YAMHILL COUNTY
4-H
RECORDS and
AWARDS HANDBOOK

The purpose of this handbook is to:

1. Assist 4-H members in completing their records
2. Provide information that Junior, Teen, and Adult Leaders can use in teaching members about 4-H record keeping
3. Describe what recognition is available through completing 4-H record books
4. Explain how awards recipients are determined

Developed (2006) by the Yamhill County 4-H Awards Handbook Committee: Roseanna Breeding, Deb Christensen, Julie Jensen, Ali McLeod, Verna O’Loughlin, Jessica Secondo, Kathey Sweeney, and Pamela Olsen, 4-H Youth Development Agent

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4-H Records and Awards/Recognition Calendar

March 1 Resumes for State 4-H Scholarships and National 4-H Congress due to State 4-H Office – refer to state and county website for forms/information

March 1 State Fair Scholarships and State Fair Achievement Contest Applications due to the State 4-H Office

Late June State 4-H Summer Conference – includes training for Oregon 4-H Ambassadors, Interviews and recognition for National 4-H Congress delegates and state level award winners.

July Deadlines vary for county based scholarships, ie. 4-H Horse Leaders Scholarship, Auction Committee Scholarship and Farm Bureau Scholarship Consult the OSU Extension Office for forms and deadlines

September 30 4-H Records Due into Extension Office

October 1 Start of a new 4-H Year
  4-H Leadership, Citizenship, Communication and Community Service Award Applications due to the county Extension Office.

November 1 Yamhill County 4-H Recognition Program
INTRODUCTION

Store your 4-H Memories…. in your Record Book

We all have memories: good times on a vacation, fun times at a party, feeling great about getting a project completed on time, and sometimes unpleasant memories of losing a pet or animal. Sometimes an object or a photograph will bring back those memories more vividly and help us recall details that have fallen into the back of our minds.

Your record book is such an object. Each year you write down the fun times, the hard times, the crying, the laughing, the frustration and successes to paint a verbal picture of your 4-H year. The time your rabbit hopped off the show table or you pig laid down in the ring. The time you won grand champion of the class and the moment you completed your first walk on the stage at the fashion revue contest.

As you keep your records, you will be developing personal skills such as financial management, setting goals, and evaluating your experiences and personal growth. Records give you a tool to share your experiences and also help you plan for the next year. Keeping good records will also be of help for you as they are used to select recipients of special county awards and they may also help you in applications for scholarships, becoming a State 4-H Ambassador, and applying for jobs. Record keeping will also help you learn principles used in filing taxes and keeping a family budget.

Your records show growth over the years. It lists how you have helped others, what you have been able to teach and share with others and what you have learned yourself. It shows profits and loss and goals set and accomplished. It is a reflection of YOU... and it brings back plenty of MEMORIES! Because your 4-H Records are meant to reflect your work and accomplishments in 4-H, make sure that YOU do your own records. Record keeping is a skill valuable for all 4-H members and is separate from other experiences such as county fair.

Purpose of 4-H Records

- Learn skills like organization, writing, and book keeping
- Record your memories and experiences
- Tracks your accomplishments and achievements
- Required for receiving fair premiums
- Eligible for county medals & special awards
- Identifies progress on goals and knowledge/skills learned, and project growth
- Keeps record of expenses (profits and losses)
- Useful in applying for college, scholarships, and jobs

Record keeping is an important part of every 4-H project and an important lifetime skill! If accurate records are kept of expenses, experiences, along with new knowledge and skills gained; you can learn from your mistakes and **“Make the Best Better”**. Records are evaluated to determine which 4-H’ers in Yamhill County will receive the top awards in the various projects areas, honoring them at the Yamhill County Awards Programs. These particular awards will be based on the information in the 4-H Record Book.
1. Helpful Hints in Record Keeping

- **Keep everything!** A scrapbook, designated 4-H box, or notebook with packets will help you keep everything together. Don’t forget to write down the year and project/activity on the back of ribbons received or pictures taken.

- **Keep them current.** Write down everything right after it happens so you don’t forget. Keep a special “4-H calendar” where you write down everything you do in/for 4-H on the day it happened. Then transfer to your official 4-H records.

- **Keep them accurately.** Try to put everything you do in 4-H in its proper place in the records so it doesn’t have to be changed later. Records should not have to be redone.

- **Keep them neat.** A pencil is great for your “4-H Project Records” as they are your working records and they should show that you’ve worked on them often and updated them. Pencil is also great for younger members on the “4-H Permanent Record” and “4-H Story” to allow for easy correction. Older members can do these records in ink or on the computer.

- **Complete your records** before turning them in to your leader and /or county Extension office. Figure out the totals. Have your leader sign them. Turn in records in a 4-H Record Folder – no three ring notebooks. Notebooks are o.k. to store everything in during the year, but will slip all over when you have a huge stack of them. Records should be secured in a folder – not loose. Include only the requested materials – no extras, please.

- **Correct spelling, grammar, punctuation** and other typographical errors.

- **Place records in the following order:**
  1. Cover
  2. ID Page
  3. Permanent Record
  4. 4-H Story
  5. Project records, ex. horse, jr. leadership, foods
  6. Advancements
  7. Pictures
  8. Support Material -News Clippings, Certificates, etc. (optional)

The handbook will now go into detail on each of these items. If after reading this handbook you have questions, please consult an older member, your leader, or the Extension Office.

**Judging System:**
Records are judged on the Danish System, this means you will get a score out of a possible 100 points. A blue is 85-100, a red is 65-84 and a white is 64 and below. Junior members who receive a score of a 90 or above will receive an Outstanding Junior Record Book Award. If you are an Intermediate or Senior and score a 90 or above, you may be eligible for a County Medal.

