SETTING THE RECORD STRAIGHT!

BENTON COUNTY 4-H PROGRAM

18 USC 707

REVISED FEBRUARY 2019

The 4-H year is October 1 – September 30. Every year begin a new project record for each project and close records out on September 30.

WHY RECORD BOOKS?

Record books are important and beneficial for so many reasons! Record books teach members valuable, lifelong skills in record keeping, accounting, reporting, and written communication. Furthermore, members who keep record books are eligible for 4-H scholarships, travel opportunities, leadership positions, and awards at the county, state, and national levels.

Record books also provide an invaluable personal history and memory book to look back on for years into the future. Record keeping is a fundamental part of a member's 4-H experience, so you are encouraged to, EMBRACE YOUR RECORD BOOK!

RECORD BOOK DUE DATES

- **OCTOBER** - Record books for all project areas are due in October for judging, *date announced annually (this is optional, and will be considered for County Medals, Medallions, Outstanding 4-Her, etc.)*
- **JUNE** - Horse Project Records are mandatory and are due in June, *date announced annually*. Horse Members please refer to the *"Benton County 4-H Horse Contest Outline- Record Section"* for additional information. In addition to the mandatory June deadline, Horse Project members may also submit their records in October.

COVER

- Assemble your records in a secure binder – *(e.g., 3 ring binder)*
- The cover of your record book must include your name, club name, age division *(Junior, Intermediate, or Senior)* and county. It should be clearly written, or typed.
- The appearance should be neat, clean, and professional.
- Binders should be large enough to contain all records and pages should turn easily.

DIVIDER TABS

- Use divider tabs for each section and neatly label each of the tabs.
- Do not use a divider for the Table of Contents.
- If labels in your tabs are removable, secure them with tape so they don't fall out.
- Tabs should have the following labels:
    - **4-H Resume**
    - **4-H Notes**
    - **_____ Records & Advancements** *(Use a TAB for each project area, e.g., Tabs will read "Photography Records and Advancements", "Rabbit Records and Advancements" etc.)*
    - **Photos**
    - **Past Years Project Records**

ORDER OF YOUR RECORD BOOK

TABLE OF CONTENTS

- This should be on top of your first divider and the first page in your record book.
- The Table of Contents should match your tabs exactly. Do not list anything that doesn't have a tabbed divider.
- The Table of Contents should appear neat and professional without graphics or distracting fonts and colors.

MY 4-H RESUME - TAB

- This record is a summary of your entire 4-H career! It should include all projects for all years you have participated in 4-H. **DO NOT** start a new one each year.
- Read the instructions *(in "My 4-H Resume")* which will identify what information is needed for each section.
- Follow the provided examples *(in "My 4-H Resume")*. Format your entries in the same way as the examples, and use the examples to help decide which type of items to include in the section.
- Some items may be listed in multiple places, if there were different ways in which you participated (e.g., coordinated fundraiser in leadership; raised $1,000 in community service).

MY 4-H NOTES – TAB

- Use this section to share your experiences of your 4-H year. There are various ways to do this, (*e.g., month by month; event by event; or looking back on the whole year).*
- Reflect and communicate things like challenges, successes, new experiences, future goals, and gratitude.
- Judges want to learn about things other than your contests and awards. Use this opportunity to tell them about things they would not learn from your records.

PROJECT RECORDS & ADVANCEMENTS – TAB(S)

- These records include everything from the immediate year that just finished in September.
- There should be 1 TAB for each project area *(e.g., Beef, Sheep, Horse, Clothing, Foods* & *Nutrition, etc.).* Include all corresponding records and advancements for that project *(e.g., Animal Science Record, Feed* & *Growth, Oregon 4-H Meat Animal Advancement, etc.).*
- If you participate in multiple projects areas, include records for each and separate them with divider tabs.
- Visit the State 4-H Website for each of the project record forms *(website on next page).*
- Most project records require review and a signature by your leader. Remember this important step before submitting your book for judging.
- Make sure project records are as complete as possible.

- Double-check your calculations for accuracy.
- Feed and Growth Records are required for ALL market animal projects.
- **ADVANCEMENTS** are required for Horse Projects and are highly recommended for all other project areas. Some project areas do not have advancements. Advancements are available for the following project areas:
  - *Meat Animal (Beef, Sheep, Swine)*
  - *Meat Goat*
  - *Horse*
  - *Dairy Animal*
  - *Pygmy Goat*
  - *Cavy*
  - *Poultry & Pigeon*
  - *Rabbit*
  - *Dog*
  - *Food & Nutrition*
  - *Clothing*
  - *Junior Leader*
  - *Horticulture*
  - *Shooting Sports*

PHOTOS – TAB

- Include no more than 3 pages of photos. The pages can be two sided *(front and back for a total of 6 sides)*. It is highly recommended that photos be color copied.
- All photos should be securely attached to the page. *(Plastic page covers may be used.)*
- Photos should be on a standard 8 ½ x 11" sheet of paper. Try to display Citizenship *(community service)*, Communication, Leadership and educational "action" shots of your various project areas.
- If there are multiple people in the photo, be sure to identify yourself in the photo.
- Include captions and dates for each photo.

PAST YEARS PROJECT RECORDS - TAB

- Include your past two 4-H years of project records/advancements. If you have participated less than 2 years in 4-H, please include what you have up to this point *(Your project records and advancements for the 4-H year that just finished, should be in the "project records and advancement section", not here).*

REMINDERS & WEBSITES

- Do NOT include project resources/manuals, ribbons, or other materials not required. If it is not listed, please do not include it.
- All records should be securely bound *(meaning that no papers can fall out!)*
- County 4-H Records Website: https://extension.oregonstate.edu/4h/benton/4-h-record-books
- State 4-H Records Website: https://extension.oregonstate.edu/4h/record-books

TOP TEN RECORD BOOK TIPS & TRICKS

1 Binders and tabs: choose wisely! Select a binder that's the right size for your records and divider tabs that look sharp. Judges look for a professional appearance and not all tabs and binders are created equal!

2 Follow directions EXACTLY as stated on each record. Pay close attention to the detail.

3 Take advantage of *"fillable"* forms! Almost every form has a fillable version so you can update your records on the computer. This is a great way to keep them looking professional and easily editable.

4 Don't let your parents help TOO much! Judges will know if you didn't do your own work. Use your parents for advice and support, but don't let them do the typing or decide what to write.

5 Be Specific! Be Specific! Be Specific! Tell all there is to know. For NBA, say it is the National Basketball Association, at least in the first reference. Give number of meetings, activities, events, people in audience, hours worked, pounds collected, etc. Numbers show growth and competency.

6 Do not include extras! Stick to the order of records in this guide and leave out any extra documents, forms, and awards. These extra pages clutter up your book and create headaches for judges.

7 Be sure your records are complete. You should document all of your good work. However, be sure not to put "filler fluff" into your records just to fill up space. Quality is more important than quantity.

8 Complete and close yearly records on September 30 *(after state fair).* The 4-H Year is Oct. 1 – Sept. 30. Every year begin a new project record for each project. However, MY 4-H RESUME and ADVANCEMENT PROGRAMS are continual records *(you don't need to start a new one every year.)*

9 Don't procrastinate! Keep records current. Record books can become a nightmare if you wait until the last minute. Keep them up to date throughout the year so they're ready to go when the submission deadline approaches.

10 Attend the record book workshop! Come for a refresher or use it as dedicated time to work on your records and get help from the experts. Watch for announcement.