



4-H Memories

**A booklet to help
you complete your
4-H Permanent
Record**

(Revised 9/09)



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4-H RECORD BOOK GUIDE

(Memories)

So, you are 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 is a guide for leaders, parents, and members who want to know more about the “why’s,” “how’s,” and “when’s” of 4-H record books, including page by page examples and notes.

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. Your county Extension office has specific forms (records) to help members keep track of important information. Records are available directly from the county offices or can be downloaded/printed from the web at both the state and county sites. Permanent Records and some Project Records are now available as a fillable form on the state web-site.

WHY DO RECORDS?

Your records show your growth through the years. It lists how you have helped others, what you have been able to teach and share as well as learn. It shows profit and loss and goals set and accomplished. It is a reflection of **YOU**...and it brings back warm feelings and plenty of **MEMORIES!**

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

There are many reasons to keep Record Books such as:

- Record books are often used to select a member for special opportunities such as camps, exchanges, and other exciting adventures.
- A resource to use when completing employment, college, and scholarship applications.
- Learning important skills, attitudes and habits.
- To receive county and/or state recognition.
- To have an invaluable personal history and memory book.
- To document what you have done. (This might come in handy to a prospective employer.)
- To learn how to establish goals and plan for next year.
- To reflect and evaluate progress and personal growth.
- To promote 4-H at various speaking engagements.
- Some projects may require records to be turned in for participation at County Fair.

WHEN TO START AND END 4-H RECORDS?

Records should be started at the beginning of the official 4-H year (October 1st) and be completed by the end of that year (September 30th). Write things down right after they happen, either on a piece of notebook paper, on a calendar, or in the proper place for records. This helps with accuracy and neatness. New members start at the time of enrollment. If you are new to doing records you are not required to do previous years except by choice. You may just begin with your current year of participation.

PERMANENT RECORDS INFORMATION

- Use pencil, ballpoint pen, or type. Use a size 10 or 12 point Times New Roman or Arial font if using the computer.
- Fill in as much information as you can, but sometimes there may be blanks.
- Write the year only once (09-10) at the beginning of each section, each year.
- All permanent records pages **must** be single sided.
- **Do not** cover pages with plastic sheets.
- Use a secure accolade type binder; **do not** use a 3-ring binder.
- Cloverbud members may keep their own records for personal reference and memories, but **do not** submit for competition.

HINTS

Be Specific

- Tell all there is to know.
- Instead of using letters like A.R.B.A, write out *American Rabbit Breeders Association (ARBA)* the first time it is used. Maybe others have never heard of the letters.
- Use numbers: tell how many dishes you prepared, how many times you gave a presentation, how many in the audience, how much profit or loss, how many cans of food collected, how many photos you took, how many animals in your project(s), how many hours worked. Numbers show growth.

Do Not 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. For example: the club might do a canned food drive and members enter it under community service; however, if the member has planned the details, arranged for transportation, and supervised delivery of the food – those activities would also be listed under leadership.

How to Share Knowledge

- Tell about the animal you helped, the friend you taught, the grandmother or elderly neighbor you assisted with chores, presentations you gave about your project or 4-H, the needy for which you collected food or clothes.
- Any of these things can be expanded upon in the 4-H Notes section of your record book.

CHOICE OF WORDS

When ever possible, use words that show action for your entries to make them more interesting and descriptive. Below is a list of suggestions to consider. This is only a partial list; be sure to use a thesaurus for even more possibilities.

administered	directed	phoned
aided	distributed	photographed
answered	donated	planned
arranged	emceed	play for/sang
assisted	entered	prepared
attended	entertained	presented
baby sat	fed/watered	printed
baked/cooked	fitted animals	provided
bought	fixed	raised
brought	furnished	ran/walked/roped
built	gathered	read or listened
campaigned	gave	recorded
canceled	guided	reported
cleaned	host/hostess	represented
clerked	in charge of	served
coached	informed	set up
collected	inoculated	sheared
conducted	instructed	spoke
contributed	judged	supervised
co-organized	lead	supplied
counseled	mowed	taught
delivered	organized	video taped
demonstrated	painted	washed
designed	performed	wrote

My 4-H Permanent Record

This record will be your summary of work done in all projects for every year you are in 4-H. It will be useful for you to know how much you have achieved. It could be of help when you are filling out forms for 4-H, church, school, or other youth programs. It will be fun, too, to look back several years from now to see what you have accomplished. It could also help provide information for awards, scholarships, and applications.

