



4-H Memories



A booklet to help you complete your 4-H Records

We all have memories: good times on a vacation, fun times at a party, and sometimes unpleasant memories of losing a pet or animal.

Sometime an object or a photograph will bring back those memories more vividly and help us recall details that have fallen into the back of our minds.

Your record book is such an object. Each year you write down the fun times, the hard times, the crying, the laughing, the frustration and successes to paint a verbal picture of your 4-H year. Thirty years ago one 4-Her was doing her 4-H presentation on bread baking. On the table next to her was someone giving another presentation with a rabbit. Suddenly, the rabbit hopped up and landed smack dab in the middle of the bread dough. I read all about it in her 4-H record book.

As you keep your records you will be developing personal skills in financial management, goal setting, recording useful information and memories, and evaluating your experiences and personal growth. This will give you a tool to share your experience with others and will also help you plan for the next year.

Keeping good records allows others to use the information to select you to participate in activities such as camp, exchanges and other exciting adventures. Additionally, the information will be used for scholarship selection.

As you continue your career in high school the 4-H information you record in your record book may be of help to fill out an application for work or college. Perhaps you may apply for a special trip or award where the application calls for the information from your 4-H record book. Record keeping is also a good beginning to the task of preparing income tax forms.

Your records show growth through the years. It lists how you have helped others, what you have been able to teach and share as well as learn. It shows profit and loss and goals set and accomplished. It is a reflection of YOUand it brings back warm feelings and plenty of MEMORIES!

RECORD BOOK GENERAL INFORMATION

- Pencil or Pen may be used. They may also be filled in on the computer or by using a typewriter.
- Do all your own work, don't let anyone else write or type your records.
- Fill in as much information as you can.
- Write the year at the beginning of each section, each year. Remember the 4-H year is the same as your school year, i.e., 2001-02.
- A Table of Contents may be used in the front of your records and/or tabs between sections.
- Limit your pictures, articles and news clippings to no more than 3 pages. (Color copies work better than real photos and make your records less bulky.)
- DO NOT include pre-4-H activities in your Resume.
- DO NOT include registration or pedigree papers
- DO NOT include fair ribbons, stall cards or other scrapbook items
- DO NOT cover pages with plastic sheets, covering photo and/or clipping pages is ok.
- DO NOT use 3-ring binders

ASSEMBLING YOUR BOOK

Order of Records:

1. Table of Contents
2. My 4-H Notes
3. My 4-H Resume
4. Current Project Records
5. Advancements
6. Photos & Clippings
7. Previous Years' Project Records

Cover:

- Assemble your book in the green "4-H Member's Record Folder" (available for purchase at the Extension Office) or any flat, hard cardboard like cover.
- The member's name and club name should be very clearly written, or typed, on the front cover.
- Binders should be large enough to contain all records and pages should turn easily.

Revised 12/2024

Divider Tabs:

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

SECTION BY SECTION**Table of Contents:**

- The Table of Contents should match your tabs exactly. If you use dividers, 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 Notes:

- Use this page to tell the "story" of your 4-H year.
- Use a calendar throughout the year to track all the important costs, happenings and activities. This will help you when you sit down to write your story!
- Writing this story should be one of the last things you do as you close out your record book to capture a complete picture of your experience for the year.
- You can write about one very in-depth, significant event that took place, or give an overview of everything that happened throughout the year.
- Reflect and communicate things like challenges, successes, new experiences, future goals, and gratitude.
- Disregard the form's instruction to include pictures. Your pictures will be placed in a separate section.

My 4-H Resume:

- This is your permanent resume and should include all projects for all years you are in 4-H. Do not start a new one each year.
- Read the instructions for each section very carefully, they will answer most of your questions about what goes where.
- Follow the provided examples. Format your entries the same as the examples and use them to help decide what type of items to include in the section.
- Remember, quality over quantity! Do not list items just to fill space. It's better to have a few high value experiences listed than many entries with very little value.

Project Records:

- If you participate in multiple projects areas, include a record for each and separate them with dividers.
- Most project records require review and a signature by your leader. Don't forget this important step in closing out your records.
- Make sure project records are as complete as possible without blank sections.
- Double check your calculations for accuracy.
- Production records, if applicable, should be placed behind the Animal Science Record.
- Feed and Growth Records inserted behind the corresponding project records.