The form utilized in judging is included on the next page. Use this as a guideline for assembling your records. You do not need to include an evaluation form in your record books. The judges will complete an evaluation form for you when they are judging.
Records are meant to help members track their goals, their progress and accomplishments, project expenses, and the skills and knowledge gained through their experiences in 4-H. It is a system for measuring growth and storing memories. This evaluation sheet is to provide helpful suggestions to the member and to enable records committee to select county award winners.

4-H Member’s Name ____________________________ Grade (during record period) ______ Years in 4-H ______

1. **Cover:**
   - (1) Flat
   - (2) Clean
   - (1) Well Secured
   - (1) Member’s name on front cover

   **COMMENTS:**

   **Section Total (5 points)**

2. **General Appearance:**
   - (3) Neatness (cleanliness) and Legibility (handwriting, readability)
   - (6) Dividers with labeled tabs between content areas
     - Labels should be marked as follows:
       1) permanent record; 2) 4-H story; 3) project records,
       4) advancements; 5) pictures, and 6) support material (optional)
   - (6) Assembled in correct order (1 point for each major area)
   - (0) Spelling (remarks only)

   **Section Total (15 points)**

3. **Quality & Completeness of Content:**
   - (5) Identification Page - complete and signed
     - (1 point each - information on top, picture, & ALL signatures)
   - (20) Permanent record contains items which are:
     - (5) Neat & Complete
     - (10) Up-to-date, and Correct
     - (5) Shows growth & expansion in participation
   - (20) 4-H story - current year only, notebook paper or 4-H Story page
     - (max. of 6 pages one-sided, 12 pt font, and 1 inch margins)
     - (10) Reflects what you have learned & done in EACH 4-H Project
     - (5) Shares how you have helped others and who has helped you
     - (5) Includes goals and accomplishments
   - (20) Project records
     - (5) Neat and Complete
     - (10) Up-to-date & accurate in columns and figures
     - (5) Reflects involvement in their project area
   - (5) Advancement book/record(s) - members in foods, clothing, horse, small animals, large livestock, and horticulture
     - show activity & involvement each year as possible
   - (10) Pictures - maximum of 3 pages, one side only
     - 1/3 of pictures should show member in action
     - ie. teaching, working with project, doing community service
     - Photography members may include 2 additional pages of photos taken
   - (5) Support Material - maximum of 3 pages (5 points Extra credit)

   **Section Total (80 points + 5 extra credit)**

   **Total Points (100 points)**

**Ribbon Placing:** (circle)
- Blue 85 – 100+
- Red 65 – 84
- White 64-below

Evaluated by ____________________________

Updated 9/09

B:\RECDBOOK.EVL\AWARDS & RECOGNITION
2. Completing Your Records

COVER:
The cover is the first thing that the record book judge will see. Be sure that you use a flat binder, not a three ring binder. The cover must be clean and all the records inside must be tied securely. Regardless of the type of folder you used, on the front cover you must list your name, county and club name(s).

IDENTIFICATION PAGE:
Your I.D. Page will be the first form showing when you open up your record book. This page is very important. You will include your name, address, grade, projects (Ex) horse, vet-science and clubs (4-H clubs only). NOTE: Your list of projects should match the project records you have included in your record book. For example, if you say you are in junior leadership and sheep, there should be a junior leadership project record and sheep project records included in your record book. It is important that you paste a picture of you and your project on the space provided on the page. At the bottom of the page you will find signature lines, you, your parent and your leader will sign there. This is very important as leaders will not sign this until you have completed all of your records. On the back of this page you will check the awards that you would like to be reviewed for. The leaders will comment, and sign the bottom of page also.

LEADERS PLEASE NOTE: Your comments in this section become the basis for the scripts read during the 4-H Awards Program when members receive special recognition for their records. Please help us out by including information pertinent to the club members’ experiences that year and that is appropriate for a script.

PERMANENT RECORD:
Your Permanent Record is by far the most important part of your records. It is worth 30 points of your total score. It is the basis of your records because it is where you put down everything that you do. This part of your records can be very useful in applying for college and jobs. This record is used over and over again, you just keep adding to it every year; you can always re-copy it or put it on the computer if you find it gets messy over the years.

FRONT PAGE:
Make sure to completely fill out everything on this page. This page provides information about the club(s) you are involved in, not your individual projects.
- list the years only once, at the beginning with the first entry for that year
- list clubs in the same order each year, drop names of clubs of which you are no longer a member, add new clubs that you have joined last
- include any office or committee you hold in the club, ie. Refreshment committee, treasurer
- If your club does not elect officer, put N/A in that column rather than leaving it blank.
My 4-H Permanent Record

Name: Chris Clover  Boy □ Girl X  Date born: March 28, 1995
Street Address: 1234 Clover Lane City: Cloverville  State: OR  Zip Code: 97128
Telephone: (503) 434 - 7517 County: Yamhill

4-H Club Experience

<table>
<thead>
<tr>
<th>Year</th>
<th>Grade</th>
<th>Name of club (Individual projects go on next page)</th>
<th>No. in club</th>
<th>Club leader</th>
<th>Meetings</th>
<th>Office or committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>5th</td>
<td>Oak Grove Clothing Club</td>
<td>9</td>
<td>Mrs. L. Jones</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>News Reporter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5th</td>
<td>Country Critters</td>
<td>15</td>
<td>Mr. Smith</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>05-06</td>
<td>6th</td>
<td>Oak Grove Clothing Club</td>
<td>9</td>
<td>Mrs. L. Jones</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fundraising Committee</td>
</tr>
<tr>
<td></td>
<td>6th</td>
<td>Critters and Things</td>
<td>6</td>
<td>Mr. Paige</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Historian</td>
</tr>
</tbody>
</table>

PROJECTS COMPLETED:
If you were involved in, say, 6 projects (Beef, Junior Leadership, Veterinary Science, Cooking, Leather craft and Photography) each project goes on one line each year. The project size includes everything you made, everyone you helped, or all the animals in your herd that year, not just your county Fair exhibits. Most of the things included here, you’ve done at home or in your club. The exhibit column should indicate the number of exhibits in that project that were at shows/fair and the ribbons received, using the codes indicated. Individual projects go here. Contests related to your projects – like Showmanship, Foods Contests, Fashion Review – go on the “4-H Activities” (page 4).

