are then inserted in your current permanent record as needed. **Do not** start a second Permanent Record.

4-H Notes

This is a form to keep track of what happens at club meetings, events, and in day-to-day project work in diary form. You may do one for each project area or keep one on all of them.

4-H Story

At the end of the year, you'll want to look back at your total 4-H year and reflect on what it has meant to you. What did you gain, how are you different, what have you learned about yourself and your abilities because of your 4-H experience? Two handwritten or typed pages will probably be adequate, although you may have up to six pages in which to tell your 4-H story when you enter your records in state competition. You write one 4-H story, including all your projects, even if you are in several projects.

- ♣ Within the story, introduce yourself - your age, interests, your family, where you live, when and why you joined 4-H.
- ♣ Tell about your 4-H projects and activities and what you have learned in the past year, why you chose them, interesting experiences with them, how your projects have grown in size and scope, things you've tried and found successful or unsuccessful, your financial profits, losses and savings, interesting people you've met, etc.
- ♣ Explain how 4-H has helped you become a better leader and citizen and what you have learned from working with other 4-H'ers. Tell about your community service experiences or contributions.
- ♣ Tell about your plans for the future or next year connected with your 4-H work. **Be specific**, don't say, "I want to learn more about sewing" or "dairy", etc.
- ♣ Tell what you learned about yourself and how you've grown through 4-H.
- ♣ Talk about how you worked with others and/or taught others. How have you shared your 4-H experience with others?
- ♣ You may choose to highlight one significant activity, event, or experience that was of major importance to you in your story. 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.
- ♣ **BE CREATIVE!!**
- ♣ Have an adult proofread your story to help you correct grammar and spelling.

Junior/Teen Leadership Record

Junior leaders (grade 7-12 who assist an adult leader) should complete a 4-H Junior Leadership record. Use a different record for each club in which you are a junior leader. Keep **all** the Junior Leadership records for previous years behind the current record(s).

Teen Leaders (grades 10-12, are the main club leaders, not an assistant to an adult) use the Junior Leadership record, but cross out "Junior" and write in "Teen".

Project Records

Each specific 4-H project (*Example: clothing, dairy, horse, etc.*) that a 4-H'er is enrolled in has a separate record on which to record goals, learning's, new ways the project was shared, experiences, cost and income, inventory, and plans for next year. All animal science members except horse and dog use the 4-H Animal Science record (junior or intermediate/senior). There are specific project records available for the following projects: horticulture (optional), clothing, crocheting, knitting, home environment, foods, food preservation, photography, computer, horse, dog, pygmy goat, and veterinary science. All other projects use the generic "My _____ 4-H Project" record.

Only one project record is used for a project area regardless of the number of animals. *Example: all beef animals, both market and breeding, go on the same Animal Science record. If you have beef, sheep, and dairy, you use one Animal Science record for all your beef animals, one for your sheep, and one for your dairy animals.*

These records should **begin October 1 and close September 30**. Sometimes records are evaluated before the close of the year, in that case, the records should be up-to-date as of the evaluation date. Members complete a new project record each year for every project. Other tips for completing project records include:

- ♣ All foods cooked by a 4-H'er at home are part of the 4-H foods project, no matter when the clubs starts meeting or what products are made in the club.
- ♣ If the family has several animals for which feed is purchased, divide the costs by the number of animals and indicate in the records the amount given the 4-H animals. Costs can be entered monthly or as feed is purchased.
- ♣ Animals slaughtered at home for home use are entered in project income.
- ♣ Pasture expenses should be included with other expenses, which might include gasoline, entry fees, etc.
- ♣ In 4-H don't be concerned if you lose money, especially in large animal projects.
- ♣ Remember to include premiums and cash awards as project income.

Keep project records for **all** years in your record book, with the most current on top and the oldest at the end. If you are in more than one project, use a divider to separate projects.