Start with your first year of keeping records and update yearly. In each section, write the year, only once per year (e.g., 1998-99). When a section fills up, obtain another copy of that section and insert it **behind** the filled page. Photocopies are acceptable.

Name _____ Boy ____ Girl ____ Birth Date _____

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

Year	Grade	Name of Club (individual projects go on next page)	No. in Club	Club Leader	Meetings		Office or Committee
					Held	Att'd	
05-06	6	Independent member	1	Jack Frost	8	8	
06-07	7	Country Critters Beef Club	8	Stewart Anderson	11	9	Refreshments
07-08	8	Country Critters Beef Club	10	Stewart Anderson	10	7	Vice President
		Knit & Stitch Sewing Club	9	Leslie Johnson	8	8	News Reporter
		Over Easy Cookers	9	Bette Crocker	16	12	None Elected
08-09	9	Country Critters Beef Club	8	Stewart Anderson	14	11	
		Knit & Stitch Sewing Club	10	Leslie Johnson	8	8	Secretary
		Over Easy Cookers	12	Bette Crocker	10	9	Calling Chair
		Kaleidoscopes Community Club	12	Dino Galileo	12	11	Treasurer
		Wasco County Leaders Club	13	Martin King	10	8	President

- 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 names of clubs of which you are no longer a member and add new clubs that you have joined.
- If you are not in a club and carry projects as an independent member list "Independent Member" under "Name of Club." List name of advisor under "Club Leader." List year and grade but leave other columns blank.
- If your club does not elect officers, list "none elected." If you held no office, leave the column blank.

Projects Completed and Exhibits Made

Under “Name of Project,” list **all** the 4-H projects in which you are enrolled. Each project needs to be on its own line. Under “Project Size,” **show total size** of project area by listing the number of **all** animals handled, **all** dishes prepared, **all** articles sewn, **all** photos developed, **all** educational displays made, etc. (not just county fair exhibits). Use more than one line, if necessary. If you are a Teen or Junior Leader, list Leadership under “Name of Project,” and indicate number of members assisted under “Project Size.” Under “Number and Level of Exhibits,” indicate number of exhibits and at what level exhibited. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. List your placings from fair and other competitions after the number and level (Blue=B; Red=R; White=W; e.g., 1C-Red or 1C-R). Again, use more than one line, if necessary. Champion and reserve champion awards are listed in 4-H Recognition.

Year	Title or Project	Project Size	Number and Level of Exhibits
06-07	Beef	1-Angus market steer	1CB
	Veterinary Science	Book I	
07-08	Horse	1-Quarter Horse gelding	2CB, 1CR, 1SR
	Clothing	1-dress, 1-vest, 1-apron, 2-potholders	3CB, 1CR, 2SB, 1SR
08-09	Food & Nutrition	46-dishes: salads, desserts, cookies 3-meals	2CB, 1CR, 1SB
	Educational Display (animal science)	“U.S.D.A Choice Cuts of Beef” 1-display board	1CB, 1CS
	Leadership (Junior Leader)	14 members	
	Photography	364 photos	2CB, 1CR

- Keep projects in the same order each year. Indicate what phase of the project you are in if applicable. Example: Clothing Beyond First Year.
- 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. It is encouraged to use more than one line per project if needed.
- Exhibits could include things made and displayed for 4-H promotion.
- If you are enrolled as a Junior Leader, in a leadership club, camp counselor club, etc. list “Leadership” as the project with your role in parenthesis afterwards. List the number of members served under “Project Size.”
- Educational displays can represent any project or topic regardless of projects enrolled in. Each educational display is listed under “Project” with the topic listed under “Size”
- Only blue, red, and white ribbons from 4-H shows are to be listed under “Number and Level” column. All other ribbons from open shows are to be listed on *Participation in Other Community Events*.
- Champions, reserved champions, and other honors and awards are listed in *4-H Recognition*- **not** on this page.