- Keep projects in the same order each year as on the front page, adding new projects to the bottom and dropping others that you have not continued.

- Project size is the number of ALL of the items or animals you worked with related to your project, not just the number you took to fair.

4-H Projects Completed and Exhibits Made
Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), International (I). Show placing at fair and other competitions (1C-Red). Danish System Ribbon placings: Grand Champion (GC), Reserve Grand Champion (RG), Champion (CH), Reserve Champion (RC), Blue (B), Red (R), White (W). In the non-Danish system: High Point (HP), 1st, 2nd, 3rd, 4th, 5th, 6th See examples below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Project</th>
<th>Project size (see above)</th>
<th>Exhibits</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Clothing</td>
<td>3 articles, 1 dress</td>
<td>2LB, 1C – B, 1C – R</td>
</tr>
<tr>
<td></td>
<td>Rabbit</td>
<td>3 does, 3 bucks</td>
<td>4C, 2B, 2R, 1S, 1R</td>
</tr>
<tr>
<td></td>
<td>Horse</td>
<td>1 mare</td>
<td>3L-Blue, 4C 2R 2B</td>
</tr>
<tr>
<td>05-06</td>
<td>Clothing</td>
<td>2 pillows, 3 tops, 1 outfit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rabbit</td>
<td>8 does, 4 bucks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cavy</td>
<td>1 sow</td>
<td></td>
</tr>
</tbody>
</table>
**PRESENTATIONS:**
This is where you list presentations that you have done in 4-H. Under the number and where, follow the guidelines for the codes to use, such as (L) for local, (C) for county, and (B) for blue. *Be sure to include the number of people in attendance when you made your presentation.*

**Presentations**
Show number of times and where presented. Example: (2L) for presentations in your 4-H Club, or (3C) for presentations to county-wide audiences. If you give a competitive presentation, indicate your placing ([Red] or [R]).

<table>
<thead>
<tr>
<th>Year</th>
<th>Title or topic</th>
<th>Number and where</th>
<th>Number of people in attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>How to Lay out a Pattern</td>
<td>1L</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Characteristics of Satin Rabbits</td>
<td>1L</td>
<td>30</td>
</tr>
<tr>
<td>05-06</td>
<td>How to Clean Tack</td>
<td>1L, 1C, 1B</td>
<td>75</td>
</tr>
</tbody>
</table>

**OTHER PUBLIC APPEARANCES:**
*Any time you are “up front” talking at a 4-H function or about 4-H, it should be recorded here.* For example you may have given a talk to another 4-H club about nutrition. You would record this as (1L) and then list the number of people in attendance, such as 18. If you gave a talk about what 4-H is to a service organization, such as Kiwanis, it would go under 4-H talks before other groups. For formal, planned presentations (that have introduction, body, conclusion) include title and other information at the top of this page. Examples that would go under the “other” section would include: interview judging, oral reasons, camp skits, promotional posters and displays.

**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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Talks before 4-H groups</th>
<th>Atten- dance</th>
<th>4-H talks before other groups</th>
<th>Atten- dance</th>
<th>Radio</th>
<th>Est. of number reached</th>
<th>TV</th>
<th>Est. of number reached</th>
<th>News stories</th>
<th>Est. of number reached</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>1L</td>
<td>35</td>
<td>1L</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3L, 1N</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>05-06</td>
<td>1L</td>
<td></td>
<td>1L</td>
<td>5,000</td>
<td>1R</td>
<td>125,000</td>
<td></td>
<td></td>
<td>Camp Skit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PARTICIPATION in 4-H ACTIVITIES:
*This is where you will list all the 4-H activities that you were involved with during the year.* Be sure that you list everything because it will reflect on how active you are. The more you are involved the better. The list under the heading will give you some ideas as well the example below. Use codes again for levels of participation. Other examples not listed below include: Showmanship, Horse Bowl, Livestock Judging Contest, Cavy Dress Up Contest, Food Preparation Contest, Herdsmanship, Quality Assurance Training, Dog Show, Dad Potter Clinic, Horse Show, Flower Arranging Contest, 4-H Photography Weekend, etc.

Participation in 4-H Activities
(Include training activities, special program activities, and competitive activities.) Judging, Identification, Showmanship, Fashion Revue, Foods Contests, Safety, Health, Consumer Education, Commodity Marketing Activities, Livestock Field Day, etc. Show your number and where, as you indicated for exhibits and presentations. Also indicate things learned. Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), International (I). Show placing at fair and other competitions (1C-Red). Danish System Ribbon placings: Grand Champion (GC), Reserve Grand Champion (RG), Champion (CH), Reserve Champion (RC), Blue (B), Red (R), White (W) In the non-Danish system: High Point (HP), 1st, 2nd, 3rd, 4th, 5th, 6th See examples below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind of activity</th>
<th>Things learned</th>
<th>Level of participation and recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Dog Judging</td>
<td>Breeds of 20 dogs</td>
<td>3L, 1C, 1S, 2R, 3B, 1Ch</td>
</tr>
<tr>
<td></td>
<td>Tablesetting Contest</td>
<td>Proper distance to set from table edge</td>
<td>1C 1B 1CH</td>
</tr>
<tr>
<td></td>
<td>Horse Pre-Fair</td>
<td>Horse Bits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Learning a Pattern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-06</td>
<td>4-H Super Saturday</td>
<td>Work with potential auction buyer</td>
<td>2C 2B</td>
</tr>
<tr>
<td></td>
<td>4-H Critter Romp</td>
<td>Showmanship tips</td>
<td>2C 1B 1R 1RC</td>
</tr>
<tr>
<td></td>
<td>Records Workshop</td>
<td>How to complete my permanent record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fashion Revue Contest</td>
<td>Modeling steps</td>
<td>1C 1B</td>
</tr>
</tbody>
</table>