Special Project Records

Special Project Records include production and performance records, feed and growth records, lactation records, and photos taken as part of the photography project.

Production records are available for the following projects: dairy cows and goats, beef, sheep, swine, and rabbit. A separate production record is kept for each 4-H animal and only one record is used for the life of the animal.

Market Animal records are kept for market animals including beef, sheep, swine, poultry, and rabbit. A separate record is kept for each 4-H animal. These should be put into the record book after fair, so you would not include the current year's record.

Lactation records are kept for dairy cattle and goats. A separate record is kept for each 4-H animal.

All special project records are kept in the record even if the animal is no longer a part of the member's project. The current records are kept at the beginning of the section.

Photography members may include up to 5 pages of photographs taken by the 4-H member as part of their 4-H project. These photos should show techniques learned as part of the current year's project. Photos should be labeled as to techniques used and what was learned.

Advancement and Enrichment Records

Advancement and Enrichment records should be completed for the following projects: foods, clothing, horticulture (optional), dairy (cow and goat), meat animal (beef, sheep and swine), pygmy goat, horse, dog, poultry, pigeon, rabbit, and caviar. This guide is used to make sure members are learning about all areas of their projects. Advancement certificates follow the advancement program in the record book.

Photographs

You may submit one page of photos per project each year (one side only). Photos should show the entire scope of the member's 4-H experience during the current year. Current year photos for **all** projects should be placed at the beginning of this section. Pages of previous years' photos may be kept in descending order by year.

Photos should be mounted on heavy weight paper with a short written description and date under the picture. Indicate the project and year at the top of each page. **Do not include newspaper clippings.**

Good photos are action oriented, they show the member doing something. Pictures should show a variety of activities. Close-ups are good, but it is not always necessary to show the person's face. *Example: sewing a garment, fitting an animal, a presentation, etc.*

Photography members should see section on "Special Project Records" for additional photography requirements.

County Awards

Members must submit their records for judging at the county fair to be eligible for all the awards listed below.

Ribbons

All records will be given a Blue, Red, or White ribbon.

Premiums

Premiums will be paid for records submitted for evaluation at the county fair, based on the ribbon placing.

Cash Awards

The best record in each age division (Junior, Intermediate and Senior) will receive a cash award.

Plaque

The member with the best overall record will have their name engraved on the Esther Pangborn Outstanding 4-H Records Memorial Plaque, which is on display year-round at the Extension office.

Tillamook County 4-H Leaders Association Scholarship

This \$500 scholarship is awarded to a Tillamook County high school senior to be used for college, community college, or trade school. The recipient must have been in 4-H during their 9th, 10th, 11th and 12th grade years. The recipient is chosen based on their 4-H records (50%) and an interview (50%). A special application is available at the OSU Extension office and must be turned in with an up-to-date 4-H record during the senior year. The record must have been scored at the previous year's fair.

Jim Durrer Memorial 4-H Scholarship

This \$500 scholarship is awarded to a Tillamook County high school senior to be used for college, community college, or trade school. The recipient must have been a 4-H member for 4 years and participated in the dairy, rabbit, beef, sheep, or swine projects. The recipient is chosen based on their 4-H records (25%), an essay (50%), and an interview (25%). A special application is available at the OSU Extension Office and must be turned in with an up-to-date 4-H record during the senior year. The record must have been scored at the previous year's fair.

Achievement Awards & County Medals

Members in 4th-6th grade are eligible for achievement awards. Members in 7th-12th grade are eligible for county medals. Members may receive only one achievement award or county medal per year and may receive the same achievement award or county medal only once.

Achievement awards and county medals are used to recognize 4-H members in project or activity areas who have shown outstanding growth in their project, as well as in their leadership, and citizenship activities. Recipients of achievement awards or county medals should demonstrate through their records increasing accomplishments and knowledge in project areas, leadership, and citizenship.