Presentations

List presentations under “Title or Topic,” (list project area, if applicable, in parenthesis). Under “Number and where,” indicate number of presentations and at what level given. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. If you gave a competitive presentation, list your placing after the number and level (Blue=B; Red=R; White=W; e.g., 1C-Red or 1C-R). Estimate number in audience. Impromptu talks, discussions, oral reasons, interview judging, and skits are listed in “Other Public Appearances.”

Year	Title or topic	Number and where	Number of people in attendance
08-09	<i>How to Straighten Material – 4-H</i>	2L, 1C	73
	<i>4-H: It's All That – Kiwanis</i>	1L	21

- Presentations are prepared talks that include an introduction, body, and conclusion. The categories include:
 - ❖ Demonstrations; show and tell how you actually do something
 - ❖ Illustrated talk; uses Power Point, slides, pictures, charts or models.
 - ❖ Public Speaking
- Name of audience (i.e. Kiwanis, Elks, school, etc) can be listed after the title.
- Put Project Area in parentheses after title, if appropriate.

Other Public Appearances

Show number of times and where presented. Example: (3L) for three news stories submitted to your local paper, or (1N) for a news story submitted to the National 4-H News. When you give talks, be sure to record the number of people to whom you made a presentation. Under "Other" you may want to indicate posters or displays made, etc.

Year	Talks before 4-H groups	Attend-ance	4-H talks before other groups	Attend-ance	Radio	Est. of number reached	TV	Est. of number reached	News stories	Est. of number reached	Other
08-09	1L	35	1L	16	1L	5,000	1R	125,000	3L, 1N	10,000	

- Talks before 4-H groups including clubs, workshops, and information booths.
- 4-H talks before other groups such as Kiwanis, Rotary, schools, hospitals, youth groups.
- Announcements made and news stories written for radio or TV broadcasts.
- News stories written, even if not published, for club newsletter, local news paper, magazines, and web sites.
- Other appearances you may wish to include maybe:
 - ❖ Camp skit
 - ❖ Oral reasons
 - ❖ Speech class
 - ❖ Posters
 - ❖ Displays
 - ❖ Interview judging
- Include any public appearances that do not go on the previous page.
- Any talk, appearance, or written articles that were **not** prepared ahead of time belong in this section.

Participation in 4-H Activities

Under “Kind of Activity,” list **all** 4-H activities you did as a member. Include workshops, clinics, parties, 4-H shows, club activities, fair classes, (except static exhibits and educational displays which are listed on “Projects Completed and Exhibits Made,”) etc. List competitive activities such as judging, identification, showmanship, fashion revue, foods contests, herdsmanship, equitation, livestock field days, etc. Under “Number and Level,” indicate number of times you did the activity and at what level you participated. Use letters to show level: L, local/club only; C, county; R, regional; S, state; N, national; I, international. List placings from fair and other competitions after the number and level (Blue=B; Red=R; White=W; e.g., 1C-Red or 1C-R). Also list things learned from participating in the activity.

Year	Kind of Activity	Things Learned	Number, level and Recognition
08-09	Record Book Clinic	How to put a record book together	1C
	Flower Arranging Contest	Don't bunch your flowers all together	1CB
	Halloween Party	How to play rescue	1L
	Horse Showmanship	How to pass straight	1CB, 1SB
	Western Equitation	How to do a simple lead change	1CB, 1SB
	Trail	How to open the gate	1CR
	Teen Fun Night	Teens love to go on big rides	1C
	Herb I.D. Contest	What different herbs look like	1CW

All contests, training events, workshops, judging experiences and activities go here even if not listed below.

