



# POLK 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

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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 – Submit to County Extension office one week before to allow time for signing and mailing to OSU.
April	4-H Records Check – required for eligibility to participate in County Fair and County and State Shooting Sports Events.
Late June	Oregon 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.
September 30	4-H Records Due into Extension Office
October 1	Start of a new 4-H Year
October/November	Polk 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.

## Purpose of 4-H Records

- Learn skills like organization, writing, and book keeping
- Record your memories and experiences
- Tracks your accomplishments and achievements
- 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 Polk County will receive the top awards in the various projects areas, honoring them at the Polk County Awards Programs.

These particular awards will be based on the information in the 4-H Record Book.

# RECORD KEEPING SECTION

## 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 Resume" 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, with tabs:**

1. Cover
2. ID Page
3. 4-H Resume
4. 4-H Story/Notes
5. Project records, ex. horse, jr. leadership, foods
6. Advancements
7. Pictures
8. Support Material -News Clippings, Certificates, etc. (optional)

**Judging System:**

Records are judged on the Merit 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.

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.

**4-H RECORD BOOK EVALUATION  
POLK COUNTY**

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 will be used to determine county award winners.

Member's Name \_\_\_\_\_ Age as of Sept. 1 \_\_\_\_\_ Years in 4-H \_\_\_\_\_

1. General Appearance: COMMENTS:

- (5) Neatness (cleanliness) and Legibility (handwriting, readability)
- (5) Dividers with labeled tabs between content areas
  - Labels should be marked as follows:**
  - 1) 4-H Resume;
  - 2) 4-H story
  - 3) Project records,
  - 4) Advancements;
  - 5) Pictures
  - 6) support material (optional)
- *Projects records may be labeled with tabs as well – no loss of points if not.*
- (5) Assembled in correct order (1 point for each major area)

**Section Total (15 points)**

2. Quality & Completeness of Content:

- (5) Identification Page - complete and signed  
(1 point each - information on top, picture, & ALL signatures)
- (20) 4-H Resume 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)
  - (5) Introduce yourself
  - (5) 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
- (10) Advancement Guides - (for those projects that have them)
  - show activity & involvement each year
- (10) Pictures w/captions from current 4-H Year – For maximum points: 3 pages, at least 2 photos/page
  - Show the breadth of your 4-H experience - ie. teaching, working with project, doing community service, presenting, contests, leadership, etc.
  - Photography members may include 2 additional pages of photos taken
- (5) Support Material - maximum of 5 pages from current 4-H Year (5 points Extra credit)
  - News articles, certificates, etc (from school, 4-H, and other activities)

**Section Total (85 points + extra credit)**

**Total Points (100 points)**

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

Evaluated by \_

## 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.

### **4-H Resume:**

Your 4-H Resume is by far the most important part of your records. 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.

### 3. My 4-H Resume

Available online: <https://extension.oregonstate.edu/4h/record-books#4h-resume>

#### Individual Pages of Resume Sections

Section 1: 4-H Involvement Summary

Section 2: 4-H Project/Program Summary

Section 3: Participation in 4-H Activities/Events

Section 4: Participation in Other Community Activities/Events

Section 5: Leadership in 4-H

Section 6: Leadership in Other Organizations

Section 7: Citizenship/Community Service in 4-H

Section 8: Other Citizenship/Community Service Participation

Section 9: Communications in 4-H

Section 10: Communications in Other Organizations

Section 11: Participation in 4-H Contests and Competitions

Section 12: Participation in Other Contests/Competitions

Section 13: 4-H Recognition

Section 14: Other Recognition

#### Hints for successfully completing your “4-H Resume”

- This is your permanent record and should include all projects for all years you are in 4-H. Do not start a new one each year.
- Read the instructions for each section very carefully, they will answer most of your questions about what goes where.
- Follow the provided examples. Format your entries the same as the examples and use them to help decide what type of items to include in the section.
- Enter each event, activity, or award only once. Decide which section they fit in best.
- Some large events may be divided among Resume Sections. For Example 4-H Wild West Camp may involve:
  - service - volunteering as a camp counselor
  - leadership - leading younger youth in from classes to activities
  - communication – presenting songs and skits, teaching classes
- Remember, quality over quantity! Do not list items just to fill space. It's better to have a few high value experiences listed than many entries with very little value.



## 4. Format for writing your 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 out line 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.

## **5. Completing your 4-H Project Records**

Available at: <https://extension.oregonstate.edu/4h/record-books#4h-resume>

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. It is not necessary to include Feed & Growth Records and Production Records, but you can if you would like.

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 \$9-\$12/month for a horse. Other animal species will differ. Other expenses might include gasoline for hauling and entry fees for shows, etc.

## **6. Completing your Advancements**

- a. **4-H ADVANCEMENT RECORDS** are a list of learning objectives or 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 granted permission by the Club/Project 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.

## 7. 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 recommended that 1/3 of pictures should show member in action ie. teaching, working with project, doing community service – see examples below. Photography members may include 2 additional pages of photos taken within the current 4-H Year.