4-H EVENTS:
Here you will list the 4-H events that you attended during the year. *These are typically non-project related experiences that you attend with other 4-H'ers.* Tours or field trips may sometimes relate to your project. Under scholarship section, list if applicable the group that awarded you a scholarship, ie. Yamhill County 4-H or 4-H Club. Other examples not listed below include: Know Your State Government, 4-H WORLD retreat, 4-H Interstate Exchanges, Club outings (ie. beach trip), Sewing Fairs or Expos, Ag Day, other guided tours or field trips, museums, etc.

4-H Events Attended: Tours, Camps, Summer Days, etc.

<table>
<thead>
<tr>
<th>Year</th>
<th>Kind or name of event</th>
<th>Scholarship by—</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Wild West 4-H Camp</td>
<td>Yamhill County 4-H</td>
</tr>
<tr>
<td></td>
<td>Trip to horse stables</td>
<td>-----</td>
</tr>
<tr>
<td>05-06</td>
<td>4-H Summer Week</td>
<td>Yamhill County 4-H</td>
</tr>
<tr>
<td></td>
<td>Field Trip to OSU Vet School</td>
<td></td>
</tr>
</tbody>
</table>
4-H ADVANCEMENT PROGRAM:
This is where you will record your progress in your advancements. It is expected that you would complete some advancement steps each year unless you have completed all of your advancements or your project does not have an advancement program. *Please note that dates for completing your advancement steps run across the page, not up and down.*

4-H Advancement Programs
*(Advancement certificates should be included with your 4-H record)* Please ignore this advice in your permanent record. As a county, we feel it is unnecessary for your advancements certificate to be included in your record book. Please keep your advancement certificates in a separate place of honor.

<table>
<thead>
<tr>
<th>Program or project</th>
<th>Step no.</th>
<th>Date</th>
<th>Step no.</th>
<th>Date</th>
<th>Step no.</th>
<th>Date</th>
<th>Step no.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabbit</td>
<td>1</td>
<td>4/30/05</td>
<td>2</td>
<td>7/27/06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horse</td>
<td>1</td>
<td>6/30/05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LEADERSHIP IN 4-H:
Here you should list all of your 4-H leadership responsibilities. *Be sure to list your duties or responsibilities and number of people reached.* Examples include: Junior Leadership, Teen Leadership, Junior Fair Superintendent, Camp Counselor, Advisory Council Youth Representative, 4-H WORLD Governing Board, Show Clerk, Vet Checker, Award Presenter, Master of Ceremonies, Committee Chair, Class/Session Presenter, Ambassador, etc. Do not list your offices here, they only go on the front page. Anything you are in charge of organizing or conducting. If these words fit, then you were probably in a leadership role: taught, organized, arranged, instructed, planned, guided, led, presented, supervised, directed, represented, and conducted. As you get older this section should fill up faster, leadership is a very important part of 4-H and judges will look closely at this section.

Leadership in 4-H

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. (Offices held in 4-H club are listed on page 1.) Junior leaders should indicate their responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td><em>Presenter at Horsin’ Around Clinic – taught about importance of feed</em> 75 people</td>
</tr>
<tr>
<td></td>
<td><em>Led pledges at meeting</em> 22 people</td>
</tr>
<tr>
<td></td>
<td><em>Assisted with set up and take down at 4-H Critter Romp</em> 80 people</td>
</tr>
<tr>
<td>05-06</td>
<td><em>Junior Leader – planned and conducted all showmanship sessions</em> 6 members, 8 sessions</td>
</tr>
<tr>
<td></td>
<td><em>Community Service Committee Chair – arranged our club visit to Nursing Home</em> 28 people</td>
</tr>
<tr>
<td></td>
<td><em>Vet Checker at 4-H Critter Romp – conducted vet checks on cavies</em> 20 people</td>
</tr>
</tbody>
</table>
LEADERSHIP IN OTHER ORGANIZATIONS:
Here you should list everything but 4-H. Include number reached in your role. Things like student council, D.A.R.E Program, tutor, band, FFA, any other area where you hold a leadership role, for example:

Leadership in Other Organizations

<table>
<thead>
<tr>
<th>Year</th>
<th>Leadership responsibilities in school and other community organizations. Include number reached through leadership experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>6th Grade Leader – serve as crossing guard and help with assemblies 150 people</td>
</tr>
<tr>
<td></td>
<td>Sunday school helper – assist teacher with set up/clean up for lunch 50 people</td>
</tr>
<tr>
<td>05-06</td>
<td>FFA Chapter Secretary – take minutes at all FFA meetings 25 people</td>
</tr>
<tr>
<td></td>
<td>Math Tutor – help others with their math 8 people</td>
</tr>
<tr>
<td></td>
<td>Student Council Representative – planned spring school event 120 people</td>
</tr>
</tbody>
</table>

4-H CITIZENSHIP, COMMUNITY SERVICE & COMMUNITY PRIDE:
This is where you list all your community service that you have done through 4-H. Whenever you do an act of kindness without being paid, this is where you put it. Things such as helping at a care home, serving meals, feeding the neighbors dogs while they are on vacation or cleaning up the local park all go here. Make sure to list how many people were helped. Indicating the hours worked is optional but it is helpful when preparing a state 4-H resume. For example:

4-H Citizenship, Community Service, and Community Pride

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did as a member of a club and/or as an individual. Examples: Park clean-up, reading to the elderly, get-out-the-vote campaign. Indicate the number of people helped, if appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Cleaned up Yamhill Park for Derby Day 500 people 8 hours</td>
</tr>
<tr>
<td></td>
<td>Adopted two families for Christmas 12 people 2 hours</td>
</tr>
<tr>
<td>05-06</td>
<td>Cleaned up Yamhill Park for Derby Day 500 people 10 hours</td>
</tr>
<tr>
<td></td>
<td>Planted flowers with club members on county fair grounds 5000 people 4 hours</td>
</tr>
<tr>
<td></td>
<td>Helped elderly neighbors take care of yard &amp; washed windows 2 people 48 hours</td>
</tr>
<tr>
<td></td>
<td>Made blanket and pillow for injured soldier in Iraq 1 person 2 hours</td>
</tr>
</tbody>
</table>

PERMANENT RECORD SUPPLEMENT should be used when you run out of space in any of these Permanent Record sections.
**PARTICIPATION IN OTHER COMMUNITY ACTIVITIES:**
Here you list all other activities, organizations and non-4-H clubs that you are involved in. Things like school band, FFA, Girl or Boy Scouts, A.Q.H.A, and sports would all be other organizations. Under other activities you can list such things as parades that you rode in, state track meets, choir competitions, school field trips etc... For example:

### Participation in Other Community Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>List what you did in other organizations/activities in school and community.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Soccer Team</td>
</tr>
<tr>
<td></td>
<td>Band</td>
</tr>
<tr>
<td>05-06</td>
<td>Rode in Derby Day Parade in Yamhill</td>
</tr>
<tr>
<td></td>
<td>American Rabbit Breeders Association Member</td>
</tr>
<tr>
<td></td>
<td>Car wash for new soccer team uniforms for Patton Middle School</td>
</tr>
</tbody>
</table>

**4-H RECOGNITION:**
Here you list all awards that you receive in 4-H. Things like highpoints at 4-H sponsored shows, County medals, record book awards, state fair team, medallions, club awards, etc...

### 4-H Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>Important honors, awards, trips, etc. (Do not include awards listed on pages 2, 3, or 4.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Outstanding Junior Record Book</td>
</tr>
<tr>
<td></td>
<td>Tablesetting - Champion</td>
</tr>
<tr>
<td></td>
<td>4-H Club won 1st place in Horse Herdmanship Award</td>
</tr>
<tr>
<td>05-06</td>
<td>Club won Community Service Award – for helping at nursing home</td>
</tr>
<tr>
<td></td>
<td>County Fair - Best of Breed - Rabbit</td>
</tr>
<tr>
<td></td>
<td>4-H Fun and Frolic Horse Show – Reserve Highpoint in Western for Juniors</td>
</tr>
</tbody>
</table>

**OTHER RECOGNITION:**
List awards that you have won in school, at open shows, church and in other organizations.

### Other Recognition

<table>
<thead>
<tr>
<th>Year</th>
<th>List important recognition in school, other youth organizations, and community.</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05</td>
<td>Honor Roll – Cloవerville Grade School – 3.85 GPA – received a certificate</td>
</tr>
<tr>
<td></td>
<td>Highpoint – English – O.H.A. – won a bridle bag</td>
</tr>
<tr>
<td>05-06</td>
<td>Most Improved Soccer Player</td>
</tr>
</tbody>
</table>
3. A recommended format for writing your 4-H Story

THE 4-H STORY:
Your 4-H Story is an important part of your records. It is where you compile all your activities, goals, and achievements for the year, and your plans and goals for the coming year. The record judge will learn all about you when they read your story. You need to cover all of your project areas (Ex.) horse, vet-science, Jr. leadership etc... as well as what you have done in your club and as an individual. 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, what is important to you, what have you shared, and what are your ambitions because of your 4-H experience? To write your story you can use the provided paper, notebook paper or type it on the computer as long as the top of the paper is titled “MY 4-H STORY”. Your story should be no longer than 6 pages handwritten or 6 pages typed – double spaced. Be sure to put some time into it. A few pages is more impressive than a few paragraphs.

The following outline may help you in developing your story:

- Part 1 – Open with an interesting 4-H happening/insight. Introduce yourself – include your age, interests, family, where you live, where you go to school, when and why you joined 4-H.
- Part 2 – Highlight all of this year’s 4-H projects and activities, why you chose them, major learning experiences, goal and accomplishments, special interest and unusual situations that you encountered, how you arranged for financing, etc. Please don’t tell again what is in the other parts of your records, but rather how you “felt” about it.
- Part 3 – Explain how 4-H has helped you become a better leader and citizen, tell about what you learned from working with other 4-H’ers as a junior and/or teen leader, officer or committee person, explain how you have learned to accept leadership or citizenship responsibilities.
- Part 4 – Describe how 4-H participation has influenced you and your future plans. It is also a good place to include your goals or plans for next year.

4. A guide to completing your 4-H Project Records

Each 4-H project that a 4-H’er is enrolled in has a record on which to record goals, new learning, new ways a project was shared, experiences, cost and income, inventory, and plans for next year. These records should begin October 1 and close September 30, which is the official 4-H year. Exceptions: Child Development and production records (one for each animal in production) carry forward for several years. A few helpful hints for doing your project records:

a. All foods cooked by 4-H’er at home are a part of the 4-H Foods project experience, no matter when the club starts meeting or what projects are made in the club setting. This is true of other 4-H projects as well.

b. If the family has several animals for which hay or other feed is purchased, just divide by the number of animals and indicate in records the amount given that 4-H’ers animals. Costs can be entered monthly or as feed is purchased.

c. Animals slaughtered at home for home use go in project income.

d. Figure pasture costs at approximately $3-$4/month for a horse. Other animal species will differ. Other expenses might include gasoline for hauling and entry fees for shows, etc.

e. In 4-H don’t be concerned if you lose money, especially in large animal projects, as the benefits in education should outweigh these losses.
5. Completing your Advancements
   a. **4-H ADVANCEMENT RECORDS** are a list of learning objectives/activities for each project. Advancement Records for all projects should be placed together behind a tab marked “Advancements”.
   b. It is expected that your 4-H Club Volunteer Leader or Teen Leader would serve as verifier/examiner of the completion of your advancements. Parents should only sign off on your advancements if they are also in the role of a club leader.
   c. Advancements should show some progress each year. It is understood that 4-H horse members complete levels to match their level in the program so as a senior member they may only have a few, if any, additional advancements to complete.