CONTESTS

Mini Meals
 Food prep. contests
 Afterschool Snacks
 Fabulous Fare
 Record keeping contests
 Fashion Revue
 Showmanship/Conformation
 Round Robin/Master
 Showmanship
 Costume contests
 Identification contests
 Equitation
 Herdsmanship

TRAINING EVENTS & WORKSHOPS

Presentations
 Record keeping
 Judging
 Interview clinics
 State forums
 Camp counselor training
 Learning Days/Field Days

JUDGING EXPERIENCES

Horse
 Dogs
 Livestock
 Small Animals
 Foods
 Clothing

ACTIVITIES

Wardrobe selection
 Consumer education
 Commodity marketing
 Health
 Awards receptions
 Animal shows
 Quiz bowls
 Photography excursions
 Club activities

4-H Events Attended

The **BIG FUN** happenings go here – any place you went that has to do with your projects - tours, field trips, 4-H open shows, camps, fairs, Awards & Recognition Night, OSU Summer conference, Spring Horse Classic, Ambassador Weekend, etc. List project area, if applicable, in parenthesis. Citizenship events such as Know Your Government and Exchange Programs should also be listed under “Citizenship, Community Service, and Community Pride.”

Year	Kind or Name of Event	Scholarship Donor (If Applicable)
06-07	Awards & Recognition Night	
	Grocery Store Field Trip (foods)	
07-08	Awards & Recognition Night	
	Canby Tack Sale (horse)	
	4-H Summer Camp at Camp Morrow	WCLA
	Horse Bowl (horse)	
	4-H Wildlife Stewards Camp	
08-09	Awards & Recognition Night	
	Spring Horse Classic (horse)	
	OSU Summer Conference	WCLA

Remember to include the following events.

- Conferences
- Tours
- Club outings
- Field trips
- 4-H trips
- Art or photography shows
- Restaurants (for food clubs investigating other cultures)
- Sewing fairs and shows
- Food fairs and shows
- Comparative shopping trips
- 4-H Camps
- State Fair/County Fairs
- Club picnics
- Awards presentations
- Leader meetings

4-H Advancement Programs

Many projects have advancement programs. Under “Program or Project,” list each advancement program on which you are currently working. Dates go **across** the page when each step is completed. Advancement booklets and certificates should be included **behind** the appropriate 4-H project record.

Program or Project	Step No.	Date	Step No.	Date	Step No.	Date	Step No.	Date	Step No.	Date
Rabbits	1	3/05	2	6/06	3	7/07	4	5/08		
Beef	1	2/06	2	11/07	3	3/08	4	1/09		
Foods Enrichment Guide	1	12/05	2	5/06	3	11/06	4	3/07	5	9/08
	6	2/09								
Poultry	1	11/05								

Be sure that you only list the step after it has been **completed**. Advancements are optional but highly encouraged. The following is a list of available Advancements. If you have not yet started an Advancement for your project, consider one.

- Archery
- Cavies
- Clothing
- Computers
- Dairy Cattle/Goats
- Dogs
- Food Enrichments
- Geology
- Horse
- Horticulture
- Leadership
- Meat Market Animals (Beef, Swine & Sheep)
- Meat Goats
- Pygmy Goats
- Poultry
- Rabbits
- Cats

Leadership in 4-H

List leadership tasks, responsibilities, and roles you performed as a 4-H member. Identify the things you did in which you planned, organized, led, were in charge of, or gave direction. Identify what you did if you were an officer, committee chairperson, or Junior/Teen Leader. Include duties, hours, and number of people reached, if applicable, after your explanations. Offices held in 4-H clubs should also be listed in Section I, "My 4-H Permanent Record."

Year	Leadership Position and Responsibilities	
07-08	Junior Leader- Hippity Hoppers Rabbits Club- Planned programs, conducted meetings, taught showmanship, arranged for a rabbitry tour	14 Meetings 7 Members
	Camp Counselor- Delegated responsibilities, taught craft class, attended to girls who were homesick	One Week 8 Girls
	Arranged club tour- Made reservations, called and secured transportation, notified members of date and time	1.5 Hours 17 Members
	Jr. Superintendent for Expressive Arts Check county rules to see if they matched State Fair, secured judges, arranged for clerks, put together judging boxes, clerked where needed on judging day	25 Hours 20 Members
08-09	Teen Staff at State Fair- Checked in exhibits, Made sure ribbons boxes were kept full, clerked in clothing area, hung clothing after judging, answered questions the public had during fair	40 Hours 200 Members
	Ramrod for covies at County Fair- Set classes up at table for judge, moved animals from the table as needed, called for next classes	4 Hours 12 Members
	Club Vice President- Chaired show committee, led 2 meetings in absence of President, responsible for new member orientation	30 Hours 9 Members