Advancements:

- Members must show advancement each year. You must complete at least 4 items per project per year.
- Members with multiple Advancements should include them all in this section.
- Advancement certificates should be placed behind Advancement Programs.
- Advancements are available for the following project areas:
 - Meat Animal (sheep, beef, swine)
 - Meat Goat
 - Horse
 - Dairy Animal
 - Pygmy Goat
 - Cavy
 - Poultry & Pigeon
 - Rabbit
 - Dog

- Food & Nutrition
- Clothing
- Leathercraft
- Horticulture
- Shooting Sports

Photos & Clippings:

- Include no more than 3 pages of photos and newspaper clippings.
- Only include photos and clippings from the current 4-H year.
- All photos and clippings should be securely attached to the page. Plastic page covers may be used.
- Photos and clippings should be on a standard 8^{1/2}"x 11" sheet of paper.
- Include captions and dates for each photo.

Previous Years' Records:

- Include ALL previous years' project records from most current to oldest.
- Put them in the same order as your current year's records.

Note: The following is an example. Most 4-H'ers will not have the quantity of entries on these pages.
Always use pencil!

My 4-H Resume

Name _____

Date of Birth _____ County _____

Date I joined 4-H: _____

This record will be your summary of 4-H work done in all projects for every year you are in 4-H. Start with your first year and keep it up to date. It will be useful to you to know how much you have accomplished, particularly when you are filling out other forms for 4-H, school, **scholarships**, and other youth programs. It will be fun, too, to look back several years from now to see what you did.

Section 1: 4-H Involvement Summary

List all clubs/groups you are in each year. Try to list clubs in the same order each year.

Year	Grade	Name of Club/Group	Number in Club/Group	Club/Group Leader or Advisor	Meetings	
					Held	Attended
2012-13	9	Oak Grove Clothing Club	9	Mrs. L. Jones	15	12
	9	Country Critters	8	Mr. Smith	10	9
2013-14	10	Oak Grove Clothing Club	12	Mrs. L. Jones	15	14
	10	State Ambassador Team	15	Mr. Brown	8	7
	10	H. High Tech Wizards	10	Mr. White	15	13

- List the years and grade only once, at the first entry for that year (4-H year is always 10/1-9/30)
- List the clubs in the same order each year (drop clubs which you are no longer a member/add new clubs that you have joined).

Section 2: 4-H Project/Program Summary

List all projects or programs on this page. Show total size or scope of projects by number of animals owned/leased, dishes prepared, meals served, articles made, etc. (not just county fair exhibits).

Year	Name of Project/Unit	Project Size or Scope (What I Made, Did, Raised or Cared For)
2012-13	Clothing	1 apron, 2 dresses
	Rabbit	10 does, 3 bucks
2013-14	Photography	350 photos
	Junior Leader	12 members, 10 meetings
	Tech Wizards	Designed a webpage; 2 Remote Operated Vehicles
	YA-4H	Food survey of school

- Keep projects in the same order each year. Indicate what phase of the project you are in (example: Foods I, Clothing III).
- Project size is the number of all project items or animals you had that year, not just the number you showed. Be specific about the size. Exhibits could include things made and displayed for a 4-H promotion/special event.

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 indicate things learned. Do not include competitive events.

Year	Kind of Activity	Things Learned	Local/Club	County	Regional	State	National	International
2012-13	Record Keeping Clinic	Stay up-to-date!		X				
	Photography Clinic	How to take better close-ups		X				
2013-14	Summer Conference	Self-confidence				X		
	4-H Camp	How to tie knots			X			
	Camp Counselor Training	How to work with younger members			X			
	Club Fundraiser Car Wash	How to make a promotional flyer	X					
	Robotics Workshop				X			

- Local (L)- Town; County (C)- Deschutes; Regional (R)- Tri-county/Central Oregon; State (S)- State Fair; National (N)- Nationally; International (I)- Out of the USA.
- Kind of activity examples: Food contest, Quiz Bowl, Camp counselor training, Record book training, Workshops, Club parties, dress rehearsals, and summer conference.
- Activities can be done as an individual or as a club.
- This is where your fundraising events can go.

Section 4: Participation in Other Community Activities/Events

Include your participation in sports, band/choral, school clubs, drama, scouts, and other organizations. Tell what you did and the time you spent. Check all locations that apply. You should also include any jobs you've had.

