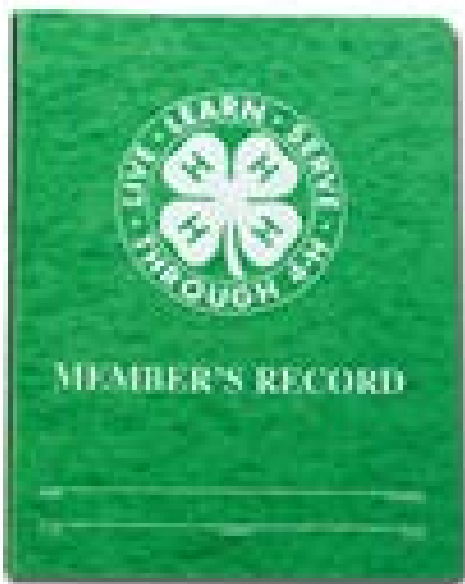


Wallowa County 4-H Records Primer



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

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

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

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

Members planning to submit records for state competition should contact the OSU Extension office for guidelines.

Revised 5-29-15



General Guidelines

1. Records must be the work of the 4-H member!
2. Records should be neat. It is acceptable to have some record forms typed and other forms handwritten in the same book. *For example you may prefer to type your My 4-H Resume and story but complete the animal science records by hand.*
3. Each activity/event should be entered only once on the My 4-H Resume. See My 4-H Resume section for exceptions.
4. Keep records current, write down everything right after it happens so you don't forget anything.
5. Records should be complete up to the date they are turned in. They should not include fair or other activities which members anticipate entering.
6. Complete and close yearly records on September 30. The 4-H year runs from October 1st through September 30th each year.
7. Competitive records should not include registration or pedigree papers, fair ribbons, newspaper clippings or other scrapbook items.
8. Do not throw away any records from past years. They should be kept in the record book, following the current year's records. (see Order to Assemble 4-H Records).
9. Make sure records are signed by the 4-H leader where required.
10. Use clearly labeled dividers to separate the major sections (see Order to Assemble 4-H Records). Take extra care in securing removable tabs so they don't fall out during judging.

Order to Assemble 4-H Records

1. Cover
2. Identification page
- (divider tab)
3. My 4-H Resume
- (divider tab)
4. 4-H Notes - current year
5. 4-H Notes - previous years in descending order *
- (divider tab)
6. 4-H Story - current year
7. 4-H Story - previous years in descending order
- (divider tab)
8. Junior or Teen Leader Record - current year
9. Junior or Teen Leader Record - previous years in descending order
- (divider tab)
10. Project record - current year
11. Project records - previous years in descending order
- (divider tab)
12. Special project forms including production, performance, market animal, lactation
- (divider tab)
13. Advancement/Enrichment program
14. Advancement/Enrichment certificates
- (divider tab)
15. Repeat 10 through 14 for each additional project
- (divider tab)
16. Photographs - all projects - current year
17. Photographs - all projects - previous years in descending order

* With most current on top and the oldest at the end.

Cover

Records are to be enclosed in a flat binder such as the "My 4-H Records" manila folder (free), a green Member's Record" binder (can be purchased at the Extension Office). Do not use a three ring binder.

The member's name and County should be filled in on the binder.

Identification Page

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

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

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

My 4-H Resume

This record is a "once in your whole 4-H career" record that is done by all 4-H members regardless of your project area or areas. You use the same My 4-H Resume for all projects and clubs. You also use the same one for all years you are in 4-H. Additional pages may be added in if you need more space to record your activities.

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

Section 1: 4-H Involvement - If you belong to one or more clubs where 4-H'ers meet periodically to work on projects, this information goes on this page. Be sure to fill in the name of the club, number of members in the club, club leaders, number of meetings held and number attended, and offices held or committee participation. Use as many lines as necessary for one year. Independent projects are not listed here.

