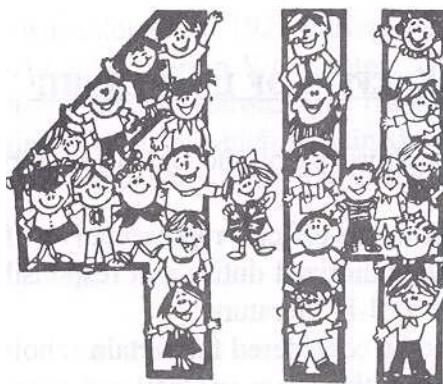


4-H PERMANENT RECORD GUIDELINES



O S U EXTENSION SERVICE
UMATILLA COUNTY
2007

4-H Memories

(A booklet to help you complete your 4-H Permanent Record)

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

Sometimes 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-H'er 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, 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.

By keeping good records they may be helpful for others to select you to participate in activities such as camp, exchanges and other exciting adventures.

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 applications. 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 your 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 **YOU**...and it brings back warm feelings and plenty of **MEMORIES!**

HINTS

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.

Tell what you did in volleyball, how many games, what position you played. Volleyball participation is listed in Other Community Activities.

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.

Don't Repeat

Each item should be entered only once in the record book. Exception is 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 delivery of the food. Those items would also go under Leadership.

How Do You Share Your Knowledge?

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 needy you collect food and clothes for, the presentations you give to teach others, or speeches you give to promote 4-H. All of these ideas can be part of your "4-H Notes."

PERMANENT RECORDS INFORMATION

- Use pencil, ball point pen, type or use a computer.
- Fill in as much information as you can, but sometimes there may be blanks. This is quite all right.
- Write the year only once (ex.: 2006-07) at the beginning of each section, each year.
- Tabs may be used in between sections.
- *DO NOT* cover pages with plastic sheets.
- *DO NOT* include Pre-4-H activities in the permanent record.

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 and Petroleum Power.

Suggestion:

After completing your first year of records, remove the project records and store them in a three ring binder. Each year, add the completed project records to the binder. If you re-copy your permanent records at any time, file the old copies in the binder also. When you want to go back and reminisce, it will all be together.

The following are words that can be used to make your entries more active, interesting and descriptive.

administered	attended
answered	baby sat
arranged	baked/cooked
counseled	brought
coached	campaigned
conducted	washed cars
co-organized	cleaned
demonstrated	clerked
designed	collected
directed	contributed
distributed	delivered
emceed	donated
entered	entertained
fitted animals	fed/watered
guided	fixed
host/hostess	furnished
informed	gather
in charge of	gave
inoculated	helped
host/hostess – exchange student	instructed
judged	member of service organization
junior leader	mowed
led	played for/sang – music group
organized	painted
photographed	performed
planned	phoned
prepared	planted – landscaped
presented	printed
represented	provided
reported	raised
resource person	ran-walked-swam-jumped rope
spoke	read or listened to reader
supervised	recorded
taught	sales – sold
teen leader	served
tutored	set-up
teen staff	sheared
video taped	supplied
took	wrote thank you letters of
washed	appreciation
	wrote

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

My 4-H Permanent Record

This record will be your summary of 4-H work done in all projects for every year you are in 4-H. It will be useful to you to know how much you have accomplished. It could be of help when you are filling out other forms for 4-H, church, school, or other youth programs. It will be fun, too, to look back several years from now to see what you did. It could also help provide information for awards.

Start with your first year and keep it up-to-date yearly. If you need more space, do not use a second Permanent Record. Get a copy of Record 4-H 033RS, use it for headings, and make a form.

Name _____ Boy _____ Girl _____ Date Born _____ 19 ____

Address _____
 No. & Street/Route & Box Post Office Zip Code Telephone County

Year	Grade	Name of Club (individual projects go on to next page)	No. In Club	Club leader	Meetings		Office or committee
					Held	Att'd	
04-05	6	Oak Grove Clothing Club	9	Mrs. Jones	8	8	News Reporter
		Country Critters – beef	8	Mr. Smith	11	9	Refreshment
		Community Club	24	Mrs. Brown	10	8	Treasurer
05-06	7	Oak Grove Clothing Club	9	Mrs. Jones	8	7	Secretary
		Community Club	25	Mrs. Brown	10	9	Game Chair
		Over Easy Cookers	4	Mrs. Green	7	7	None Elected
06-07		Oak Grove Clothing Club	7	Mrs. Jones	8	6	President
		Community Club	27	Mrs. Brown	11	10	Secretary
		Over Easy Cookers	5	Mrs. Green	7	6	Calling Chair
		Heafy Beef	6	Mr. Scott	13	12	Tour Chair

- List the years and grade only once, at the beginning with the first entry for that year.
- List the clubs in the same order each year.
Drop the names of the clubs of which you are no longer a member and add new clubs that you have joined.
- If you brought refreshments, you were on the Refreshment Committee – or Calling Committee – or Game Committee.
- If your club does not elect officers, say so. If you held no office, leave blank.
- If you carry projects as an individual member they are listed under projects completed and exhibits made on the next page.

