

# COUNTY RECORD BOOK GUIDELINES

Project Records Run from **June 1, 2024 – May 31, 2025** (information from State 4-H Office regarding age requirements are staying the same beginning September 1<sup>st</sup> even though you can enroll on August 1<sup>st</sup>).

(ending date is year completed for reporting purposes in this book)

Keeping a record of your project activities is an important part of 4-H. Good records are helpful when you apply for awards and when you just need to know when you participated in a particular activity.

Your County Record Book provides a good place to write down all the things you do in 4-H. Keeping your report form from year to year in one folder will help keep all your information today. These books are in the Kay County Extension Office.

## **ELIGIBILITY:**

1. Must be at least eight (8) years of age (or older) and in the 3<sup>rd</sup> grade by September 1<sup>st</sup> of the year qualifying for the medal or certificate.
2. May receive up to four (4) medals per year.
3. Age Groups as of September 1<sup>st</sup>
  - a. Junior 8 years of age and in the 3<sup>rd</sup> grade -11 years of age (grades 3-5)
  - b. Intermediate 12-14 years of age (grades 6-8)
  - c. Senior 15 years and older (grades 9-12)
- 14 years and up can complete a State Record Book. To be considered for a county award other than their State Record Book Project, the 4-H'er must complete project sheets for the medal(s) they are applying for. Record Book Covers are in the Kay County Extension Office for \$3.00 each.

## **PROJECT OBJECTIVES:**

Read the 4-H project objectives for all projects you are involved in. These objectives should be reflected in your project work.

Age	Project Work Activities	Speaking/Demo/ Presentations	Leadership Activity	Citizenship Activity
Junior	4	1	1	2
Intermediate	6	2	2	4
Senior	10	3	3	6

## **COUNTY RECORD BOOK:**

1. Must meet age requirements to submit a record book.
2. Information must be provided on the County Record Book forms which are available in the Extension Office or on the County website: <https://extension.okstate.edu/county/kay/> click on Kay County 4-H, go to resources and click on record book.

3. Record book can be printed neatly in black ink, typed, or completed by computer word processing. Type should be no smaller than 12 spaces/inch or size 12 word processing font and 6 lines/inch.
4. Boldfacing or underlining of information in the report form should be used only to enhance information. Overuse defeats the purpose and value of bolding or underlying.
5. May organize in any format. Can use bar graphs, pie charts, or color print to emphasize information.
6. Sheets may be printed on one side only.

### **Assemble Your 4-H Record Book**

You will have at least 5 tabs depending on the project medals/certificates you are applying for:

#### **Cover Page**

1. **Awards/Trips/Conferences**
  - a. Awards/Trips/Conferences
  - b. Dan Forth I Dare You Award/Application
  - c. Junior Achievement/Teen Leader Point Sheet
2. **Story**
  - a. **My 4-H Story (Maximum of 6 pages long)** An important part of your record book. The story should focus on the projects which you are applying for medals. You should include information about the other projects you have participated or worked in. Include funny, distressing, or unusual experiences encountered in your 4-H work. Write about your most outstanding accomplishments and the impact 4-H has in your life. Include your future plans.
3. **Project (Please complete a set of project sheets for each project you are applying for an award in). (Place each set of project sheets behind its own tab and label the tab with the project name).**
  - a. **Section I-A - Participation in the 4-H Project** What have you done in this project? Report the steps you have taken in this project to meet the stated objectives of the project. Include the amount of project work, such as numbers of animals you cared for, the articles you made, the time you spent, your activities, etc. In addition, list related experiences such as tours, field trips, judging contest, exhibits, etc.
  - b. **Section I -B – What you learned in this project** What you learned in this project: List what you learned as a result of participating in this project. Also list skills you have acquired relating to the project.
  - c. **Section II – Leadership Experience** Include projects. List your leadership participation in 4-H including offices and committees. Include things you have done by yourself or with others to help with the 4-H program. Include such things as

helping, teaching organizing camps, club activities, fairs, workshops, etc. Indicate the project(s) the activity related to, the number reached, and the level – Local (L), County (C), District (D), or State (S)

