

# 4-H Records Instructions for Horse Fair

Exactly what goes in my records and how do I fill them out?

All Clackamas County 4-H members are required to turn in up-to-date record books with Advancement guides in order to participate in Horse Fair. **Record books are due at the Horse Fair Entry meeting on (or about) June 1. NO EXCEPTIONS!!** All records will be checked for completeness prior to member being eligible for Horse Fair. \*\*If you turned in your records the previous October and received a Gold or Silver Medal, then your records will receive an automatic Pass if you have made an effort to complete the current year's Horse Records. Your Advancement steps will still be reviewed.

This handout will give you all the information you need to be successful in passing Records check if you ensure that all the elements are present and complete as outlined. If records are not satisfactory, only first year members may be given an opportunity to revise them before Fair.

## Folder

- A flat cover with metal fasteners to hold the records securely.
- The accolade type is preferred but not required. Available at the Extension office.
- No three-ring binders or PeeChee type folders.
- Folder should be neat, clean, and in good repair.
- All pages should be secure with no loose pages.
- Please place dividers between content appropriately.



## Label

- A 3x5 index card or sticky label in the upper right-hand corner of the front cover.
- Include: member's name, birthdate, county, and horse club name.

John Q. Member  
DOB: July 9, 2005  
Clackamas County  
Horsefeathers 4-H Club

*John Q. Member  
DOB: July 9, 2005  
Clackamas County  
Horsefeathers 4-H Club*

- Can be hand-written or typed, as long as it is legible and secure.

## Records Check Sheet

- Available online at <https://extension.oregonstate.edu/4h/clackamas/horse>.
- Must be included to have Records evaluated.
- All three signatures required (Member, Parent, Leader).
- Use this as a check list to ensure complete accurate records. If you go through this Instruction sheet and the checklist, you should have no problem passing.



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University

## OSU Extension Service | Clackamas County

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# OSU Extension | Oregon 4-H Youth Development

## My 4-H Resume (000-01R)

- This is a record of your entire 4-H career. Use this same 4-H Resume for each consecutive year of your 4-H career. If you are active in other project areas, you only need to have one of these, include all areas in a single 4-H Resume. If needed, add additional pages. The link will take you to a printable version, a fillable .PDF version, and a Word version. Make sure you read the directions for the fillable version. Do not change the font, column widths, or example lines.
- <https://extension.oregonstate.edu/4-h-youth-development-statewide/resources/my-4-h-resume/my-4-h-resume>.
- **Cover Page - My 4-H Resume**—Fill this out completely.
- **Section 1 - 4-H Involvement Summary**—Must have current year entry, should list all of the clubs you are involved in for this 4-H year and prior years. “Held/Attended” should be left blank unless your club is done until after October.
- **Section 2 - 4-H Project/Program Summary**—List all project animals here. All other 4-H projects will also be listed here from any other 4-H areas you participate in. If you have no horses summarize your other activities.  
\*\*Remember that you should have a new Horse Record for every project horse listed here.\*\*
- **Section 3 - 4-H Participation in 4-H Activities/Events**—Should have entries for field trips, 4-H fundraisers, 4-H clinics, 4-H camps...anything 4-H that you attended that wasn't a competition. Do not put shows and fairs here. (Section 11)
- **Section 4 - Participation in Other Community Activities/Events**—Any activity that is not 4-H related, such as sports, OHSET, FFA, Scouts, church, any lessons you take, school clubs, choir, drama, work. Any participation in any organization or institution besides 4-H.
- **Section 5 - Leadership in 4-H**—All 4-H leadership at the club, county, state, or national level. Examples include club officer, Fair Junior Superintendent, Junior Leader, Camp Counselor, member of Junior Advisory Board.
- **Section 6 - Leadership in Other Organizations**—OHSET, school officer, team captain, teacher's aide, church, shift leader at work...any leadership role in anything other than 4-H.
- **Section 7 - Citizenship/Community Service in 4-H**—Volunteerism, fundraising for a group other than 4-H, community service activities, helping at 4-H events like litter patrol at the fairgrounds or helping set-up jump course...any activity you did as a 4-H member that benefited the wellness of your community.
- **Section 8 - Other Citizenship/Community Service Participation**—Any service outside of 4-H. Think school fundraisers, church, civic organizations, river clean-up, food drive, jog-a-thon, school community projects, community gardens, OHSET fundraiser, FFA auction, etc.
- **Section 9 - Communications in 4-H**—Horse Bowl, Public Speaking, Educational Displays, oral reasons at Horse Judging, club demonstrations.
- **Section 10 - Communications in Other Organizations**—Think about any organizations/school/church things you listed in Section 8, school speeches, class presentations, job interviews, etc.
- **Section 11 - Participation in 4-H Contests/Competitions**—Include all 4-H projects. Local, county, state, and national. This is where Pre-Fair, Fair, and State Fair awards go. Also, any other 4-H competition such as Horse Bowl, Spring Horse Classic, Horse Judging, County Fair awards from all projects go on this page. Do not list Championships and Medallions in this section. (Section 13)
- **Section 12 - Participation in Other Contests/Competitions**—OHSET, FFA, breed organization awards, open shows, sports leagues, scouting, runs and races.
- **Section 13 - 4-H Recognition**—This section will include your completed Advancement steps, any awards received at the November Awards Night, Championships or Medallions at Fair, national competition awards, Ambassador awards.
- **Section 14 - Other Recognition**—Any awards or scholarships given by other groups, Scouts, breed organizations, school, church, leagues.