State and National Awards

State and National awards are determined on the basis of the 4-H member's competitive record, which includes the Oregon Senior 4-H Recognition Resume, 4-H Story, and photos. All records must be submitted by January 15 for state or national awards, including Oregon 4-H Ambassador, National 4-H Congress, and state/national college scholarships. Selection is based on the member's project achievements, leadership, and citizenship activities.

Oregon 4-H Ambassadors

Oregon 4-H Ambassadors are outstanding 4-H members in the 10th, 11th, and 12th grades. They are selected to represent the Oregon State University Extension Service and its 4-H program. 4-H Ambassadors work with their county Extension agents and the state 4-H staff to promote the 4-H program and plan state and county activities.

National 4-H Congress

National 4-H Congress is a six-day program providing educational and cultural experiences as well as featuring recognition events for members in various program areas. The 1700 delegates are selected on the basis of achievement in 4-H projects, leadership, citizenship, and community service and are awarded **expense-paid trips to 4-H Congress**.

College Scholarships

Scholarship selection is based on 4-H records, ACT/SAT scores, and GPA. Special forms or stories are required for some scholarships. Contact the OSU Extension office for more information.

Junior

4-H Record Book Evaluation

Tillamook County Fair

Records are meant to help members better understand their goals, their progress toward those goals and to keep track of their 4-H experiences, regardless of the size of their project or the achievements of the individual. This evaluation sheet is to provide helpful suggestions.

4-H Member's Name _____

Grade Just Completed _____ Years in 4-H _____

Projects _____

	Exc	Good	Fair	Suggestions
General				
Flat, clean, well-secured	_____	_____	_____	
Identification page complete, signed by leader	_____	_____	_____	
Neat & legible	_____	_____	_____	
Labeled dividers between sections	_____	_____	_____	

Completeness				
Permanent record	_____	_____	_____	
Notes	_____	_____	_____	
Story	_____	_____	_____	
Project record	_____	_____	_____	
(includes feed & growth, advancements, production & lactation, etc.)				
Clearly stated goals	_____	_____	_____	
Photos	_____	_____	_____	

Accuracy of Information				
Records current	_____	_____	_____	
Previous year's records completed	_____	_____	_____	
Record assembled in correct order	_____	_____	_____	
Forms, story, photos dated	_____	_____	_____	

Excellent - Blue Ribbon

Good - Red Ribbon

Fair - White Ribbon

Intermediate/Senior 4-H Record Book Evaluation Tillamook County Fair

Records are meant to help members better understand their goals, their progress toward those goals and to keep track of their 4-H experiences, regardless of the size of their project or the achievements of the individual. This evaluation sheet is to provide helpful suggestions.

4-H Member's Name _____

Grade Just Completed _____ Years in 4-H _____

Projects _____

	Comments
1. General - 15 pts. <input type="checkbox"/> Flat, clean, well-secured (3) <input type="checkbox"/> Identification page - completely filled out and signed by leader (3) <input type="checkbox"/> Legibility and neatness (2) <input type="checkbox"/> Spelling (5) <input type="checkbox"/> Labeled dividers between designated sections (2)	
2. Content/Completeness - 70 pts. <input type="checkbox"/> Permanent record (20) <input type="checkbox"/> Notes (5) <input type="checkbox"/> Story (10) <input type="checkbox"/> Project record(s) - should include supplemental pages [e.g. Feed & Growth, Production, Financial, Advancement, etc.] (25) <input type="checkbox"/> Clearly stated goals for prior, current, and future year (5) <input type="checkbox"/> Pictures page (5)	
3. Accuracy of Information - 15 pts. <input type="checkbox"/> Current (up to date submitted, complete & accurate, columns totaled to date) (2) <input type="checkbox"/> Previous year's records completed after county & state fair (5) <input type="checkbox"/> Assembled in correct order (5) <input type="checkbox"/> Forms, story & picture pages dated (3)	

_____ **Total Points**