

Crook County

4-H Record Book Guidelines

4-H Motto

“To Make the Best Better”

The 4-H Pledge

“I pledge my head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living, for my club,
My community, my country, and my world.”



4-H Member Handbook

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Assemble Your Records in This Order

**Required labeled divider tabs are in green.

1. Official 4-H Cover
2. Score Card (this is inserted in record book just inside of cover and before ID Page tab)
3. ID page

Divider Tab “Table of Contents”

4. Table of Contents

Divider Tab “My 4-H Story”

5. 4-H Notes/Story

Divider Tab “My 4-H Resume”

6. 4-H Resume

Divider Tab “Project Records” (each additional project record needs it’s OWN divider tab, examples: “Horse” “Photography” “Swine”

7. Project records, including animal science, feed & growth, production, static, shooting sports, dog, etc.

Divider Tab “Advancement Program”

8. Project specific Advancements as applicable

Divider Tab “Pictures & Clippings”

9. Pictures & Clippings

Divider Tab “Previous Records”

10. Previous years Records

Divider Tab: “4-H Record Book Guidelines”

11. Current Copy of Record Book Guidelines

Pro Tips:

Throughout the Record Book Guidelines, 4-H record book “pro tips” are highlighted in orange. Applicable items 5-10 (previous page) should be listed on your Table of Contents. To avoid losing points during judging, do not add additional items to your Table of Contents. Use divider tabs to separate record book sections. Do not forget to label each tab as described on previous page.

Official 4-H Cover

Records are to be enclosed in a green “Member’s Record” cover, which is available for purchase at the Extension Office. ***Print or type only the member’s name on the front cover.** Record books are displayed to the public at county fair, and we would like to preserve the 4-H member’s privacy. All records are to be well-secured and fit within the cover.

Score Card

Score cards are available at the Extension Office and are to be secured in the very front of the record book. **The member’s name should be written at the top, the judges will fill in the rest!**

Identification Page

You may display a photo of yourself, such as your school picture or a profile picture. Include your name, 4-H division (Junior, Intermediate, Senior) and Clubs. **To avoid losing points during judging, do not include any additional information on your identification page.**

Table of Contents

List all sections in order, according to guideline directions, in an outline format **beginning with your 4-H Notes/Story.** If the member is enrolled in more than one project, list each project individually under the Project Records section.

4-H Story

By using the guidelines below, write a story about your 4-H experience this year. Be sure to include information about all of your 4-H projects and activities in one story. Creativity is encouraged; however, make sure your story is factual.

Story Format

- The 4-H Story may be legibly hand-written or typed.
 - *Hand-written Stories:* Use notebook paper or My 4-H Story pages, available at the Extension Office or on our website: beav.es/crook4h
 - *Typed Stories:* **One sided, 1-inch margin, 12-point font and double-spaced.**
- The heading for your 4-H Story should read:
 - My 4-H Story
 - Year
 - Name
 - County
- Include a title (**NOT “My 4-H Story”**) at the top of your story.

Use of Grammar

- 4-H members are encouraged to proofread and make revisions to their 4-H Story.
- **Members will be judged on correct use of grammar, based on their age division.**

Story Length

- **Juniors: minimum 1 page, maximum 6 pages**
- **Intermediates & Seniors: minimum 2 pages, maximum 6 pages**

Story Content

Your story should include the following four topics, but is not limited to the information below:

1. Introduction (1st Paragraph)
 - Examples: Your age, interests, family, why you joined 4-H.
2. 4-H Project(s), Experiences and Things Learned (2nd Paragraph)
 - Share what you've done and learned over the past year because of your involvement in 4-H.
 - What project(s) are you involved with and why did you choose them?
 - If you have been in 4-H more than one year, how has your involvement in 4-H changed?
 - Share about things you have tried and found successful or unsuccessful, your financial profits, costs and investments.
 - Acknowledge those who have helped you in your project and friends you have made because of 4-H.
3. Citizenship and Leadership Experiences and Things Learned (3rd Paragraph)
 - Explain how 4-H has helped you become a better leader and citizen and what you have learned from working with other 4-H members.
 - How have you shared your 4-H experience with others such as your siblings, parents or friends?
 - Share about your community service experiences and contribution.
4. Future Plans and Goals (4th Paragraph)
 - Share your plans and goals for the future - in and outside of the 4-H Program. Such as, what do you want to do when you grow up?
 - How can your involvement in 4-H help you achieve your goals?

