

Jefferson County 4-H Record Keeping for 4-H Members, Parents, and Leaders



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Save your fill-able forms to your computer first, before you work on them, or you will lose your work!

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Purpose and Philosophy

A major goal of 4-H is to help youth develop skills for successful living. Because record keeping is an important part of all our lives, the Jefferson County 4-H Youth Program has a goal to develop these skills in its members.

4-H record keeping teaches:

- Decision making
- Responsibility
- Cooperation
- Planning and setting of individual goals
- Evaluation

This is accomplished through two types of record keeping:

- ⇒ First, records that help youth establish goals, maintain a record of experiences, measure accomplishments, and evaluate their experiences.
 - These include the *My 4-H Resume*, *My 4-H Notes*, *advancement programs*, and *some elements within project records*.
- ⇒ Second, records that help youth manage their projects.
 - This second type of record keeping is accomplished through *project records*.

It is important to remember that the skills, attitudes, and habits that 4-H members acquire in keeping records are more important than the completed record itself. Also important is to recognize the developmental stages of youth and not expect younger members to have the same goals, skills, and habits as older members. It is not expected that all youth are at the same skill level at the same age.

Helps for Leaders and Parents

In Jefferson County, ***record keeping skills are taught at the club level by the leader in partnership with parents.*** Record keeping should be incorporated as a regular part of club meetings, making it a natural part of the 4-H project. Many of the project materials for members have tips on record keeping. In addition, throughout the year record keeping workshops and trainings are conducted. If you would like more information about taking part in a record book training, contact 4-H staff.

Jefferson County's 4-H Record Keeping Requirements and Judging

Jefferson County's 4-H program recognizes the importance of record keeping and has established two record keeping requirements for youth participation in fair activities:

- **First, to re-enroll in the 4-H program for the following 4-H year, record keeping must have been completed in the previous year, as evidenced by the leader's signature on project records and the record book being turned in for judging by the first Thursday of October of the current year.** Records are available at the 4-H office and also online on the Jefferson County 4-H website. By signing the project record the leader designates the completion of the project for that member that year. As a new 4-H year approaches the record book follows the 4-Her into the next year
- **Second**, members wanting to participate in the County Fair must submit a record book .

Fair Entry and Record Books

A member must submit a record book to participate in the Jefferson County Fair. This involves a two-step process.

First, the record books must be updated to July 1. All members wishing to participate in the Fair must have their Record Book "checked off" prior to fair. Member and Leaders need to read the newsletter (or check with the office) to be aware of the date(s) this will take place each year. Horse members will have their record books checked at the mandatory meeting on the Monday prior to Horse Fair. Any books red flagged for corrections must be checked off by the Friday before fair at 5:00 p.m. **Any exhibitor not checked off, will not participate at fair.** Clubs are welcome to coordinate and submit record books as a club. Based on office help, the record books will be immediately returned or collected for checking and then returned.

By July 1, members should have in their records:

- ***4-H story – an introduction, listing goals for the year, or if they are using a journal format, a list of notes they have taken in their 4-H experience for the current year.***
- ***My 4-H Resume – current year information on pages 1 and 2.***
 - ***Members should also have their community service and have participated in Jefferson County 4-H presentations contest or turned in an Educational Display for Jefferson County Fair entry.***
- ***Project records – entries up to July 1. Examples include: date started, inventory from last year if applicable, expenses, riding hours (horse only), feed record expenses, breeding records to July 1st, etc.***

Second, in order to pick up premium money earned at the fair, 4-H members must update their records from July 1 through the county fair (or state fair, if they attend), and have these records signed by their leader. (Note: It is the members responsibility to have the leader sign their book!) This signed book is then brought to the office and fair premium checks are issued to 4-Hers. If the 4-H member carries more than one project, each project record will need to be signed by that project leader. Record books will be turned in for judging each year.