Projects Completed & Exhibits Made

List all projects on this page. Start with your first year in 4-H. Show total size of projects by number of animals owned, dishes prepared, meals served, articles made, etc. (not just county fair exhibits). Indicate number of exhibits made and where exhibited. Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), International (I). Show placing at fair and other competitions (1C-Red). If you exhibit in many shows you may want to make a supplemental record indicating show, classes entered, and placing received. If teen or junior leader, list project here and indicate number of members assisted.

Year	Name of Project	Project size (see above)	Exhibits
05-06	Horse	1 Pinto gelding, 567 hours	
	Clothing-Level III	3 Articles, 2 dresses	2LB, 1CB
	Rabbit	10 does, 3 bucks	4C 2R 1S, 1R
	Food Preservation	107 qts., 59 pts	1CB, 1SB
		30 pts., Frozen	
	Poultry	1 rooster, 33 hens	2CB, 1DR, 1SB
	Beef – Market Hereford	1 Steer	1CB
	Sheep	9 ewes, 1 ram, 5 market	5C, 3B, 1RB
	Food Preparation	500 dishes – 100 dairy, 175 breads	
	Swine	2 breeding, 1 market	2CB
	Vet Science Unit 1	20 animals, 27 vaccinations	2CB
	Educational Display		
	Horticulture/Gardening	½ acre – 7 varieties	1CB, 1CR, 1SB
	Junior leader	14 Members – 11 meetings	
	Photography	650 photos – 400 color, 150 B/W	
	Dog Obedience	1 Collie dog, 280 hours	

- Keep projects in the same order each year. Indicate what phase of the project you are in. (Foods I or Foods II).
- Project size is the number of all the items (or animals) you did for that project, not just the number you took to Fair. Be specific about the size. Exhibits could include things made and displayed for 4-H promotion.
- Under the exhibit column, list all shows you participated in including an open show, 4-H show, Fair or other if your 4-H project(s) or animals are used.
- Indicate blue, red, white, etc., ribbons received under exhibits. Champions, Reserve Champions and Trophies are listed under 4-H Recognition.
- Contests go under participation (see examples on page). Dog Obedience and Horse Performance classes are listed under exhibits.

Presentations

Show number of times and where presented. Example: (2L) for presentations in your 4-H Club, or (3C) for presentation to county-wide audiences. If you give a competitive presentation, indicate your placing. Red or (R)

Year	Title or Topic	Number & Where	Number of people in attendance
05-06	How to Straighten Material	2L, 1C	73
	Hug Therapy (Health)	2C/1B, 1SB	54
	You Are What You Eat (Foods)	1CB, 1SR	18
	Bathing a Chicken (Poultry)	2L, 1C	29
	Up In The Saddle Again (Horse)	3L	37
	Mary Shears Her Lamb (Sheep)	1L, 1CB, 1SB	42
	4-H Green with Red, White and Blue (Citizenship – Flag Procedure)	4L, 3C/1B 1SB	107

Presentations are planned talks that include an introduction, body and conclusion. The categories include:

- Demonstrations: Show and Tell how you actually do something
- Illustrated Talk: Uses slides, pictures, charts, PowerPoint Presentations or models.
- Speech: Just telling

Include title, level of competition (local, county, state, etc.), and the number of people in attendance.

Put project area in parenthesis.

Other Public Appearances

Show number of times and where presented. Example: (3L) for three news stories submitted to your local paper, or (1N) for a news story submitted to the National 4-H News. When you give talks be sure to record number of people to who you made presentation. Under "other" you may want to indicate posters or displays made, etc.

Year	Talks before 4-H Groups	Attendance	4-H Talks before Other Groups	Attendance	Radio	Est. of number reached	TV	Est. of number reached	News Stories	Est. of number reached	Other
05-06	1L 7L 3C 1S	35 76 119 33	1L 2L	16 45	1L	5,000	1R	125,000	3L,1N	10,000	

Talks before 4-H Groups*

- Clubs
- Workshop

4-H Talks before Other Groups

- Kiwanis
- Hospitals
- Rotary
- Youth Group
- Schools

Radio

- Any type
of Radio interview

TV

- Television interview or program

News Stories

- Number you write,
even if not published

Other

- Camp skit
 - Oral Reasons
- Speech class
- Posters
- Displays
- Interview/Judging

* Talks before 4-H Groups – anytime your are “up front” talking before 4-H groups giving “off the cuff” talks when the 4-h Leaders asks you to explain something or reports for Advancement Program

Participation in 4-H Activities

(Include training activities, special program activities, and competitive activities.) Judging, Identification, Showmanship, Fashion Revue, Foods contests, Safety, Health, Consumer Education, Commodity Marketing Activities, Livestock, Field Day, etc. Show your number and where, as you indicated for exhibits and presentations. Also indicate things learned.

