

Union County  
4-H  
Record Book  
Guidelines



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## Union County 4-H Records Guidelines

This booklet has been put together by the Union County Record Committee. We tried to put together a guideline that would best suite all of the 4-H members in Union County. When putting 4-H records together please go by these guidelines.

Each year the 4-H member should write down the fun times, the hard times, the crying and laughing times, the frustration and successes to paint a verbal picture of their 4-H year. " A 4-H record is what the 4-H'er wants or needs to tell someone else (that doesn't know them) what they have done as a result of being a 4-H member."

As they keep their records they will be developing personal skills in financial management, recording useful information and memories, and evaluating the experiences and personal growth. This will give them a tool to share experiences with others and will also help for the next year.

As they continue their career in high school the 4-H information they record in a 4-H record book will help them to fill out an application for work, or college. Perhaps they may apply for a special trip or award where the application calls for the information from their 4-H record book. One application is the " 4-H Resume", which is used for state and national awards. Record keeping is also a good beginning to the task of preparing income tax forms.

4-H records show their growth through the years. It lists how they have helped others, what they have been able to teach and share as well as what they have learned. It shows profit and loss and goals set and accomplished. It is a reflection of the 4-H'er...and it brings back warm feelings and plenty of MEMORIES.

Some of the information used from Columbia & Union County 4-H Record Guidelines



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## Hints and Suggestions

Tell all there is to know instead of using letters like NBA, state that it is the National Basketball Association, at least once. Maybe others have never heard these letters.

Tell what you did in volleyball, how many games, what positions you played. Volley ball participation is listed in Other Community Activities.

Use Numbers—Show how many meals prepared, meetings attended, number of cans collected, hours worked. Numbers show growth.

Don't repeat—Each item should be entered only once in the record book. Exception is leadership.

How Do You Share Your Knowledge? - Tell about the animal you helped, the friends you taught, the grandmother or elderly neighbor you did chores for , or the presentations you gave to others. All of these ideas can be part of your "4-H Story."

After completing your current year of records, remove the project records and place them behind the permanent record (see assembling of records). Store older records in a three-ring binder. Each year, add the older project records to the binder. If you re-copy permanent records at any time, file the old copies in the binder also. When you go back and reminisce, or re-do your records for state competitions, it will be all together.

*The following are words that can be used to make your entries more active, interesting and descriptive:*

*administered	*directed	*junior leader	read to
answered	distributed	*led	recorded
attended	donated	*leader	reported
baby sat	*emceed	mowed	resource person
baked/cooked	entered	*organized	sales/sold
bought	entertained	painted	served
built	fed/watered	performed	sheared
campaigned	fitted animals	phone	spoke
*captain	fixed	photographed	*supervised
*1st chair	furnished	planted/	supplied
*chaired	gather	landscaped	*taught
cleaned	gave	*planned	*teen leader
clerked	*guided	played for/sang	*teen staff
*co-organized	host/exchanged	prepared	took
*coached	student	*president	*tutored
collected	host/hostess	presented	video taped
contributed	*in charge of	printed	washed cars
*counseled	informed	provided	wrote thank you
delivered	inoculated	raised	letter
*demonstrated	*instructed	ran/walked	
*designed	*judged	swam/jumped	<i>* These words indicate leadership</i>

# Assembling the 4-H Record Book

## 1. Order:

- ✓ Table of Contents
- ✓ Permanent Record
- ✓ 4-H Story (hand or type written)
- ✓ Teen Leader Record (if applicable)
- ✓ Junior Leader Record (if applicable)
- ✓ Current Project Record
- ✓ Project Advancement Program/Workbook
- ✓ Photos and Clippings, dated and labeled (3 pages)

## 2. Binders:

Use a flat paper or cardboard folder, Arco binder, or the green “4-H Member’s Record Folder” (available at the Extension Office). Be sure they are well secured with brads or folder prongs, please don’t use string or yarn. The 4-H member’s name should be on the front.