Recognition and Awards Based on Record Keeping and Record Books

Recognition for progress and for going beyond the minimum requirements encourages both the 4-H member and others involved in the 4-H program. Leaders are encouraged to provide club based recognition to members who have achieved their goals.

- Those whose 4-H experience have contributed to their personal growth.
- Who have learned skills in record keeping.
- Who have learned to effectively communicate in writing.
- Those who have learned to appreciate the use of records in making decisions.

On the county level, record book judging provides an opportunity to recognize 4-H members' record keeping skills through awarding of ribbons and special awards, which are presented during Recognition Night.

Coupled with record book judging, county medals will be considered and selected for intermediate and senior members, by a committee using record books as one piece of information about a 4-H member. A "County Medal Consideration Form" is used to nominate members for County Medal consideration, as well as, to allow the member and leader to provide comments in addition to their Record Book. These forms can be picked up at the office. For those who have applied for a County Medal, the Record Book provides additional insight into the achievements and progress the member has made in their project areas and will be part of the evaluation process for applicants.

In addition, record books become a foundation for 4-H scholarship applications, both at the county and state levels as well as the Oregon 4-H Ambassador program.

Assembling records for County Fair entry and judging-

doing your own work. It is important that the member do their own work. This helps members develop lifelong skills. It is recognized that first or second year junior members need more “help” than members in other years, but members should be encouraged and attempt to do their own writing and work with the assistance of parents, older members or their leader. (Pencils are encouraged.) Any special circumstances should be made aware to the office staff. Books that are turned in and the work has been done or completed by someone other than the member will not be eligible for bonus points and may possibly be disqualified.

Listed below are general guidelines for assembling the 4-H record book.

1. Folder

Members are encouraged to use the green 4-H folders that are available from the extension office (the cost for these is \$3.00 each). **No three ring binders** will be accepted as it is difficult to lay them flat, and pages tear out. The member’s name should be on the outside of the folder. **No plastic sheet protectors are to be used** with the exception being photo pages and advancement certificates. It is a good idea to keep your records in a three ring binder throughout the year for easy access and workability and then transfer records into appropriate folder for fair entry and judging.

2. Neatness

Pen, pencil, or type generated characters are acceptable. It is recommended that junior members use pencil or computer only; no pen. It would be wise for older members to also follow this recommendation to encourage neatness. Because a record book is a working record of a member’s 4-H experiences, the work should be completed by the member and recorded in a timely fashion. Recopying records is not necessary for the Jefferson County Record Book Contest, but the information must be readable.

3. Order of Assembly

a. **Title page** – member’s name, projects taken during the year, age division (Junior: 9 – 11 years of age on September 1; Intermediate: 12 – 14 years of age on September 1; or Senior: 15 – 19 years) and club should be included on the title page.

b. **Table of Contents and Dividers** (Dividers are necessary to separate each section) Record books should be divided into the following sections:

1. Table of Contents
2. Notes/Story (up to 6 pages)
3. 4-H Resume
4. Project records
5. Advancement program
6. News clippings and/or photos - up to 4 single sided pages
7. Past project records (for 2nd year members and above).

c. Notes/Story

Notes may be taken in the form of a diary or story and should cover the entire 4-H year. This should include the 4-Hers entire 4-H experience for that year and may include experiences with 4-H camp, special clinics and learning experiences, club meetings, and fairs. It is important to discuss what you learned and what you did in the past year.

A story should include: (The story should be no more than 6 pages long.)