Year	Kind of Activity	Things Learned	Level of Participation & Recognition
	Dog Judging	Breeds of 20 dogs	3L, 1C, 1S, 2R, 3B, 1Ch
05-06	Record Keeping Workshop	Organizing Information	1C
	Purchasing Feed-Rabbits	Price varies by \$2.00	1L

Contents:

Foods:

- Mini-meal
- On-the Spot
- One Pot Meals
- Yeast
- Fruits/Vegetables
- Main Dish
- All Junior Food Contest

- Flower Arranging
- Record Keeping Contest
- Showmanship
- Judging (horse, foods, clothing, livestock, dogs, etc.)
- Identification Contests
- Trail Ride

Workshops

Judging	Presentation
Recordkeeping	Mini

Training Events

State Forums	Photography Weekend
Camp Counselor Training	Livestock Field Days

Activities In

- 4-H Sign Up Nights
- Wardrobe Selection
- 4-H Ambassador Weekend
- Parades
- Health
- Consumer Education
- Commodity Marketing

All contests, training events, judging experiences even if not listed go here. Remember: When participating in events, if you also plan or organize the event, it will also go under Leadership

4-H Events Attended: Tours, Camps, Summer Week, etc.

Year	Kind or Name of Event	Scholarship by –
------	-----------------------	------------------

The BIG FUN happenings go here – any place you go that has to do with your projects – Field Trips, Livestock Tours, etc. Place project area in parenthesis.

05-06	4-H Camp 4-H Youth Conference (Summer Week) Tour of McDonalds Restaurant (foods) Tour of the White House (Citizenship and Photography)	4-H Leadership Association County Fair board (if none leave blank)
-------	--	--

Interstate Exchanges
 Conferences (Profiles for Tomorrow)
 Museums (Heritage for Citizenship)
 Livestock Tours (beef, sheep, swine)
 Club Outings
 Breed Farms
 Labo/Lex Exchange
 4-H Trip to Canada
 Guided Tours (list project area)
 Photography Shows
 Places you visit for Photography Project to take pictures
 Restaurants (for food clubs investigating other cultures)
 Sewing Fairs and Shows
 Food Fairs and Shows
 Comparative shopping trips for your project

4-H Advancement Programs

(Advancement certificates should be included with your 4-H record)

Program or Project	Step No.	Date	Step No.	Date	Step No.	Date	Step No.	Date
--------------------	----------	------	----------	------	----------	------	----------	------

Rabbit	1	4/20/04	2	1/27/05	3	3/15/05	4	6/9/05
--------	---	---------	---	---------	---	---------	---	--------

Many projects have advancement programs. Dates go across the page when each step is completed. The advancement record is placed behind your project records. Advancement programs help you plan your self directed exploring and learning. They give you ideas and guide you in experiences of learning, subject matter, developing leadership skills and participating in citizenship experiences.

Leadership in 4-H

Year	Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. (Offices held in 4-H club are listed on page 1). Junior Leaders should indicate their responsibilities.
------	---

05-06 Junior Leader – Rabbit Club – 7 members – 14 meetings
Planned program, conduct meetings, taught showmanship, arranged for rabbitry tour.

Camp Counselor – One Week – 8 girls
Delegated responsibilities, taught crafts, and dealt with homesick problems.

Arranged Club Tour – 17 members
Made reservations, called and secured transportation, notified members of date and time.

Identify the things you have done in 4-H where you planned, organized or gave direction.

List duties, responsibilities and number of people.

** See key word list for action words that describe responsibilities

Junior Leadership	Clerking at County Fair
Leader's Banquet Committee	Teen Staff at State Fair
Parade Chair	Workshop Leader
Teach others "How-to"	Organized 4-H activities
Advisory Committee Rep.	Committee Chairperson
Emcee/Commentator	Camp Counselor – Skits - Hikes

Leadership in Other Organizations

Year	Leadership responsibilities in school, church, and other community organizations. Include number reached through leadership experience.
------	---

04-05 Student Council Vice President – Student body of 213
In charge of publishing telephone directory.

Student Aide – taught reading to three second graders.