**Sections 4, 5, 6, 7, 8, 9, 10, 12, 13, and 14 may be blank depending on activities outside of 4-H and member's involvement in them. Nearly every member will have an entry in Sections 3 and 11, but some will not. ALL OTHER SECTIONS MUST HAVE AN ENTRY!**

## Horse Record (751-00R)

- <https://extension.oregonstate.edu/4h/record-books#paragraph-81776>.
- One for each project horse or pony project. You can keep a project record on a horse even if you do not show that horse. You need a Horse Record for any “I Did It Myself” projects even if not showing this year.
- New record every year. **DATE ERASURE WILL BE AN AUTOMATIC RECORDS FAILURE.**
- **4-H Horse Record**—Fill out completely except for totals. Record should not be closed until October.
- **Quarterly Planning Goals**—At turn-in in June, all goals for October through March should be “Achieved/Did Not Achieve” and April/May/June should be in process. If you did not have a project horse during part of the year, then state this so the reviewer knows why it is blank. Your goals should match the date the record was started on the front page. Don’t forget to evaluate “Why or Why Not” and “Total Hours Spent.”
- **Expenses - Health Care and Maintenance**—This is where you list vaccines, worming, veterinary, chiropractor or massage, teeth floating...anything for your horse to keep it healthy. This is doctor/dentist type stuff.
- **Expenses - Supplies**—This is what you buy at the feed store, such as buckets, feeder/hay bags, fly spray, bands, brushes, grooming supplies, blankets...think makeup and personal care items to make your horse look pretty.
- **Expenses - Other**—Riding lessons, arena fees, lessons, clinic/show/fair entry fees, breed organization fees, blanket cleaning fees, and trailering fees are common entries.
- **Feed/Boarding Expenses**—Hay, grain, supplements, boarding fees, lease fees pasture fees. If your board or lease includes these costs, indicate this here with details of what is included.
- **Feeding Schedule**—This area is for how much you feed your horse. This usually changes throughout the year depending on the weather, health, workload, and how much grass is available to the horse. Please note those changes here. If you board/lease and are not the one feeding the horse, you must talk with the person who is to get this information so you can have a complete and accurate record of your project.
- **Income**—Any time you receive money involving your project horse. Examples include sale of tack, sale of project animal, fair premiums, and show awards if they are in cash form (if they are usable items, they go under Inventory).
- **Financial Summary**—**This area will be left blank!** Fill this section out when the record is complete (September 30).
- **Inventory**—All the horsey items you have collected go here. Anything that you already owned before October 1, items given/gifted to you, items purchased.
- **Record Review and Comments**—Should be left blank as records are not complete until September 30.