- Identify the things you have done in 4-H where you planned, organized or gave direction.
- List duties, responsibilities, and number of people you led. Honors won should be listed on page XII, not here.
- Examples of common 4-H Leadership might include:
 - ❖ Junior Leaders
 - ❖ Banquet Committee
 - ❖ Parade chair
 - ❖ Teaching others
 - ❖ M.C./Commentator
 - ❖ Teen Staff/Chair at State Fair
 - ❖ Workshop/clinic organizer or leader
 - ❖ Organizer of any 4-H activity
 - ❖ Committee chairperson or member
 - ❖ Camp counselor
 - ❖ Superintendent roles
 - ❖ Ramrod or Paddock Clerk at 4-H shows
 - ❖ Club officer
 - ❖ County Teen Leadership Club member
 - ❖ State or County Ambassador
 - ❖ Led 4-H Pledge/Pledge of Allegiance at club meeting or event
 - ❖ Community service leader/organizer
 - ❖ Representative to project leader association
 - ❖ Youth Council member
 - ❖ Advisory committee member
 - ❖ 4-H Foundation Board of Trustees
 - ❖ 4-H Council member (advisory, Leader's Association, Executive member)
 - ❖ Advisory panel member
 - ❖ Development committee member
 - ❖ Spokesperson for your project, club, county or state

Leadership in Other Organizations

List leadership tasks, responsibilities, and roles you performed as a member of your school, church, and other community organizations. Identify the things you did in which you planned, organized, led, were in charge of, or gave direction. Identify what you did if you were an officer, committee chairperson, or youth leader. Include duties, hours, and number of people reached, if applicable, after your explanations.

Year	Leadership Position and Responsibilities	Hours	Students Reached
07-08	Outdoor School Counselor- In charge of 5 middle school students, taught science lab class, led campfire, organized and developed skits for the 3-day camp	36 Hours	45 Students
	Student Council Vice President- Student Body of 1,213 Attended weekly meetings, facilitated 4 meetings for President, published telephone directory	27 Hours	30 members
	High School- Yearbook Co-Editor- Student Body of 1,080	100 Hours	1,080 Students
08-09	Bulletin Board Committee- 9 bulletin boards- In charge of 5 middle school students. Selected, organized and changed bulletin	18 Hours	30 Students
	Safety Patrol Officer- 25 days during the school year Flagged traffic and led younger students while crossing the street	25 Hours	1,250 Students
	The Dalles-Wahtonka High School Homecoming Committee Selected theme, purchased/made decorations, ordered crowns for court, planned homecoming dance	35 Hours	1,160 Students
	N/W Holland Lop Club Youth Show Secretary Recorded entries, processed paperwork for show, guided table help during judging, recorded and mailed results to exhibitors, American Rabbit & Cavy Breeders Club and Specialty clubs	50 Hours	150 people

- Only **NON-PAID POSITIONS** belong in this section. Paid positions can fall into *Participation in Other Committee Activities*.
- If you are **planning, organizing, teaching, or directing ANYTHING** it goes on this page.
- If you are a **committee member** your contributions go on this page.

Examples of common leadership outside of 4-H:

- Camp counselor (Outdoor School, Church, Band, etc.)
- FFA leadership roles
- Manager of a school team
- Sports group captain or manager
- Dance team captain
- Drama director or stage manager
- Member of a court where you act as an Ambassador
- Decorating committee
- Student council member or officer
- Band officer or section leader
- Eagle Scout
- Sunday school aide or teacher
- School yearbook/newspaper committee or editor
- Homecoming committee
- Open show secretary
- Ramrod or Paddock Clerk at **open class** events
- Activity coordinator (school, church, other club)
- Any activity where you acted in a leadership role outside of 4-H

4-H Citizenship, Community Service, and Community Pride

This section includes activities that contributed to the welfare of others and/or your 4-H group. These can be activities done as a group or as an individual. List and describe what service you performed and estimate the number of hours and people reached, if applicable. Example: park clean up, reading to the elderly, political campaigns, band/play performances, parades, food drives, fund raisers, exchange programs, Know Your Government, etc. If you also took a leadership role in planning or organizing the activity, it should be listed under Leadership in 4-H if 4-H related or Leadership in Other Organizations if non 4-H related.