## 3. Divide book with tab pages:

This makes it easier to find information. The following labels should be used: Permanent Record, 4-H Story, Project Records, Advancement Program, and Photos & Newspaper Clippings.

## 4. Pencil or pen is acceptable:

Forms may be filled out by hand in pen or pencil, typewritten or produced on computer generated forms. The 4-H Story **must** be handwritten. Be as neat as possible. (If there are extraordinary circumstance, indicate).

## 5. Permanent Records:

Use additional sheets if necessary. See the following sections of more explanation.

## 6. Project Records:

Current 4-H year only.

## 7. Project Advancement Program and Advancement Certificates (if applicable):

Advancement certificates are to be signed by the 4-H leader and Extension Agent and may be stored in plastic covers.

## 8. 4-H Story:

This must be hand written. See page 7 for more explanation.

## 9. Photographs and Newspaper Clipping:

They should be of the current 4-H year. Colored photocopies may be used in place of the original photographs. Be sure to include captions and dates and do not exceed 3 pages. Pages may be covered in protective plastic sheets. **Photograph projects** only, may include an additional 10 pages of original photographs.

**10. Do not include:**

- Registration or pedigree papers
- Fair ribbons or scrap book items
- Comment sheet from judges

**These are the 4-H member's records, leaders and parents may provide guidance and support, but make sure it is the member who does the work.**



Record book materials are available on the web at <http://extension.oregonstate.edu/catalog/4h/>

## **The 4-H Permanent Record**

Have the 4-H member fill in as much information as they can, but sometimes there may be blanks. If they do have a blank, remember they do not get a score for that particular section.

Records are to be up-to-date and are to include all current projects and activities they have participated in up to the date of turning in their records.

When recording information be sure to list the first year in the program first so it will be easy to add on in later years. Only list the 4-H year once per section so it will be easy to determine which activities were done in each year.

New permanent record forms are available at the Extension Office. If they run out of room in a section they may continue it on single sheets. (Available at the Extension Office). However, for neatness and readability they may want to do their entire permanent record on single sheets when they fill up one section of the permanent record.

The information on the Permanent record will be used every year during their 4-H career. A sample of a Permanent Record will be available at the Extension Office.

## 4-H Story

The 4-H Story tells of the events that occurred during the year that the member wishes to remember and share with others. (The 4-H Story must be hand written)

Keeping notes throughout the year may serve as a helpful reminder of what was accomplished:

- ✓ 4-H Projects and Activities
- ✓ Project growth
- ✓ Interesting experiences and events
- ✓ Successes and not so successful attempts
- ✓ Profits and losses
- ✓ Things learned about self and others
- ✓ Credit for those who have helped you
- ✓ Personal growth

When writing the story the member may wish to give an overview of the year or may choose to focus more closely on a significant event. The member might explain what they have learned with their project and how 4-H has helped them to become a better leader and citizen. They may tell what was gained by participation in a community service event or share who has helped them and has made a difference in their life. Members might even tell about their future 4-H goals.

Remember that stories generally contain a beginning, middle and end. As the story is written, the member must keep in mind that the audience is probably unfamiliar with the member's experience so details (first and last names, etc. ) are important. ***It is recommended that juniors write at least one page and intermediates and senior write two.***

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## Project Records

Project records for each and every one of the projects (with dividers tabs if possible) in which they are enrolled are new each year. Exceptions: Advancement records and production records that carry over each year. They include everything they plan to do, did and learned in each project.

The 4-H member needs to list expenses and income (even if it is a family purchase), including premiums, for each project on its own record. Totals from this record (size of garden, number of garments/foods made, hours and items, feed/number of hours worked on animals, etc.) will go under "project size" on page 2 of the permanent record. Make sure they have the current project records for their project.

If their project has an advancement program they may include it. If it doesn't have an advancement program include the workbook that comes with that project.

**Suggestion** ~ have them keep a calendar with all the important cost, happenings, and activities for a reference only. Not to be part of the records submitted for completion.