1. An introduction.
2. Goals that you set for the year.
3. What you learned and did in your 4-H experience (including, but not limited to, how you met your goals).
4. Your plans for the next year.

d. My 4-H Resume

The 4-H year is from October 1 to September 30. You begin your resume during your first year, and you add to this record each year throughout your 4-H career. The My 4-H Resume is used for all projects. The 4-H Resume is to be completed when your project year is over, or through September 30.

e. Project Records

The current project record(s) are complete when your 4-H project is over. For example, if your club meets January 1 through August 1, then that is your project year. Previous year's project records are to be stored in the "Past Project Records" section of your record book. The project records section should also contain any special project records deemed necessary by the project area (e.g., feed and growth record, producing ewe record). This is also the place for junior leaders to put their junior leader project record.

f. Advancement Program

Applicable to members in dairy, meat animal (beef, sheep, swine, goat), dog, horse, poultry, rabbit, shooting sports, clothing, foods, or any project area that has an advancement program. The advancement record need not be completed at the time of record book entry. Members who complete an advancement are recognized in the year of step completion at Recognition Night.

g. News clippings, photos, and items of special significance

Use no more than four, one-sided pages. Make sure the information is neat, has labels and is understandable to the reader.

h. Past Project Records

A place to store past project records. Only the previous year, for second year members and above is required.

HINTS FOR WRITING YOUR STORY

Be Specific....Be Specific.....Be Specific.....

Tell all there is to know. Instead of using letters like NBA, state that it is the National Basketball Association, at least once. Maybe others have never heard of your letters or abbreviations.

Use Numbers

How many volleyball games, how many meetings, how many in the audience, how much profit (or loss), how many cans of food collected, how many hours worked, or how many total dishes you cooked? Numbers show growth and give people an idea of your commitment and your efforts.

Don't Repeat

Each item should be entered only once in the record book (unless otherwise indicated, for instance Leadership). Your club might do a canned food drive and you enter it under Community Service. BUT, you also planned the details, arranged for transportation, and supervised the delivery of the food. Those items would also go under Leadership.

How Do You Share Your Knowledge?

Be sure to tell about the animal you helped, the friend that you taught, the grandmother or elderly neighbor you did chores for, how you told your class how-to-do your project, the people that you collected food and clothes for, the presentations you gave to teach others, or speeches you gave to promote 4-H. All of these ideas can be part of your story.

Projects or Activities Not Having a Fair Entry Category:

If you are interested in exhibiting at the fair you may elect to use the EDUCATIONAL DISPLAY as an exhibit for that area. Some projects and activities in this area may be Health, Consumer Education, Veterinary Science, Shooting Sports, Angling.....

Past Records

After completing your first year of records, leave them in your record book and put each subsequent year on top of the previous year's records, with each year in the proper order.

QUESTIONS about Record Books

- 1. How complete should the records be when they are turned in?** The table of contents and dividers should be in place along with the title page. Information should be filed in the right location. First through third year members may have less information to record in their permanent record, advancement records, and news clipping section than a member who has had more years and experience in 4-H.
- 2. When and why would I write about fair?** If going to fair is a major goal or final closure in your project, you need to address skills learned this year, and in past years, that have helped you complete your fair activity. Example: "I got a blue ribbon in showmanship at fair this year. I went to three showmanship clinics and learned how to keep my eye on the judge and brace my animal and appropriate dress." Since you mentioned these activities in your story, make sure they are recorded in your resume. You can take activities and information from your resume to remind you of things you did this year to help you in writing your story.
- 3. On my project record, it says "goals", what does it mean?** Goals are very simple; they are things you wish to achieve in the 4-H Project year. They are things you want to do. Example: "My goals for this year were not to cry when I sold my pig and to be able to sew a seam in my address without the pins still in the seam. My final goal was to meet friends and do well at fair". As you can see, these goals are very personal. A goal does not necessarily need to be completed but is something you are striving for. You may not have been able to sew the seam without the pins but you want to tell us that you got a blue ribbon on your outfit and you don't know whether the judge knew about the pins.
- 4. Is other recognition based on records?** Yes, Oregon 4-H Ambassadors program,

county medals, college scholarships are available. 4-H Ambassadors are senior 4-H members whose selection is based on project achievements, leadership, citizenship activities (documented in the member's 4-H Record Book), and participation in activities at Summer Conference. 4-H Ambassadors participate in community, county, and state activities. County Medals recognize 4-H members in project or activity areas who have shown outstanding growth in their project, as well as in their leadership responsibilities, citizenship, and community service activities. Selection is based upon the 4-H member's record book. College scholarships are available to Jefferson County High School seniors and are based in part on record books. Also, the state 4-H program offers scholarships again based on record books. Special Awards at county and state (see criteria at Extension Office):