Year	Kind of Activity	What I did and time spent	Local	County	Regional	State	National	International
2012-13	Soccer Team	80 practices, 20 games, 300 hours	X					
	Church Choir	5 performances, 20 hours	X		X	X		
	Ballet	50 lessons, 2 performances, 80 hours			X			
2013-14	Soccer Team	120 practices, 20 games, 400 hours	X			X		
	Work	10 hours/week at McDonalds	X					

- This section includes your activities outside of 4-H
- Some examples might include band performances, soccer games, or work.

Section 5: Leadership in 4-H

List all leadership roles you have and describe what responsibilities these entail. Include such things as club officer, camp counselor, junior leader jobs, organizing a clinic, etc.

Year	Leadership Title and Responsibilities	Hours Spent	Number of People Reached
2012-13	Refreshment committee – brought snacks to two meetings	1	14
	Organized clinic on Master Showmanship; contacted presenters, made flyer, arranged for facility	3	50
2013-14	Junior Leader – Sheep club, 8 members, planned and conducted 5 meetings; arranged tour of feed store	15	15
	Camp Counselor – 50 youth, taught crafts	40	50
	Club Secretary – Took notes at 10 meetings	2	14

- Identify things you have done in 4-H where you planned, organized, or gave directions.
- List duties, responsibilities, hours spent and number of people
- Some examples may include; Clerking at county fair, camp counselor, committee chairperson, or organizing 4-H activities.
- Some 4-H office or committee examples may include; President, Vice President, Secretary, Treasurer, or Reporter.
- You can repeat office under this tab.

Section 6: Leadership in Other Organizations

List all leadership roles you have outside of 4-H and describe what responsibilities these entail.

Year	Name of Organization	Leadership Responsibilities	Hours Spent	Number of People Reached
2012-13	Middle School	Student Aid in office; answered phone; greeted visitors	50	1000
2013-14	High School	Student Council Vice-President	20	1000
	Soccer Club	Team Captain	10	20

- List duties, hours, and number of people involved (outside of 4-H).
- Some examples may include FFA leadership roles, school aid, or a team captain.

Section 7: Citizenship/Community Service in 4-H

List 4-H related activities that contributed to the welfare of your club or community.
Be specific about what you actually did.

Year	What I Did as a Club Member and/or Individual	Hours Served	Number of People Reached
2012-13	Visited nursing home; introduced my 4-H dog to 4 elderly patients	4	15
	Club assembled Thanksgiving food basket for family of 6	1	6
	County fairgrounds clean-up; weeded flower beds by entrance	3	100
2013-14	Fairgrounds work day; painted beef barns	4	500
	Wrote 10 letters to military with the County Ambassador team	2	20

- Include individual and group activities through 4-H.
- Indicate the time spent in hours, amount of people helped, and what the service was.
- Helping your family is not a community service.
- Some examples may include; food drives, planting trees, visiting nursing homes for elderly, cleaning up parks/community, or helping at the humane society.
- Activities done where there is no pay involved.

Section 8: Other Citizenship/Community Service Participation

List activities you did outside of 4-H that contributed to the welfare of your community.

Do not include anything you were paid to do.

Year	What I Did as an Individual or with Another Group	Hours Served	Number of People Reached
2012-13	<i>Did yard work for elderly neighbors</i>	5	2
	<i>Made campaign posters for school board candidate</i>	4	10
2013-14	<i>Oregon beach clean-up with church youth group</i>	5	1000
	<i>Donated food for school drive</i>	1	100

- This section includes activities and involvement in organizations outside of 4-H.
- Some examples may include; other youth organizations (FFA, Scouts, etc.), sports teams, or school bands/choirs.

Section 9: Communications in 4-H

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

Year	Type of Communication	Topic	Times Given	Location	Size of Audience
2012-13	<i>Demonstration</i>	<i>How to Straighten Material</i>	2	<i>Club & County</i>	73
	<i>Newspaper Article</i>	<i>International Exchange</i>	1	<i>Oregonian</i>	185,000
2013-14	<i>Illustrated Talk</i>	<i>Bathing a Sheep</i>	3	<i>Club, County, and State Fair</i>	15
	<i>Educational Display</i>	<i>Breeds of Sheep</i>	2	<i>County and State Fair</i>	2000
	<i>Speech to Rotary Club</i>	<i>What 4-H Has Taught Me</i>	1	<i>County</i>	25
	<i>Interview Judging</i>	<i>Photo, Art, and Science</i>	3	<i>County</i>	6
	<i>Oral Reasons</i>	<i>Livestock Judging Contest</i>	3	<i>County</i>	1
	<i>Video</i>	<i>How to Shear a Sheep</i>	<i>N/A</i>	<i>You-Tube</i>	86 views

- Include what type of communication, the topic/title, number of times given, the location, and the size of the audience.
- Some 4-H related examples may include; Presentation contest, oral reasons, or educational display.
- This can also include giving a talk or demonstration to your 4-H club or another 4-H club.