Student Council (officer/member)	Eagle Scout
FFA Leadership Roles	Band Officer
Manager of School Team	Choir (school/church) Officer
Sunday School Aide/Teacher	Sports Group Captain/Officer
Church Club Officer	Member of Court (Dairy Princess)

List duties, hours and number of people involved

4-H Citizenship, Community Service, & Community Pride

Year	List what you did as a member of a club and/or as an individual. Example: Park clean-up, reading to the elderly, get out the vote campaign. Indicate the number of people helped in appropriate.
------	--

05-06	Car Wash fund raiser for 4-H Club – Earned \$900.00	4 hours
	Worked in Fair Booth during County Fair	8 hours
	Helped elderly neighbor take care of yard, wash windows, Cleaned house and do shopping (no pay)	58 hours

** Review key words page for further suggestions:

Help at Leaders' Banquet Political campaign worker Parades Hostess at fair Food Drives Do a traveling farm Host for Labo/Lex student Ring Steward Help at church Stuffed envelopes	Washed wheelchairs Visit nursing homes for elderly Baking cookies for nursing home Working for needy or handicapped Planting trees and shrubs Clean up parks or community Selling fund raising items Ribbon person at shows Thank you notes of appreciation Selling magazines for school
---	---

This section includes activities that contribute to the welfare of others and/or your 4-H group. These can be done in a group or as an individual. Put the most important experiences first within each year. Indicate time spent in hours/days, number of people involved, money raised. If you take some leadership role in planning or organizing the activity, it will also be listed under "leadership". Helping your family is not a community service.

Indicate in parenthesis other organizations that you did community service with. (Example: School, church, scouts, FFA).

Participation in Other Community Activities

Year **List organization/ activities you have participated in school, church, and community.**

06-07	Cashier and Cook at McDonalds (work experience)	350 hours
	Babysitting ages 3 thru 8 – earned \$260.00	130 hours
	School Play Actress – “My Fair Lady”	27 hours

School Choir – Plays – Band	Cheerleader
Church Choir	Library Helper
Sports Teams	Work Experience
Non-4-H Parades	Breed Clubs
Other Courts (dairy)	Pile
Other School Activities	Speech Team
Other Youth Organizations (such as FFA, Campfire, Scouting, Explorers, etc.)	

4-H RECOGNITION

Year	Important honors, awards, trips, etc. (Do not include awards listed on pages 2, 3, or 4.)		
06-07	<p>This is the place for those special awards and recognitions you have received in 4-H. You will not list them anywhere else in your records. If you were singled out for some reason, that is an honor.</p> <p>Champion Ribbons and Reserve Champion Ribbons in 4-H</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> Top Record Book Scholarships County Medals (project area) Winner of any 4-H contest National 4-H Congress Livestock Showmanship Youth Conference Scholarships Certificates for Special awards Featured in Newspaper or Magazine article County Champion Class Horse Medallions Herdsmanship Trophy Winning club Nominee for Oregon Ambassador </td><td style="vertical-align: top; width: 50%;"> Special Trophies Club Recognition Top Ten Horse Judges National Trip Winner Cash Awards Judging Teams (chosen for) Camp Scholarship (if an award) Chosen as Oregon Ambassador </td></tr> </table>	Top Record Book Scholarships County Medals (project area) Winner of any 4-H contest National 4-H Congress Livestock Showmanship Youth Conference Scholarships Certificates for Special awards Featured in Newspaper or Magazine article County Champion Class Horse Medallions Herdsmanship Trophy Winning club Nominee for Oregon Ambassador	Special Trophies Club Recognition Top Ten Horse Judges National Trip Winner Cash Awards Judging Teams (chosen for) Camp Scholarship (if an award) Chosen as Oregon Ambassador
Top Record Book Scholarships County Medals (project area) Winner of any 4-H contest National 4-H Congress Livestock Showmanship Youth Conference Scholarships Certificates for Special awards Featured in Newspaper or Magazine article County Champion Class Horse Medallions Herdsmanship Trophy Winning club Nominee for Oregon Ambassador	Special Trophies Club Recognition Top Ten Horse Judges National Trip Winner Cash Awards Judging Teams (chosen for) Camp Scholarship (if an award) Chosen as Oregon Ambassador		

Other Recognition

Year	List important recognition in school, church, other youth organizations and community.
06-07	Youth Citizenship Award from Optimists club for Community Service Student of the Month for achievement in Fifth Grade Certificate of Merit from Tom McCall's Great Kids Program

List here any recognition you may have received from other organizations such as school, sports awards, youth groups, contests and special open class awards.