Section 2: 4-H Project/Program Summary — If you are involved in more than one project each project would get one line. Independent projects are listed in this section as well. *Example: If you are in beef, swine and cooking use three lines.*

The size and scope of the project includes everything you made or all animals in your herd

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

Also list the junior leadership and teen leadership projects here. Under project size, indicate the numbers of hours and/or number of participants in the project.

Section 3: Participation in 4-H Activities/Events-Include training activities, workshops, clinics, field trips and special club or program activities and events. Show where you participated and also include things learned. Do not include competitive events. 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 in Section II, "Projects Completed and Exhibits Made,") etc.

Don't repeat an activity in more than one section unless you had two different roles. *Example: You put fashion revue competition here, but if you also narrated it you would include narrating under either leadership or other public appearances. Another example could be if you participated in the Livestock Judging Tour (enter here) and helped plan it (enter under leadership).*

Section 4: Participation in Other Community Activities/Events - 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, child care, etc.. List how much time was spent on each activity and where it took place. If more than one location indicate that. *Examples: Boy Scouts, church youth group, sports teams, FFA, school clubs, music or drama activities, etc.*

Section 5: 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 responsibilities, hours, and number of people reached. Offices held in 4-H clubs should also be listed in this section.

Section 6: 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 responsibilities, hours, and number of people reached. *Examples: student council, FFA leadership roles, Eagle Scout, choir or band officer, sports group team captain, school or church club officer, committee chair, advisory group member, etc.*

Section 7: Citizenship/Community Service - This section includes activities you performed 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. Example: park clean up, reading to the elderly, political campaigns, band/play performances, parades, food drives, fund raisers, exchange

programs, etc. If you also took a leadership role in planning or organizing the activity, it should be listed in Section 5 (if 4-H related) or Section 6 (if non-4-H related). *Examples: parades, car washes, political campaigns, baking cookies for a nursing home, raking leaves for an elderly or ill person, etc.*

Section 9: Communications in 4-H-List presentations, public speeches, impromptu speeches, camp skits, educational displays, newspaper articles, radio spots, posters, etc. that are done in 4-H or about 4-H.

Section 8: Other Citizenship/Community Service Participation – List activities you did outside 4-H that contributed to the welfare of your community. Do not include anything you were paid to do.

Section 10: Communications in other Organizations – List all types of communication not related to 4-H.

Section 11: Participation in 4-H Contests/Competitions-List all contests/competitions you entered in 4-H. Include a brief description of the class name. Champions and other special awards should be listed in section 13.

Section 12: Participation in other Contests/Competitions-List all competitions/contests you entered outside of 4-H.

Section 13: 4-H Recognition - List honors and awards that you have won on your projects, competitions, 4-H open shows, presentations, and records. County medals, advancement certificates, 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. Do not include ribbons listed in section 11. *Examples: special trophies, county medals, outstanding exhibitor, 4-H Court, National Congress, etc.*

Section 14: 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. Do not list awards listed in section 12. *Examples: school or sports awards, honor society or honor roll, etc.*

4-H Notes

This is a form to keep track of what happens at club meetings, events, and in day-to-day project work in diary form. You may do one for each project area or keep one on all of them. Wallowa County allows 4-H members to insert calendars, notes on paper, or on the note sheets. This is just to ensure that 4-H members are keeping notes throughout the year. Neatness is not a factor here, completeness is.

4-H Story

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

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

what you learned, how you will use what you learned in the future and how you will share this experience with others.

BE CREATIVE!!

Have an adult proofread your story to help you correct grammar and spelling.

Junior/Teen Leadership Record

Junior leaders (grade 7-12 who conduct Junior Leader projects) should complete a 4-H Junior Leadership record. Use a different record for each junior leader project you've conducted. Keep all the Junior Leadership records for previous years behind the current record(s).

Teen Leaders (grades 10-12, are the main club leaders, not an assistant to an adult). Use the 4-H Teen Leadership record.