**ACTION**



**POSED**



## 8. Support Material

You have up to five pages where you can include material that backs up your successes and involvement in 4-H, School, and community. Examples of support material may include: News Clippings, 4-H Advancement Certificates, Honor Roll or other school certificates or certificates from other organizations that you are involved in for the **current year**.

# AWARDS and RECOGNITION SECTION

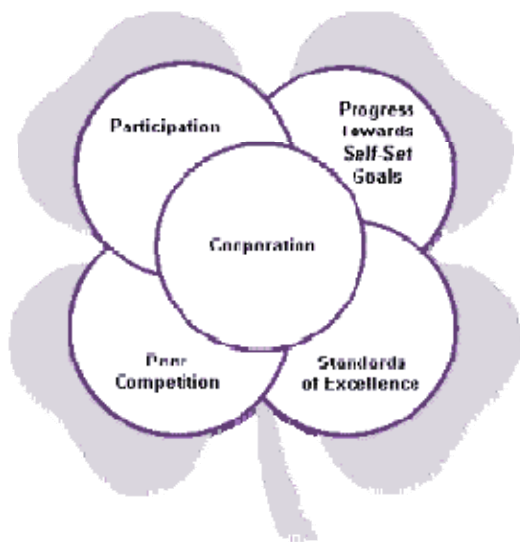
## Member Recognition is an Important Part of 4-H!

One of the main goals of the Polk County 4-H program is to provide a positive environment where young people have opportunities to experience mastery, independence, belonging, and generosity. Facilitating the development of a young person's personal interests is central to the 4-H approach.

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**

Polk County 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 on the County 4-H Facebook page or 4-H Family Newsletter, 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 PROJECT AREA AWARDS**

The purpose of county medals is to recognize Junior, Intermediate, or Senior 4-H members 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. Outstanding Project Awards are determined by the awards selection Judges in consultation with the 4-H Faculty. To be eligible for an Outstanding Project Award a member:

- Must be an active enrolled 4-H Member
- May receive only one project medal per year
- Must receive an 85 or above (blue ribbon) on their records to be eligible.

## **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. County winners are selected through the 4-H Record Book Judging process in the Fall. Records are evaluated on overall strength of the applicant's 4-H work, contribution to others, and how the applicant has grown through this work.

Eligibility for this award is as follows:

- 4-H Members must be intermediates or seniors.
- County Winners will need to apply for state level recognition by March 1.
- More information on how to apply is available at:  
<http://oregon.4h.oregonstate.edu/programs/recognition/member>

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/programs/recognition/member>

Award application is due 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.



## **Volunteer Recognition**

4-H Youth Development clubs and activities would not be possible without the many volunteers who give of their time and talent. These awards are to highlight the efforts of 4-H Leaders and community partners who have gone above and beyond the call of duty to serve the youth and the broader 4-H Program.

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 with up to ten individuals each consecutive year. Counties are eligible to nominate individuals each year for selection by the State 4-H Office. Nominations must be submitted by March 1<sup>st</sup>. More information is available at: <http://oregon.4h.oregonstate.edu/programs/recognition/hall-of-fame>

## **Community Partner Recognition**

The 4-H **Business Appreciation awards** extend a warm thanks to businesses that have provided significant support to the 4-H program. All 4-H leader groups can contribute business names for consideration. There can be between 1-3 recipients of this award each year. This award is determined by a vote of the Polk County 4-H Advisory Council members.



## **OREGON 4-H AMBASSADOR**

The Oregon 4-H Ambassador program contains two levels. County ambassadors are outstanding 4-H member's grade 8-12. County Ambassadors represent and serve the Yamhill County 4-H program. Duties include working with a team to plan, coordinate and implement regular 4-H county events such as the Fall 4-H Awards Program, service projects, County Fair activities, serve on county or state committees and give presentations to elementary schools and service clubs. County Ambassador Applications are available through the County Extension Office

The State Ambassador team is made up of 10-20 outstanding 4-H members and is run out of the state 4-H office. You must be at least 14 to apply to be a State Ambassador. Ambassador team members are selected at Summer Conference and can be reappointed each year until they graduate. Although it is an honor to be selected as a state ambassador, this is a working position. Ambassadors are expected to attend and actively participate in at least half of all yearly activities. More information online at: <https://extension.oregonstate.edu/4h/leadership-development>

## **NATIONAL 4-H CONGRESS**

This is the premiere 4-H Recognition Event 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.

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.

All 4-H participants who meet the following criteria may submit their State 4-H Resume,

For details visit: <https://extension.oregonstate.edu/4h/national-4-h-congress>

# SCHOLARSHIPS

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

## 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.

4-H Scholarship Applications must be submitted to the County Extension Office by **February 15<sup>th</sup>**. 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 more detailed information:

<http://oregon.4h.oregonstate.edu/programs/recognition/scholarship>

### **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 Faculty 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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