Year	Citizenship/Community Activity	Hours Served	People Reached
08-09	4-H Club car wash fund raiser, earned \$350 and gave \$100 to Red Cross and \$100 to Home At Last	43	4
	Worked in fair booth during county fair, answered questions about 4-H, distributed information, collected "Interested in the 4-H Program" interest cards	160	8
	Assisted elderly neighbor with yard care, washing windows, house cleaning and shopping (no pay)	1	58
	Performed as a member of my high school band at 6 football games, 3 school assemblies and marched in 2 parades	22	20,000

- Explain your activities-as an individual or member of a group-which relates to citizenship. Any program that promotes citizenship development is intended to be on this page. Know Your Government, Interstate and International Exchanges promote citizenship development.
 - Community service includes any activity that **actively contributes** to the welfare of others (your 4-H club, school, church or another club in which you belong).
 - Try to indicate time spent and the number of people you affected.
 - If you took a leadership role in planning or organizing the activity, it should be listed under **leadership**.
 - Helping your family is **not** considered to be a community service.
 - **Fundraising:** Activities resulting in personal financial gain should not be listed on this page. Be sure to include amount raised and who it benefited.
 - **24 hour commitments:** Activities such as baby, house, and/or pet sitting should be figured on actual hours spent doing the service. Do not include sleeping time or time away.
- | | |
|--|---|
| <ul style="list-style-type: none"> ❖ Assisted at Leader's Banquet ❖ Band/choir/drama performances ❖ Political campaign worker ❖ Parades ❖ Hostess/Host at an event ❖ Food drives ❖ Host for a Foreign Exchange Student ❖ Livestock Ring Steward or Judges Clerk (for any judging event) ❖ Help at church ❖ Stuffed envelopes ❖ Oregon State Fair Foundation booth volunteer ❖ Washed wheelchairs at local nursing home | <ul style="list-style-type: none"> ❖ Visiting or volunteering at homes for the elderly or disabled ❖ Baking cookies for a bake sale ❖ Working for the needy or handicapped ❖ Planting trees, shrubs or flowers in a public area ❖ Park or community clean up ❖ Acquiring or selling fund raising items (includes magazine sales) ❖ Ribbon person at shows or judging events ❖ Know Your Government ❖ Raising Guide or Therapy Dogs ❖ Thank you notes for donors of awards |
|--|---|

Participation in Other Community Activities

List organizations and activities you have participated in at school, church, or in the community. Include work experience, sports, scouts, clubs, youth groups, non-4-H open shows, music/dance lessons, etc.

Year	Community Activity
07-08	Cashier and cook at McDonald's, 8 hours/week (work experience)
	Babysitting ages 3-8 years old, earned \$390
	Member of the High School Marching Band
	Private music lessons: Flute
	National Honor Society
	Member of Choir
08-09	Member of Hoopsters Basketball Team
	Member of High School Math Club
	Cherry Festival Princess
	High School Homecoming Court
	Idol Talent Show participate
	Member of Campfire Girls
	The Dalles/Wahtonka High School Cheerleading squad
	Member of the Dufur FFA Chapter
	Oregon Hampshire Sheep Association –Junior member
	High School Speech and Debate Team
	Member of the Oregon League of Rabbit and Cavy Breeders
	Member of the National Poultry Judging Team
	Frozen Friends Rabbit and Cavy Show

- | | |
|---|--|
| <ul style="list-style-type: none"> • Any type of lessons (dance, singing, music etc.) • Any open class showing or contests (not 4-H related) • Work experience (please note whether paid or unpaid, & list hours) • Member of any sporting team, color guard, dance team or cheerleading • Member of choir, band, speech & debate team | <ul style="list-style-type: none"> • Member of any court (Homecoming, Rodeo, Festival etc.) • Any youth organizations (FFA, Campfire, Scouting, Church etc.) • Any school activities • Non 4-H parades • Member of any clubs (animal breed/species, school, community etc.) |
|---|--|

4-H Recognition

List important honors, awards, and trips that you have won on your projects, competitions, 4-H open shows, presentations, and records. County medals and seals, champion and reserve champion ribbons, special awards, trophies, trips, and any positions you may have won, or been selected or appointed to, should be included.