- Hazel Meuret Award
- High Point Awards
- State 4-H Ambassador
- County Medal

Jefferson County 4-H Record Book Judging

Record Book judging is designed to encourage 4-H members and instruct them in keeping good records. The purpose of having member records judged is to provide formal assessment, guidance, and encouragement to 4-H members in their record keeping. The goal is to positively evaluate, and give feedback on the data and information presented in each member's record book. It is designed to evaluate the member's record keeping efforts, not his or her total 4-H experience.

Jefferson County 4-H recognizes that no two records will be exactly alike. Differences between records will reflect individual differences in record keeping skills and abilities, differences in 4-H experiences, and differences in personal resources. Because of the valued differences between our 4-H members, and to encourage the wealth of diversity the 4-H program can and does nurture, records will not be judged against each other, but against a standard of quality record keeping.

Record books will be due to the office by **the first Thursday of October of the current year.**

Record Books will be judged by impartial judge(s) who are familiar with 4-H, with record keeping, and who have received training in the philosophy and process of the Jefferson County 4-H Record Keeping. Judges for the event will be recruited from outside of Jefferson County, if possible. Books will be classed and judged by member age division. It is recognized that no two judges will view record books the same. Emphasis will be placed on fairness and equity during judging. Once the judge makes a decision on the ribbon placing as with any county fair class, those decisions will be final.

Record Book Judging Score Sheet

Jr. _____ Int. _____ Sr. _____

4-Her Name _____

Club Name _____

	Points Possible	Evaluation			Points Awarded	Comments
Assembly of Records		Condition	X			
Cover/Folder Record Label on Front Title Page Dividers Table of Contents The following sections: 4-H Story Permanent Record Project Record Project Advancements News Clippings or Photos Past Records	5	All elements present and in order	<input type="checkbox"/>	<input type="checkbox"/>		
		Some items or tabs missing but sections in order	<input type="checkbox"/>	<input type="checkbox"/>		
		Missing items and/or tabs and sections not in order	<input type="checkbox"/>	<input type="checkbox"/>		
Story		Exc.	Good	Fair		
Did the story have an introduction that oriented the reader?	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Did the story convey goals: what the 4-Her wanted to learn and do?	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Did this story talk about what the 4-H member did and learned during the year?	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Did the story include some general plans for the next year?	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
My 4-H Resume- Were all entries recorded completely?	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Were these records filled out accurately (when considered with other records in the book)?	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Were these records done neatly?	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Project Records- Were the records filled out completely?	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Were the records filled out accurately?	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Were these records done neatly?	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	Points possible	Exc.	Good	Fair	Points Awarded	Comments
News Clippings and Photos Were news clippings or photos of the 4-H member included?	3					
Were these labeled?	1					
Were these kept to 4 one-sided pages or less?	1					
Past Records Were past records included? (this applies to all but first year members. First year members are automatically given these points).	5					
Over All Neatness Were the overall records kept and presented in a fashion that conveyed that the member took pride in his/her record keeping?	5					
**Bonus Points Bonus points may be awarded for extra effort on the story, for advancement records, and for elaborate project records.	15					
TOTAL POINTS	115					

****Doing your own work.** It is important that the member do their own work. This helps members develop lifelong skills. It is recognized that first or second year junior members need more "help" than members in other years, but members should be encouraged and attempt to do their own writing and work with the assistance of parents, older members or their leader. (Pencils are encouraged.) Any special circumstances should be made aware to the office staff. Books that are turned in and the work has been done or completed by someone other than the member will not be eligible for bonus points and may possibly be disqualified.

Total Score _____			
Overall Placing – Merit_____	Blue_____	Red_____	White_____
	85-100	70-84	69-under