Student of the Month Awards in sports Any other contest Special Open Class Awards Trophies Certificates Church Honor Ribbons (non 4-H)	Pile Awards (non 4-H entry) FFA Awards Courts Medals Musical Honors Varsity Letter Honor Roll (list GPA)
---	--

Other Youth Organization Honors (Camp Fire, Eagle Scout, etc.)
Open show Champion and Reserve Champions (non-4-H)

4-H NOTES

- 4-H notes are about the things that occurred during the year that you want to remember. Some suggestions:
 - Introduce yourself – date and age
 - Write as the year progresses
 - Tell about your 4-H projects and activities:
What have you learned? Why did you choose them? How have your projects grown in size and scope? What did you try and found successful or unsuccessful? What were your financial profits, losses and savings? Did you meet any interesting people? Did you have an embarrassing moment? Did you have an interesting experience?
 - Explain how 4-H has helped you become a better leader and citizen:
What have you learned from working with other 4-Hers? Describe your community service experiences or contributions. How are you different? What have you learned about yourself?
 - Tell about your plans for the future or next year that are connected with your 4-H work.
 - In some situations you may want to write a story. The 4-H notes will provide you the information to write the story.

NEWSPAPER CLIPPINGS/ PHOTOGRAPHS

You may include newspaper clippings and photographs as part of your 4-H Records.

Neatly attach clippings and photos to an 8 ½ x 11 piece of paper with captions underneath the picture briefly explaining them.

PROJECT RECORDS

Project records for each and every one of the projects in which you are enrolled are new each year. (Exceptions are the advancement records and production records that carry over each year). They include everything you plan to do, did and learned in each project.

List expenses and income (including premiums) for each project on its own record. Totals from this record (size of garden/number of vegetables, number of garments/foods made, hours and items, feed/number of hours worked on animals, etc.) will go under “project size” on page 2 of the Permanent Record.

SUGGESTION:

You may want to keep a calendar with all the important costs, happenings and activities, too!

TYPING YOUR PERMANENT RECORD

Today, more 4-H Permanent Records are being set up on computers. Others simply want to have neat records and type them out.

Type should be easy to read. Use Tahoma or Times New Roman font size 12. Do not use a smaller font.

For Typewriters: Use the Supplemental Title Sheet (form 4-H 033RS). Cut the headings apart and glue onto plain typing paper. Photocopy as many of each page as necessary. Set margins and tabs to match the headings.

For Computers: Program word processing program according to the headings on each page. Subsequent pages may have the titles, dividing lines and column headings typed in.

EACH PAGE MUST HAVE A PROPER HEADING

SUPPLEMENTAL SHEETS

Suggestion #1. Instead of the Permanent Record 4-H 033R, begin by using the Supplemental Title Sheet (4-H 033RS). Cut the titles apart, glue onto lined paper and draw in the up and down lines and photocopy as many of each page as you need. This will enable you to add pages as you need extras.

Suggestion #2. If you are using the Permanent Record and need additional pages, cut out the headings from 4-H 033RS and put them on a piece of lined paper and draw in the necessary columns. Make sure you leave plenty of room on the side that will be fastened into the Record Book.

You may put more than one heading on a piece of paper if you do not think you will need the whole page. Make sure that you do leave plenty of room for each heading.

At the end of the section in the permanent record, indicate where the supplement for that category can be found. If you decide to put all the supplements at the back of the permanent record, indicate this decision on the bottom of page one.

There is no one proper way to use the supplement. Some possibilities are:

1. Put all the supplement headings in numerical order and include after the permanent record. This appears to be preferred.
2. Insert the supplements next to where they appear in the permanent record.

Take care to make sure your holes are punched on the correct side of the paper so it will fit in the way you wish.

ASSEMBLING YOUR 4-H RECORD BOOK

Your 4-H Records are to be submitted within an official "My 4-H Records" folder available from the Extension Office. The manila folders are available at no charge while the green hard cover folder is \$2.00. Other types of binders or folders are not acceptable for entry. Please organize your 4-H records in the following order:

1. Permanent 4-H Record
2. Divider Tab
3. A. Project Record
 - B. Breeding and Feed & Growth Forms for that project
 - C. Advancement Record (Not all projects have advancements)
 - D. Advancement Certificates for specific project
4. Divider Tab
5. Repeat (A-D above) for each project
6. 4-H Notes (At least one page in length. May combine all project information into one story or diary format. May type if desired.)
7. 2-3 pages of photos per project. (Photos are optional. Should be no older than two years.)
8. Record Placing Sheet for Milton-Freewater Junior Show and Umatilla County Fair.

Many of the record book forms may be downloaded from the State 4-H website or you may develop your own forms using a computer. Records may be hand-written or typed.

DO NOT

- Include registration or pedigree papers
- Include fair ribbons or other scrapbook items other than those listed
- Use 3-ring binders
- Include past year's project records or past year's notes.