6. Preparing a 4-H Photo Record
   Photographs will be one of the most treasured parts of your 4-H records when you look back over them as an adult. **Parents**, here’s a place where you can really take the leadership to ensure your 4-H’er has photos of 4-H Meetings, 4-H Work, community service, leadership etc. When you display them in your records, mount each picture singly – do not overlap your pictures. You can include three pages maximum with pictures on one side only. Your pictures will say more if you include a couple of sentences answering the Who, What, When, How and Why behind the photo. It is expected that 1/3 of pictures should show member in action ie. teaching, working with project, doing community service – see examples below.

   ![ACTION](image1)
   ![POSED](image2)

**AWARDS and RECOGNITION SECTION**

**Member Recognition is an Important Part of 4-H!**

One of the main goals of the Yamhill 4-H program is to provide a positive environment in which youth can grow and develop confidence, a sense of accomplishment, and a greater level of competence. This environment is created, in part, by the recognition offered to 4-H members as acknowledgment and affirmation of their growth, development, and contribution. Recognition, awards, and competition can have a large influence on young people, often providing an incentive for further learning and the inspiration to continue learning. In addition, recognition and award programs provide individuals and businesses an opportunity to publicly support young people and their accomplishments, leading to a better connection between youth and community.
The National 4-H Recognition Model

The National 4-H Recognition Model includes five types of recognition. It is important for adults who work with 4-H'ers to provide appropriate recognition to all participants. Recognition of:

* participation in educational experiences are a first step in building a positive self concept.
* progress toward personal goals enables youth to gain experience in goal-setting and realistic self-assessment.
* achievement of generally recognized standards of excellence gives youth an external, pre-determined target for their learning experiences.
* peer competition is a strong motivation for some but not all young people. It is not appropriate for youth under age eight.
* cooperation helps youth learn and work cooperatively, preparing them for living in today's inter-dependent, global society.

1. Participation
This type of recognition program emphasizes the importance of acknowledging young people who have been involved in 4-H educational experiences. For some youth, participation in a 4-H learning experience is an accomplishment.

2. Progress Toward Self-Set Goals
Parents and other adults can help youth set realistic goals. Recognition for progress toward self-set goals, no matter how small, is an integral part of this type of recognition.

3. Achievement of Standards of Excellence
Standards of excellence are established by experts in a given area. By measuring personal progress against standards of excellence, youth can gain insight into their own efforts and abilities.

4. Peer Competition
Peer competition is a part of the model for recognition. This type of recognition subjectively identifies, in a concrete time and place, the best team or individual. It is a strong motivator for some youth but is inappropriate for youth under age eight.

5. Cooperation
Learning and working together promotes high achievement. Cooperation may take advantage of all the skills represented in the group, as well as the process by which the group approaches the learning task/goal. Everyone is rewarded.

The Recognition Model maintains a balance among recognition for participation, progress toward self set goals, and achievement of standards of excellence, competition and cooperation.
COUNTY & STATE AWARDS

Yamhill 4-H members receive recognition in a variety of forms throughout the 4-H year. It may be a certificate at a club meeting, a ribbon or trophy at a county competition, or a recognition item for a job well done. Meaningful recognition may also take the form of a compliment or praise from another member or leader, their picture in the 4-H Familygram, or a sense of personal pride for trying something new or achieving their own goal.

This booklet focuses on the awards presented at the annual fall awards and recognition program as well as information about awards available to older youth through the state 4-H program. Further information or questions about the content of this section can be directed to the 4-H Youth Development Agent.

OUTSTANDING JUNIOR AWARDS

4-H members in 4th-6th grade are eligible to receive an Outstanding Junior Award. The purpose of this award is to recognize youth for their excellence in recordkeeping and project work. Youth who receive a 90 or above on their records will receive an Outstanding Junior Award Recognition. Outstanding Junior Record books are determined by the Record Judges.

COUNTY AWARD MEDALS

The purpose of county medals is to recognize 4-H members, in 7th-12th grade, who have demonstrated advanced accomplishments in a 4-H project, as well as in leadership and citizenship activities. The selection of these award winners is based on the information 4-H members provide in their 4-H record book. County Award Medals are determined by the Record Judges in consultation with the 4-H Agent. To be eligible for a county award medal, a member:

- Must be in the 7th through 12th grades
- May receive only one project medal per year
- May receive a Fashion Revue Medal in the same year as a project medal
- Must receive an 85 or above (blue ribbon) on their records to be eligible.

ALL AROUND 4-H HORSE MEMBER AWARD

The All Around 4-H Youth in Horse Award is designed to honor 9th-12th grade 4-H horse member(s) who shares their leadership and service with the county 4-H program. They demonstrate the type of involvement and leadership we want our members to aspire to. This award is determined by a vote of the 4-H Horse Leaders Committee.