## Horse Advancement Program (4-H 1302R)

- Ensure that you are working from the current Horse Advancement Guide for Clackamas County Horse Fair. Available from the Extension office or online.
- <https://catalog.extension.oregonstate.edu/4-h1302r>.
- Members may insert the complete book of Advancement Steps in their Record Books or just the steps that they need.
- Completed Advancement Steps **MUST** be signed by your project leader or a knowledgeable person.
- Each element must be signed **AND** the box for the level must be signed to pass the level.
- A member is “working on” a step if at least one element is signed off.

# OSU Extension | Oregon 4-H Youth Development

## Current Requirements:

To compete in:

The member must have completed at least:

Class	Age Group/Total Years as a Member in Horse 4-H project		
	<ul style="list-style-type: none"> <li>Junior</li> <li>1<sup>st</sup> Year as a Member: Intermediate or Senior</li> </ul>	<ul style="list-style-type: none"> <li>Intermediate</li> <li>2<sup>nd</sup> Year as a Member: Senior</li> </ul>	<ul style="list-style-type: none"> <li>Senior</li> </ul>
Showmanship	Level 1 Ground Work	Level 2 Ground Work	Level 3 Ground Work
Walk-Trot Equitation or Dressage Intro A & B	Level 1 Riding: Elements 1-3, 6, 8-11	Level 1 Riding: Elements 1-3, 6, 8-11	Level 1 Riding: Elements 1-3, 6, 8-11
Western or English Equitation or Dressage Intro C / Training / First level	Level 1 Riding	Level 1 Riding, working on Level 2	Level 2 Riding. working on Level 3
Trail	Trail Level 1	Trail Level 2	Trail Level 3
Hunt Seat Equitation Over Fences: Introductory	Working on Jumping Level 1	Working on Jumping Level 1	Working on Jumping Level 1
Hunt Seat Equitation Over Fences: Crossrails	Jumping Level 1	Jumping Level 1	Jumping Level 1
Hunt Seat Equitation Over Fences: Junior/Beginner	Jumping Level 2	Jumping Level 2	Jumping Level 2
Hunt Seat Equitation Over Fences: Intermediate	Jumping Level 3	Jumping Level 3	Jumping Level 3
Hunt Seat Equitation Over Fences: Senior	Jumping Level 3	Jumping Level 3	Jumping Level 3
Any Western Gaming Class	Gaming Level 1	Gaming Level 2	Gaming Level 3
Any Ranch Horse Class *clinics are also required for new members.	All 5 Ranch Horse Sections: Level 1	All 5 Ranch Horse Sections: Level 1, working on 2	All 5 Ranch Horse Sections: Level 2, working on 3
Any Driving Class	Driving Level 1	Driving Level 2	Driving Level 3
In-Hand Trail	Level 1 Ground Work	Level 2 Ground Work	Level 3 Ground Work
Ground Training	Level 1 Ground Work	Level 2 Ground Work	Level 3 Ground Work

## Additional Resources

- **Metro Awards and Recognition Brochure**
  - <http://extension.oregonstate.edu/clackamas/4h/recordbooks>.
  - Has direction for completing your records if you wish to submit them for judging at the end of the 4-H year, but is also very helpful in general.
- **Memories: My 4-H Resume**
  - <http://extension.oregonstate.edu/clackamas/4h/recordbooks>.
  - Page-by-page examples of what goes where in the 4-H Resume
- **Clackamas County Horse Record Coordinators**
  - Tonya Rourke [jrping1@yahoo.com](mailto:jrping1@yahoo.com) 503-702-7265
  - Denise Knight [knightdenise75@aol.com](mailto:knightdenise75@aol.com) 503-984-4624



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