RESOURCES

1989 – Revised by Clackamas County Awards & Recognition Committee

200 Warner-Milne Rd., Oregon City, OR 97045

Compiled by Sheila Kester and Loyal Hjelmervik

** Some material adapted from material developed by Yvonne Kam,
Yamill County 4-H Leader

1989 – Umatilla County Guidelines for 4-H Record Books

1995 – Umatilla County 4-H leaders Association, Patricia Dawson, Extension Agent

** We also acknowledge the input from Jan Martin, Educational Program Assistant,
Department of 4-H Youth and Development and Duane P. Johnson, State 4-H Specialist.

My 4-H Permanent Record

This record will be your summary of 4-H work done in all projects for every year you are in 4-H. It will be useful to you to know how much you have accomplished. It could be helpful when you are filling out other forms for 4-H, school, other youth programs, and community. It will be fun, too, to look back several years from now to see what you did. It could also help provide information for awards.

Name: Tom Smith Boy X Girl _____ Date born: (Birth Date & Year)

Street Address: (your address)

City: (Your City) State: (Your State) Zip Code: (Your Zip Code)

Telephone: (Your home phone number) County: Umatilla

4-H Club Experience

Year	Grade	Name of club (Individual projects go on next page)	No. in club	Club leader	Meetings		Office or committee
					Held	Att'd	
98-99		<i>Oak Grove Clothing Club</i>	9	<i>Mrs. L. Jones</i>			<i>News Reporter</i>
98-99		<i>Country Critters</i>	8	<i>Mr. Smith</i>			-----
03-04	4	Country Critters	7	Mrs. Green	11	9	Reporter
		Supper Chefs	5	Mrs. Smith	8	8	None Elected
04-05	5	Country Critters	8	Mrs. Green	12	11	Vice President
		Supper Chefs	6	Mrs. Smith	9	8	Not Elected
		Wood Wonders	4	Mr. Smith	11	9	President

- List the year and Grade only once, at beginning of entries for the year
- List club names in same order each year
- If club does not elect officers say so on form

OREGON STATE UNIVERSITY

EXTENSION SERVICE

4-H 033R Reprinted July 2000

Produced and distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. Extension work is a cooperative program of Oregon State University, the U.S. Department of Agriculture, and Oregon counties. Oregon State University Extension Service offers educational programs, activities, and materials—*without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status*—as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Oregon State University Extension Service is an Equal Opportunity Employer.
Reprinted July 2000.

4-H Projects Completed and Exhibits Made

List all projects on this page. Start with your first year in 4-H. Show total size of projects by number of animals owned, dishes prepared, meals served, articles made, etc. (not just county fair exhibits). Indicate number of exhibits made and where exhibited. Use letters to show where: Local (L), County (C), District (D), Area (A), State (S), Regional (R), National (N), International (I). Show placing at fair and other competitions (1C-Red). If you exhibit in many shows, you may want to make a supplemental record indicating show, classes entered, and placing received. If you're a teen or junior leader, list projects here and indicate number of members assisted.

Year	Name of Project	Project size (see above)	Exhibits
98-99	<i>Clothing</i>	<i>3 articles, 2 dresses</i>	<i>2LB, 1C-Blue 1C-Red</i>
98-99	<i>Rabbit</i>	<i>10 does, 3 bucks</i>	<i>4C 2R 1S, 1R 2B</i>
04-05	Rabbit	5 does, 3 bucks	3C, 1CB, 2CR
	Sheep	1 ewe, 2 market	2CB
	Cooking	10 bread, 12 cookies	2CB, 1SB
	Expressive Arts	3 Projects - Weaving	2CB
05-06	Rabbit	8 does, 4 bucks	3C, 2CB, 1CR
	Sheep	2 ewes, 3 market	2C, 1CB, 1CR
	Cooking	40 bread, 3 salads 10 cakes, 12 cookies	3C, 2CB, 1CR, 1SB
	Educational Display	Ag. Display	1CB
	Woodworking	1 Chest	1LB, 1CB

- Keep projects in same order each year.
- Indicate phase of project you are in. (Foods, 1, Clothing 3).
- Project size is the number of all animals you had for the project, not just the number taken to the fair.
- Under exhibit column, list all shows you participated in - including open shows.
- List Blue, Red and White Ribbons on this page. Champions are listed on Recognition Page.
- Contest such as Showmanship and Fashion Revue go on Participation Page. Dog Obedience and Horse Performance classes are listed under exhibits.

Presentations

Show number of times and where presented. Example: (2L) for presentations in your 4-H Club, or (3C) for presentations to county-wide audiences. If you give a competitive presentation, indicate your placing ([Red] or [R]).