4-H Resume

The 4-H Resume is available at the Extension Office or on the OSU Extension website:

beav.es/crook4h. The 4-H Resume is a summary of all your 4-H experiences. Please follow suggestions for use and examples as provided in the 4-H Resume. Almost all experiences you have IN and OUT of 4-H can be listed in the 4-H Resume.

- Use the correct forms, including the Individual Pages for continuing sections onto multiple pages.
- **Be sure to update this record frequently throughout the year as you engage in club activities, community service, sports and even school events (like science fair). Resume should show growth and expansion in participation – something new each year. Must be complete and accurate!**
- If you have no entries for a section, make an entry listing the year and “None this year”.

Project Records

Project Records are available at the Extension Office or on our website: beav.es/crook4h

General Information

- Record is accurate in columns and figures, complete, up to date, reflects clearly stated goals, and records are dated. **All Project Records should be signed by the 4-H leader** in the space provided. If no space is provided; the leader should sign in the bottom right corner.
- **If you have more than one Project Record, each Project Record should have its own divider tab and listed separately on your Table of Contents.**
- Write “NA” if the section does not apply to your project.

Livestock Project Records

The records used in Crook County are the Animal Science record (Junior, or Intermediate/Senior record) and the Feed and Growth Record. Both are required for market projects. The Animal Science record is required for breeding projects as well.

- 4-H members are encouraged to check their calculations for accuracy and make revisions as necessary.
- Follow examples on each form to ensure accuracy.
- List all types of feed; including, but not limited to, grain, starter, hay, pasture, pellet, salt, mineral, supplement, milk replacer and finisher.
- Be sure to list all project-related costs; including, but not limited to, vaccinations, show supplies, 4-H enrollment and transportation expenses.

Horse Project Members

- If a horse member is using more than one project horse, they must complete a separate 4-H Horse Project Record for each horse.

Dog, Art, Shooting Sports & other projects

- Be sure to check with the Extension Office to ensure you have the correct records related to your specific project. **You will need a record for every project you plan to exhibit at the county fair.**

Production Records

Breeding Project Records include production, performance, and lactation records and are only required if you own/show a production animal. A separate record is kept for each animal that you will be entering in a 4-H class at county fair. Do not include registration papers in your record book.

Advancement Program

The Advancement Program is an activity that members must participate in if applicable. The Advancement Program is project specific and not all projects have an advancement program. When you complete an advancement step, visit the OSU Extension Office to pick up an Advancement Certificate and make sure to note it in *Section 13: 4-H Recognition*, of the 4-H Resume.

Pictures & Clippings (Optional)

- No more than three, one-sided pages of photos and clippings of 4-H project and involvement from current year.
- **Photos and clippings should showcase ONLY 4-H activities.**
- All photos must have a short caption to describe who and what is in the photo.
- Good photos are action-oriented, showing the member doing something (example: sewing a garment, fitting an animal, giving a presentation, assisting another member).
- **Photos should show a variety of activities**, not several pictures of one activity.
- Include current newspaper clippings with the date published, headline and highlight your name.
- Refrain from adding items (embellishments) that would make your record book bulky.

Previous Years Records

Previous years' records should have each year divided by a piece of paper. **Include:** previous years Identification Page, 4-H Notes (optional), 4-H Story, all Project Records, inactive Advancement Records, and Pictures & Clippings from each of the members active years in 4-H. **Previous records will not include:** 4-H Resume and active Advancement Records.

Crook County 4-H Record Book Guidelines

Your record book will be concluded with a copy of the most current Crook County 4-H Record Book Guidelines. This is to be inserted at the very back of the record book.