Year	Honors/Awards
07-08	Silver Seal and Evaluator's choice on record book
	Received Citizenship pin for record book
	Selected for State Fair Food Judging Team
	Received Intermediate Champion for woodworking project
	Club membership pin-year 6
	Selected as Judges Choice with my rooster in the Small Animal Costume Contest
08-09	Received Senior Reserved Champion in individual livestock judging
	Received Champion in Senior Small Animal Master showmanship
	Selected for State Fair with Educational Display
	Received Judges Choice Award for presentation at State Fair
	Selected for an interview for 4-H National Congress
	Received the Remington Award

- This is the place for those special awards and recognition you have received in **4-H**. They should not be listed on any page other than this one.
- If you were singled out for any reason, that is an honor and should go on this page. This includes all honor including ones you might not have received a ribbon or medallion for.

Examples of recognition might include the following:

4-H Champions and Reserved Champions	Special Trophies
Top Record Book or grade level Champions	Scholarships you were a finalist for or won
Top Club recognition	Ambassador Medallion
Top judging honors	National 4-H trip winner
Cash awards	Winner of any 4-H Contest
National 4-H Congress	Selection for judging teams
Master showmanship participation	Camp Scholarship (if it was an award)
Youth Conference Scholarships	Special Recognition Awards
Horse "Finals" event medallions	Judge's Choice Awards
Certificates for special awards/achievements	
Interviews for National Congress or scholarships	
Featured in newspaper, magazine, TV	

Other Recognition

List recognition you have received in school, church, sports, non-4-H open shows, youth organizations, and other community activities. Include contest awards, certificates, varsity letters, honor roll, student of the month, music awards, leadership awards, etc.

Year	Honors/Awards
07-08	Youth Citizenship Award from the Optimist Club for community service
	Student of the Month Award
	Most Valuable Player Award for softball
	Received a badge in Boy Scouts for knot tying
	Received Presidential Physical Fitness patch
08-09	Certificate of Merit for "Great Kids" Program
	Best of Breed Holland Lop Bunny Bonanza Show
	High School Homecoming Queen
	Selected to sing a solo in our school's spring assembly
	Received silver medallion in Oregon High School Equestrian Team for English Equitation
	Certificate for most improved math student

- List any recognition you may have received from other organizations such as school, sports, youth groups, contests and open class contests or shows.
- Any time you were singled out for some kind of recognition that was **NON-4-H** related.

Examples of common recognition:

Student of the Month	Sport awards
Any non-4-H awards	Open class winnings or awards
Trophies	Certificates
Church honors	Youth organization honors
FFA awards	Appointed to any type of court
Medals/Medallions	Music honors
High school letters (Varsity letter)	Honor roll
Ribbons	Any high school award or honor

4-H Story / Notes

There are several different ways to complete your story, you may use pen or pencil, or it may be typed or computer generated. You may chose to use the 4-H Notes page or a plain white 8 ½" x 11" sheet of paper. The story is to be single sided on a sheet of paper and a maximum of 6 pages long. It is a good idea to use the story to introduce yourself. Each time your record book is submitted you will write a new story to reflect the past 4-H year.

Stories may be written as creatively as you wish, in a story or diary format. If using a diary format you might want to write it as the year progresses. If something within your permanent records needs further explaining, this might be an ideal place to do that.

Write about your 4-H projects and activities. What did you learn that year? What made you select that project? Have your projects grown in size or gotten more advanced? How were you successful or unsuccessful? If you were unsuccessful, what might you have done differently to achieve a different result? Did you make any money from your project? What about loss? What was a special activity you did? Did you meet any new people? Was there an embarrassing or sentimental moment? What was the best experience you had?

Explain how 4-H has helped you become the person you are. How have you grown as a leader or citizen? What have you learned from your experiences working with others? Describe a community service you have completed. What have you learned from the experience? Did it make you think differently? What have you learned about yourself?