I DARE YOU LEADERSHIP AWARD

The I Dare You Leadership Award is presented to four high school sophomores, juniors and seniors selected for their leadership and exemplary character. The American Youth Foundation seeks young people who are committed to: developing their ability and their characters, being the best they can be, leading balanced lives and making a positive difference in their communities. They are looking for the daring few who will make the world a better place for all. The I Dare You Leadership Award was first offered in 1941 by William H. Danforth, the founder of the Ralston Purina Company. A successful businessman and civic leader, Mr. Danforth dared young people to achieve their personal best and to influence others through lives of leadership and service. The award recipients are nominated by records judges a in consultation with the 4-H staff.
4-H LEADERSHIP, CITIZENSHIP, AND COMMUNICATION AWARDS

These county and state level awards will be presented to a 4-H member who demonstrates outstanding contribution in the respective area: Leadership, Citizenship or Communication. Applications will be evaluated on overall strength of the applicant’s 4-H work, an understanding of how the applicant's contribution has made a difference in the lives of others, and an understanding of how the applicant has grown through this work.

Eligibility for this award is as follows:
• 4-H Members entering grades 7th, 8th, or 9th
• Selection by county as the county's nominee for the award
• Applications need to meet state guidelines and are due to the State 4-H Office by March 1 of each year
• More information on how to apply is available at: http://oregon.4h.oregonstate.edu/state-4h-recognition-awards

Award application letter is due to the OSU Extension Office by October 1. County winners will be asked to update their award letters and submit them to the State 4-H Office by March 1. The State 4-H Recognition Committee selects the state winners which are announced at the 4-H Summer Conference in June.

STATE 4-H TEAM COMMUNITY SERVICE AWARD

This state level award will be presented to a team comprised of 2 or more individual 4-H members who demonstrate outstanding contribution in the area of community service.

Applications will be evaluated on 1) overall impact of the project as demonstrated in the video and narrative, 2) an understanding of how the project has made a difference in the lives of others, 3) an understanding of how the team has grown through this work, and 4) effectiveness of the video or CD in illustrating the project and its impact.

Eligibility for this award is as follows:
• Currently enrolled 4-H members of all ages (except K-3)
• Selection by county as the county's nominee for the award
• Community service works needs to have taken place in the past 12 months (March 1 through March 1).
• More information is available at: http://oregon.4h.oregonstate.edu/state-4h-recognition-awards

County winners will be asked to update their award letters and submit them to the State 4-H Office by March 1. The State 4-H Recognition Committee selects the state winners which are announced at the 4-H Summer Conference in June.

OUTSTANDING 4-H'er of the Year AWARDS

The Yamhill County 4-H'er of the Year Award is a very prized award in the 4-H program. The Award is designed to acknowledge and honor 4-H members who have shown strong evidence of leadership in their club and at the county level. The expressions of their leadership have made a great impact in 4-H and in their school and/or community. They willingly share their skills and help younger members learn. In addition, they exhibit qualities such as dependability, responsibility and a positive attitude. One boy and one girl are selected to receive this award each year by the Record Judges in consultation with 4-H staff.
4-H Outstanding Graduating Senior Pen Set & AWARDS
For 4-H Members who will be graduating from high school may be recognizing by their leader at the County Fair Awards Program with a Pen Set. A brief bio outlining their most noted 4-H accomplishments and service to others must be submitted to the 4-H Office by June 15th. From the submitted bios, the 4-H staff will select Outstanding Graduating Seniors in the areas of Horse, Livestock (both large and small) and the H.E.A.R.T. (Home Economics, Expressive Arts, Natural Resources, and Technology) project areas.

4-H DISTINGUISHED SERVICE AWARD
The 4-H Distinguished Service Award was established to recognize the outstanding contributions and leadership provided by a 4-H Volunteer Leader. Their exemplary leadership has been felt at the club and/or county level. There can be 1-3 recipients of this award each year. This award is determined by a vote of the Yamhill County 4-H Advisory Council members.

OUTSTANDING INDIVIDUAL SERVICE AWARDS
The Outstanding Individual Service Award was established to recognize community individuals for their contributions to the Yamhill County 4-H program. These individuals can not be current 4-H volunteer leaders. They are recognized for their significant contribution of time, talent and or expertise that has been noticed and appreciated for the impact it has made on the 4-H program. All 4-H leader groups can contribute names for consideration. There can be between 1-6 recipients of this award each year. This award is determined by a vote of the Yamhill County 4-H Advisory Council members.

BUSINESS APPRECIATION AWARDS
The 4-H Business Appreciation awards were established as our way of extending a warm thanks and grateful appreciation to businesses who have really gone beyond the call of duty to lend their support to our 4-H program. Without the support of our business community, many of the 4-H activities, programs and projects would not be possible. All 4-H leader groups can contribute business names for consideration. There can be between 1-6 recipients of this award each year. This award is determined by a vote of the Yamhill County 4-H Advisory Council members.

CLETE DRADER AWARD
The Clete Drader Award is an award given by the Yamhill County 4-H Horse Leaders to an individual whose generosity to the 4-H horse program this past year is particularly noteworthy. Clete Drader himself, believed in the value of giving, and this award honors the unselfishness of others supporting the educational efforts of our 4-H horse program. This award is determined by a vote of the 4-H Horse Leaders Committee.

OREGON 4-H HALL OF FAME
The Oregon 4-H Hall of Fame has been established to recognize individuals that have had a significant impact upon the 4-H Program and/or its members and leaders. One hundred people were inducted in 2004 - one person for each year 4-H had existed in the State of Oregon. Ten more were added in 2005. Ten more individuals will be added each consecutive year. Counties are eligible to nominate individuals each year for selection by the State 4-H Office. Nominations must be submitted by June 30. More information is available at:

http://oregon.4h.oregonstate.edu/oregon-4h-hall-fame-0
OREGON 4-H AMBASSADOR

Being a 4-H Ambassador in Oregon is an honor bestowed upon 4-H members who have proven to be enthusiastic leaders and promoters of 4-H in their club, their county and/or their state. According to Webster’s Dictionary, an ambassador is an authorized representative or messenger; a diplomatic agent of the highest rank. That definition fits well with being a 4-H Ambassador in Oregon - a young person who is an authorized 4-H representative of the highest rank! 4-H Ambassadors in Oregon are young people who are committed to 4-H and are ready to give back to the program at both the local and state level. They are enthusiastic about 4-H because of what they have received from 4-H.