Section 10: Communications in Other Organizations

List all types of communication not related to 4-H.

Year	Type of Communication	Topic	Times Given	Location	Size of Audience
2012-13	Oral Book Report	Oregon Trail	1	School	35
	Scripture Reading	Different each week	10	Church	150
2013-14	Science Fair Display	Recycling Study	1	School	30
	TV Story	Interviewed regarding soccer team	1	KGW TV	5000
	Web site	FFA chapter information	N/A	www.---	50 members

- Include what type of communication, the topic/title, number of times given, the location, and the size of the audience.
- This is for outside of 4-H, some examples may include FFA speeches, school presentations, or science fair displays.

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. Championships and other special awards should be listed in Section 13.

Year	Event and Level	Exhibits or Division Shown	Ribbon(s) Received or Placings
2012-13	County Fair	Horse: showmanship, western equitation, trail, ground training, jumping, dressage	3 blues, 2 reds, 1 white
	County Fair	Sheep: showmanship, market lamb	2 blues, 1 red
	County Fair	Clothing: 1 dress phase 2; 2 articles for home	1 blue, 2 reds
2013-14	County Judging Contest	Livestock	1 blue
	County Presentation Contest	Illustrated Talk	1 blue
	Spring Horse Classic - State	Illustrated Talk	3 rd place individual presentation
	County Fair	Photography: series, nature, special effects	1 blue; 2 reds
	State Fair	Photography: 1 nature photo	1 red

- Make sure to include the event and level, the exhibits or division shown, and the ribbon(s) or placing(s) received.
- Under the ribbon(s) received box, list only blue, red, and white ribbons won.
- Some examples can include; County fair, State fair, Presentation Contest, 4-H Rabbit/Poultry shows or Spring Classic.

Section 12: Participation in Other Contests/Competitions

List all contests/competitions you entered outside of 4-H.

Year	Contest/Event	Recognition Received (if any)	Local	County	Regional	State	National	International
2012-13	Chess Tournament	3 rd place	X					
2013-14	FFA Livestock Judging	2 nd place team				X		
	Mid-Valley Paint Show	4 th place English Equitation			X			
	State Debate finals	Participant; did not place				X		

- This section is for all non 4-H recognition received.
- Make sure to include the contest/event, if any the recognition received (ribbon, placing, etc...), and where it took place at.
- Some examples of this may be FFA competitions, sports competitions, open class animal shows, or jackpot shows.

Section 13: 4-H Recognition

List important 4-H recognition (awards, championships, medallions, scholarships, advancement completion certificates, etc.) Do not include ribbons listed in Section 11.

Year	Type of Recognition
2012-13	Livestock Advancement Certificate – Step 1
	Top Intermediate Record Book
	County Fair Intermediate Sheep Showmanship – Champion
2013-14	County Medal – Sheep
	National 4-H Conference Delegate
	Selected for State 4-H Ambassador Team

- Special awards and recognitions in 4-H belong in this section
- These will only be listed here and not anywhere else in your records
- Champion and Reserve Champion ribbons in 4-H belong here.
- Any trophies, awards, certificates, or scholarships through 4-H should be listed here.
- Some examples may include; Herdsmanship winner, 4-H scholarships, Memorial awards, special awards/trophies, or Champion of a contest/class.

Section 14: Other Recognition

List important recognition given by groups other than 4-H. Do not list awards listed in Section 12.

Year	Type of Recognition
2013-13	<i>Spelling Champion for Grade 9</i>
	<i>Student of the Month for March</i>
	<i>First Aid Certificate</i>
2013-14	<i>Eagle Scout Rank</i>
	<i>Hunter Safety Certificate</i>

- List any recognition you may have received from other organizations, such as school, sports awards, youth groups, contests, and special open class awards
- Any time you receive a certificate, trophy, or are recognized in front of a group for an achievement, it should be recorded here.
- Some other recognition examples may include; student of the month, honor roll, FFA awards, varsity letter, etc..