Tell about your plans for the future. Did 4-H play a part in shaping these plans? Have you achieved any of the goals you set? How have you grown over the past year? Is there someone who has been especially helpful to you? Did you participate in activities alone or with others? What was their impact on what you were doing? Were there any new leadership responsibilities you took on? What was your favorite or least favorite experience?

Try to include information in your story about each of your 4-H project areas.

Newspaper Clippings / Photographs

Newspaper clippings and photographs may be included in your 4-H Record Book. These can be neatly attached to a sturdy 8 ½" x 11" sheet of paper, either plain or colored. A heavier card stock is a good choice. Be sure to include dated captions under each photo to give a brief explanation of the picture. You may use up to 6 single sided pages to display your photos or clippings. Try to include photos that relate to each of your 4-H project areas. Feel free to be a bit creative in how you arrange your photos. A high quality color copy or computer printout of the entire page is acceptable if the member prefers not to send actual photographs. **Page protectors may be used for this section ONLY.** Please do not include items such as registrations or pedigree papers. Ribbons, certificates or other scrapbook type items should not be included in your book.

Project Records

Records for each project enrolled should be included in your book. Each project needs to have its own divider separating it from the other projects or sections. Project records detail what you did or learned. They also help you to keep track of expenses and income for the year. Project records are a good journal for every project you have completed or worked on that year. The project size should match what you have written on page 2 of your permanent record.

Some project areas have Advancements designed to augment and document the learning occurring with the project. These advancements are optional but highly recommended. Know that they will be used to determine the top scoring record books.

Helpful Reminders and Suggestions:

- All project records should begin at the beginning of the project year (October 1st) or when project was started if it was after October 1st. All records close on September 30th of the following year.
- Your project records help to show the size and involvement of your project.
- A new set of project records are required each year except for advancements and production records. This includes leadership projects.
- If you are a Junior Leader you should submit a leadership record every year.
- The photography project is allowed to have additional pages of photos to show your work. This is limited to 10 single sided pages. The use of a card stock is recommended.
- You may want to keep a calendar and log of all expenses, income and activities you did through out the year.
- Remember any premiums received at fair are considered income.
- **Only approved forms may be used.** Check with your local county Extension office or the state website for necessary forms.

Identification Page

Name	Project Year
<hr/>	
City	
<hr/>	
Club Name(s)	Project(s)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

(Photograph Here)

Leader's Signature (REQUIRED)	Date
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Leaders are responsible for seeing that members have their records up-to-date and developed within county guidelines. After records are approved by the 4-H leader(s), they may be submitted to the Extension Office by the 4-H'er, parent or leader on or before the due date.

Assembling Your Record Book

1. Cover: Only the use of an accolade type flat cover is accepted. **No 3-ring binders should be used.** A green 4-H folder is available at the Extension Office. The first one a member receives is at no charge, replacement folders will cost.
2. Identification Page
3. Divider tab then the Permanent Record (all 13, even if some pages have no entries).
4. Divider tab then the 4-H Story: Length Guideline: 1-3 pages for Junior level members, 2-4 pages for Intermediates, and 4 – 6 pages for Seniors.
5. Divider tab then Project Records (including Advancement and any additional breeding animal records). Note: one divider page per project area (i.e. Clothing, Foods, Sheep, Horse).
6. Divider tab then Photos (maximum of 6 single sided pages with captions for photos).

1989 *Revised by Clackamas County Awards & Recognition Committee
200 Warner Milne Rd, Oregon City, OR 97045*

Compiled by Sheila Kester and Loyal Hjelmervik

*Some material adapted from material developed by Yvonne Kam, Yamhill County
4-H Leader*

*We also acknowledge the input from Jan Martin, Educational Program Assistant,
Department of 4-H Youth and Development and Duane P. Johnson, State 4-H
Program Leader*

2007 *Revised by the Metro Awards and Recognition Committee*

*Some material adapted from Josephine, Jackson and Polk County Record
Handbooks.*

2009 *Adapted by Lynette Black, Wasco County 4-H Youth Development Faculty*



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