The Oregon 4-H Ambassador Program is a two tiered program consisting of the 4-H Ambassadors and the Statewide Ambassador Team (State Ambassadors.) Additional 4-H Ambassadors will be selected each year to be added to the Statewide Ambassador Team, to make a total of 15 active State Ambassadors.

To be eligible to become a 4-H Ambassador youth must:
• Have completed at least one full year of 4-H work
• Be in grades 9 through 11 at the time of application (June 1st)
• Have the approval of the county 4-H agent
• Participate in the Ambassador Training at Summer Conference

To be eligible to become a member of the Statewide 4-H Ambassador Team youth must meet the following minimum qualifications:
• Have completed at least two full years of 4-H work
• Be in grades 10 or 11 at the time of application (June 1st)
• Participate in the Ambassador Training at Summer Conference

Once appointed to the Statewide Ambassador Team, youth remain active State Ambassadors throughout the remainder of their career as a 4-H member. Exceptions will be if a youth fails to meet the expectations of a State Ambassador or the individual resigns from the position.

All 4-H Ambassadors are expected to:
• Attend and actively participate in all sessions during the summer ambassador training
• Be enthusiastic about the 4-H program
• Actively participate in their county 4-H programs
• Be a positive role model for all 4-H members
• Adhere to the 4-H Code of Conduct
• Present themselves in a positive manner when representing any part of 4-H

More information online at:

http://oregon.4h.oregonstate.edu/ambassador-program
NATIONAL 4-H CONGRESS

This is the premiere 4-H Recognition Event. The National 4-H Congress is held each Thanksgiving weekend in Atlanta, Georgia. Over 1,300 4-H members from all 50 states and Puerto Rico attend Congress. While at Congress delegates hear inspirational speakers, participate in exciting workshops, take part in a large-scale community service project, visit the historical sites of Atlanta, dance, eat, and meet new friends.

National 4-H Congress Selection Procedure:

All 4-H youth in the 10th, 11th or 12th grade (at the time of application) that meet the National 4-H Congress eligibility requirements are invited to apply. Applications are made through the State 4-H Resume and are due by March 1 of each year. The State 4-H Recognition Committee meets in March to select the finalists for trips to National 4-H Congress. This selection is based on the 4-H member's overall achievements in 4-H projects, leadership, communication, citizenship, and community service as presented in the member's State 4-H Resume.

National 4-H Congress Eligibility Requirements:

All 4-H participants who meet the following criteria may submit their State 4-H Resume, including those in project or community clubs, school enrichment programs, camp counselor training programs, or other special programs.

- Members must have a minimum of three years in 4-H, including the current year.
- The 4-H member must be an active 4-H participant during the current 4-H year.
- Members must currently be in the 10th, 11th, or 12th grades at the time of application.
- Selection is based on the member's record to February 1 of the current year.

Resume Submission Procedures:

- Applicants must submit their State 4-H Resume to their county office by Feb. 15th.
- Counties submit the 4-H Resumes to the state office by March 1st of each year.
- The determination of which members are invited to submit an application to National 4-H Congress rests with the individual county Extension 4-H Youth Development faculty member.

For details visit: http://oregon.4h.oregonstate.edu/national-4h-congress
SCHOLARSHIPS

Your 4-H Records will be a great asset for you in completing and vying for scholarships.

4-H HORSE LEADERS SCHOLARSHIP

This 4-H Horse Scholarship is designed to provide one high school graduating senior, in the 4-H horse program, with financial support towards furthering their post high school educational goals. The recipient must be a 4-H member in good standing with the Yamhill County 4-H Program. A scholarship of $250.00 will be awarded to one individual each year. The scholarship is made payable to the institution of higher learning where the 4-H graduating senior will be attending.

YAMHILL COUNTY LIVESTOCK ASSOCIATION SCHOLARSHIP

This Yamhill County Livestock Association is pleased to assist the youth of the county who have participated in the Livestock Auction, in pursuit of their further education. A scholarship will be given to a graduating senior (current year) who has participated in the Livestock Auction Program through 4-H and/or FFA in Yamhill County and plans to continue their education at a Trade School, College or University of their choice.

A scholarship will also be awarded to a former Yamhill County student who has graduated in the past from a Yamhill County High School, has participated in the Livestock Auction program and who has also gone on to continue their education either through Trade School, College or a University.

Each scholarship will be a one-time, one-year, non-renewable scholarship of $300.00.

OREGON STATE 4-H SCHOLARSHIPS

For college bound 4-H members who are seniors in high school. Over 15 scholarships are available to college bound high school seniors, who are current Oregon 4-H members. An Additional six scholarships are available to college bound high school seniors, who are current Oregon 4-H members and have been active in either county or state 4-H fair.

Your 4-H Scholarship Application must be submitted to the County Extension Office by February 15th. Because the requirements and eligibility for each of the scholarships vary, we suggest that members, leaders, and parents consult the State 4-H website for details and information about the State 4-H Scholarships. This can be found at:

http://oregon.4h.oregonstate.edu/oregon-4h-scholarships

Other tips:
* Don’t forget to consult other organizations, websites, programs you have been involved with, and your school for other possible scholarship options.
* Your 4-H Agent and your 4-H Leader are often very willing to provide you with a letter of recommendation or serve as a reference for you. Please contact them to be sure.
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