Year	Title or topic	Number and where	Number of people in attendance
98-99	<i>How to Straighten Material</i>	2L, 1C	73
04-05	Parts of a Rabbit	1L	9
	Cookie Magic	1L, 1CB	19
05-06	Wood Care	1L, 2C/1B	24

- Indicate title, project area, level of competition and people in attendance.
- Demonstrations: Show and tell how you do something.
- Illustrated Talks: Use pictures, charts or models.
- Speeches: No props, just talking.

Other Public Appearances

Show number of times and where presented. Example: (3L) for three news stories submitted to your local paper, or (1N) for a news story submitted to the National 4-H News. When you give talks, be sure to record the number of people to whom you made a presentation. Under "Other" you may want to indicate posters or displays made, etc.

Year	Talks before 4-H groups	Attend-ance	4-H talks before other groups	Attend-ance	Radio	Est. of number reached	TV	Est. of number reached	News stories	Est. of number reached	Other
98-99	1L	35	1L	16	1L	5,000	1R	125,000	3L, 1N	10,000	
02-03	2L								6L		2C Oral Reasons
03-04	1L										2C Oral Reasons
											4-H Week poster

Radio: Any type of interview or promotional spot

News Stories: Number you submit, even if not published

Other: Skit, Oral Reasons, Posters, Displays, Interview Judging

Participation in 4-H Activities

(Include training activities, special program activities, and competitive activities.) Judging, Identification, Showmanship, Fashion Revue, Foods Contests, Safety, Health, Consumer Education, Commodity Marketing Activities, Livestock Field Day, etc. Show your number and where, as you indicated for exhibits and presentations. Also indicate things learned.

Year	Kind of activity	Things learned	Level of participation and recognition
98-99	<i>Dog Judging</i>	<i>Breeds of 20 dogs</i>	<i>3L, 1C, 1S, 2R, 3B, 1Ch</i>
04-05	Small Animal Judging	Rabbit Breeds	2L, 2C
	Livestock Judging	Parts of a Steer	2C
	Foods Judging	Biscuit Quality	1L
	Livestock Field Day	How to Show Sheep	1L
	Rabbit Showmanship	Watch the Judge	2L, 1B, 1R
	Sheep Showmanship	Smile at Judge	1C, 1B
05-06	Small Animal Judging	Egg Quality	2C
	Livestock Judging	Pig Parts	1L, 1C
	Foods Judging	Table Setting	1C
	Rabbit Showmanship	Fitting Skills	2C, 2CB
	Sheep Showmanship	Keep Lamb Clean	1C, 1CR
	Measuring Contest	Wash Hands & Counters	1C, 1CB
	Favorite Food Prep	Keep Work Area Clean	1C, 1CB
	Record Book Workshop	Correct Order of Pages	1C
	Herdsmanship	Keep Tack Picked Up	2C
	Record Book	Keep Up-to-Date	2CB

Foods:

Measuring Skills, Food Prep, Table Setting, Judging

Clothing:

Fashion Revue, Ensemble Boards, Judging Contest, Sewing Skills

Livestock:

Showmanship, Judging Contest, Herdsmanship

Training Events:

Field Days, Counselor Training, Project Weekends

Activities:

4-H Sign up Days, Parades

4-H Events Attended: Tours, Camps, Summer Days, etc.

Year	Kind or name of event	Scholarship by—
04-05	Tour of Simplot Feedlot	None
05-06	Tour of Safeway Deli	None
06-07	Rabbit Farm Tour – WA	Club Fundraiser

Conferences

Livestock Tours

Tours of Businesses

Visiting Shows

Comparisons Shopping Trips for your projects

4-H Advancement Programs

(Advancement certificates should be included with your 4-H record)

Program or project	Step no.	Date	Step no.	Date	Step no.	Date	Step no.	Date
<i>Rabbit</i>	<i>1</i>	<i>4/30/99</i>						
Rabbit	1	6/20/04	2	3/1/05	3			
Meat Animal	1	8/1/05	2					
Foods	1							

Leadership in 4-H

Year	Leadership responsibilities (not honors) in 4-H. Include number reached through leadership efforts. (Offices held in 4-H club are listed on page 1.) Junior leaders should indicate their responsibilities.
04-05	Family Day Picnic Chairman – 30 Guests
	County Fair 4-H Small Animal Ribbon Clerk – 3 hours

Tell things you have done. List number helped and your responsibilities.

Junior Leadership
Fair Clerk
Committee Chair

Leadership in Other Organizations

Year	Leadership responsibilities in school and other community organizations. Include number reached through leadership experience.
04-05	Class President – 30 class mates, 2 meetings
	Basketball Co-Captain, 12 games, 9 players
	Boy Scout Camp Chairman – 1 Campout, 6 people
05-06	Basketball Team Reporter, 11 games, 8 players
	Boy Scouts – Color Guard Captain, 2 events
	Band – Student Representative, 2 meetings, 20 members

List Duties, Hours and Number of people involved.