Project Records

Each specific 4-H project (*Example: clothing, sheep, horse, etc.*) that a 4-H'er is enrolled in has a separate record on which to record goals, learnings, new ways the project was shared, experiences, cost and income, inventory, and plans for next year. All animal science members except horse and dog use the 4-H Animal Science record (junior or inter-mediate/senior). There are specific project records available for the following projects: archery, horticulture, clothing, crocheting, knitting, child care, foods, food preservation, photography, dog and horse. If there is not a project specific record use the generic "My ____ 4-H Project" record.

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

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

- All foods cooked by a 4-H'er at home are part of the 4-H foods project, no matter when the clubs starts meeting or what products are made in the club.
- If the family has several animals for which feed is purchased, divide the costs by the number of animals and indicate in the records the amount given the 4-H animals. Costs can be entered monthly or as feed is purchased.
- Animals harvested at home for home use are entered in project income.
- Pasture expenses should be included with other expenses which might include gasoline, entry fees, etc.

- In 4-H don't be concerned if you lose money, especially in large animal projects.
- Remember to include premiums and cash awards as project income.
- Even though there are some items that aren't out-of-pocket expenses, a market cost should be accounted for in the project records. An example would be if you raise your own hay or pasture.

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

Special Project Records

Special Project Records include production and performance records, feed and growth records, lactation records.

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

Market Animal records are kept for market animals including beef, sheep, swine, poultry and rabbit. A separate record is kept for each 4-H animal.

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

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

Advancement and Enrichment Records

Advancement and Enrichment records should be completed for the following projects: archery, foods, clothing, dairy (cow and goat), meat animal (beef, sheep and swine), horse, dog, poultry, pigeon, rabbit, caviar, and junior leader. This guide is used to make sure members are learning about all areas of their projects. An advancement certificate is received for each step completed. Advancement certificates follow the advancement program in the record book. Members do not need to complete a whole step each year, but they should show progress.

Photographs

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

photos may be kept in descending order by year.

Photo should include a short written description and date under the picture. Indicate the project and year at the top of each page. Do not include newspaper clippings.

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

County Awards

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

Ribbons

All records will be given a Blue, Red or White ribbon. Champions may be eligible to special awards.

Premiums

Premiums will be paid for records submitted for evaluation at the county fair, based on the ribbon placing and the availability of premium money.

4-H All-Around Awards

All 4-H All-Around awards require record books. Additional criteria are printed in the County Fair book.

** Primer significantly revised from previous work of John Williams, Nancy Kershaw and Miriam Lowrie.*

**4-H RECORD BOOK EVALUATION
WALLOWA COUNTY FAIR**

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

4-H Member's Name _____

Grade Just Completed _____ Year in 4-H _____

Projects: _____

1. General – 15 pts.

- ___ Flat, clean, well-secured (3)
- ___ Identification page – completely filled out and signed by leader (3)
- ___ Legibility and neatness (2)
- ___ Spelling (5)
- ___ Labeled dividers between designated sections (2)

2. Completeness – 70 pts.

- ___ My 4-H Resume (20)
- ___ Notes (5)
- ___ Story (10)
- ___ Project record(s) – should include supplemental pages [e.g. Feed & Growth, Production, Financial, Advancement, etc.] (25)
- ___ Clearly stated goals for prior, current and future year (5)
- ___ Pictures page (5)

3. Accuracy of Information – 15 pts.

- ___ Current (up to date submitted, complete & accurate, columns totaled) (2)
- ___ Previous year's records completed after county & state fair (5)
- ___ Assembled in correct order (5)
- ___ Forms, story & picture pages dated (3)

4. Extra Credit – 10 pts.

- ___ Outstanding 4-H leadership shown (5)
- ___ Outstanding community service/citizenship (5)

_____ **Total Points**

90-100 Blue

70-89 Red

69 – below White