Student Council
Band Officer
Sports Officer

4-H Citizenship, Community Service, and Community Pride

Year	List what you did as a member of a club and/or as an individual. Examples: Park clean-up, reading to the elderly, get-out-the-vote campaign. Indicate the number of people helped, if appropriate.		
04-05	Helped Elderly Care for Yard		20 hours
	Fair Ground Clean Up Day		4 hours
	Food Drive for Christmas Baskets	50 pounds	3 hours
05-6	Sang at Nursing Home	25 people	1 hour
	Coat Drive	40 coats	6 hours

Indicate time spent, number of people assisted, money raised, pounds of food collected. Examples include: Park clean-up, helping the elderly, collecting items for the needy.

Participation in Other Community Activities

Year	List what you did in other organizations/activities in school and community.		
04-05	Boy Scouts	10 meetings	20 hours
	Band – Trumpet	80 hours practice	3 concerts
	Basketball	20 games	
05-06	Boy Scouts	8 meetings	16 hours
	Band	40 hours practice	1 concert
	Basketball	10 games	
	D.A.R.E.	200 members	

4-H Recognition

Year	Important honors, awards, trips, etc. (Do not include awards listed on pages 2, 3, or 4.)
04-05	Small Animal Champion Market Rabbit - Trophy
	Reserve Champion Educational Display - Ribbon
	Champion Novice Sheep Showman - Ribbon
	Top Ten Novice Livestock Judging, 9 th Place - Ribbon
06-07	Selected for State Fair - Cookies

Special Awards and Recognition:

Championships
 Selected for State Fair
 County Medals
 Trophies, Plaques
 Top 5 Judging
 Cash Awards
 Winner of Any Contest
 Showmanship Champion
 Herdsmanship

Other Recognition

Year	List important recognition in school, other youth organizations, and community.
04-05	Student of the Month
	Most Improved Music Award
	Boy Scouts – Completed 10 Badge Requirements
	Open Class Sheep – Champion Ewe
05-06	Most Improved Reading Award
	Perfect Attendance – 220 Days – Lincoln School
	Dance Team – Kiwanis Kapers Youth Award – 2 nd Place

Student of the Month
 Sports or Dance Team Awards
 Honor Roll
 Non-4-H Ribbons
 Medals
 School Recognition
 Varsity Letters
 Scout Recognition
 Church Honor

RECORD BOOK EVALUATI ON

JUDGES COMMENT SHEET

NAME _____ **CLASS** _____ **PLACING** _____

EXCELLENT

GOOD

FAIR

ACTI VI TI ES:

Community Service, Presentation,
County & Club Activities

(30%)

COMPLETENESS:

Required forms filled out properly

(20%)

APPEARANCE:

(10%)

ORDERLINESS:

(In correct order)

(10%)

IDEAS & GOALS:

Expressed and achieved
(also with notes)

(30%)

COMMENTS: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Helpful Hints Writing Your 4-H “Notes/ Story/ Diary”

My 4-H Notes
For (year) to (year)

Name _____ County _____

My 4-H Notes (story) serves as a report or history of all that you have done, achieved, learned and experienced in connection with your 4-H membership for the past year. All of your projects should be combined into one story. Be sure to include if you're a Junior or Teen Leader, on the Teen Council, or Ambassador, these are 4-H projects, too.

Be sure to write your story so that the reader remains interested enough to read all of it. The reader not only wants to know what you did or accomplished in the past year, but also how you felt about your experiences.

You should use vocabulary or words that are appropriate for your age and always be sure spelling and grammar are correct. Neatness and readability count, so you may use pencil, pen typewriter or computer to achieve neatness. The work should always be all yours, no one else's. It is suggested that you include the following categories in your story. They don't have to be in the order listed, in fact, you may want to begin your story with an interesting highlight of the year or even a question to get the reader's attention. Information from the categories may also be woven together, in other words you don't have to have a separate paragraph about each topic listed below.

1. Introduction: Include your age, family, where you live, school, interests, when and why you joined 4-H. Make sure it is interesting and concise.
2. Project/Activity information: Why projects was/were chosen, goals set and attained, how has project grown, successes and failures, profits and losses.
3. Learning: From project itself, leadership, citizenship, cooperation, working with others, offices and committees, etc.
4. Activities: What did you, as a club and as an individual, do or accomplish this year? How have you helped or taught others? Be sure to include community service.
5. Personal Growth: How has 4-H helped you become a better leader and citizen? What have you learned about yourself, about making decisions and setting goals, winning and losing, etc?
6. Future Plans: What do you plan to do next year and beyond? How will you use things learned and experienced in 4-H in other areas of your life?
7. Have a concise (to the point) summary.
8. Have Fun!