**d. Section III – Civic Engagement/Citizenship** Include projects. List your citizenship/community service experiences. Include things that contribute to the welfare of your community, other individuals, or members of your club or group. Explain what you did and how many people were affected. Indicate the project(s) the activity related to, the number reached, and the level – Local (L), County (C), District (D), or State (S)

**e. Photo Page – include caption by each picture; two pages per project** Include pictures that reflect your project work. Each project can have two (2) pages of pictures with (3) pictures per page and no more than six (6) pictures total for each project. Color reproductions, scanning of copies of photos can be used. You may mattee your pictures, add stickers, but do not shingle. Make sure you include captions with each photo. **DO NOT USE ANY ITEMS SUCH AS NEWSPAPER CLIPPING, RIBBONS, BROCHURES, ETC. REMEMBER THIS IS A RECORD BOOK NOT A SCRAP BOOK.**

**4. Section IV – Awards in all 4-H Projects** List the most important or meaningful awards you have received in school, church/faith, or community organizations.

**Section V – Non-4-H Experiences** List your most meaningful non 4-H experiences. You may include experiences and recognitions you have received in school, church/faith, or community organizations.

**5. Past Year(s) –** Place your current year in front of your previous year pages. When adding new projects, keep your old project work behind their tabs, adding new tabbed dividers for the new project(s).

Material should be secured in a 4-H folder in the order listed. Each section should be tabbed included a separate tab for each project.

# My 4-H Record Book

Name:

Address:

Phone:

4-H Club:

Years in 4-H:

Birthdate:

Grade in School (as of September 1, 2024)

Division: (Junior, Intermediate or Senior):



# COVERSHEET

Medals I am applying for:

1.	
2.	
3.	
4.	

## KAY COUNTY 4-H PROJECT REPORT FORM FOR 6/1/24 TO 5/31/25

Member's Name:

Club:

Mailing Address:

Age on 9/1/24

Birthdate:

Years in 4-H

Age Group

Grade in School

### COUNTY MEDALS AND/OR CERTIFICATES AVAILABLE

**Do not write in projects**

Aerospace & Rocketry	Meats
ATV	Meteorology – Weather and Climate
Automotive	Natural Resources
Beef	Ornamental Horticulture and Landscaping
Bicycle	Outdoor Education
Childcare, Child Development	Performing Arts
Civic Engagement (Citizenship)	Personal Development
Communication & Expressive Arts – Graphics, Writing, Poetry, Story Telling, Film Making, Photography	Photography
Companion Animals – Dog, Cat, Pocket Pets, Guinea Pigs, Birds, Fish, Reptiles, Other	Plant and Soil Science
Consumer Education	Poultry
Dairy	Public Speaking
Design and Construction – Apparel and Sewing	Rabbits
Design and Construction – Hobbies and Textiles	Recreation and Leisure
Design and Construction – Interiors, Personal Living Space and Sewing	Robotics
Electric & Electronics	Safety – Home, Farm, School, Personal
Energy – Wind, Electric, Hydro, Gas, Oil, Coal, Etc	Science Engineering and Technology
Entomology and Bees	Sheep
Entrepreneurship	Shooting Sports – Archery
Environmental Stewardship – Recycling, Composting, Water, Conservation, Etc	Shooting Sports – Hunting and Wildlife
Farm Machinery	Shooting Sports – Muzzle Loader
Flower Gardening and House Plants	Shooting Sports – Pistol .22 and Air
Foods and Nutrition	Shooting Sports – Rifle and Air
Gardening – Fruits & Vegetables	Shooting Sports – Shotgun
Goats – Meat, Milk and Hair	Shooting Sports – Western Heritage
Health and Fitness	Small Engines
Hobbies and Collectables	Sportfishing
Horse, Donkey, Mule	Swine
Industrial Arts – Woodworking, Welding, Constructions, Etc	Tractor and Machinery Safety
International and Cultural Education	Vet Science
Leadership	Visual Arts
Llama	

Have you received a 4-H Gate Sign?

YES

NO

Signature of 4-H Member

Signature of 4-H Leader

Signature of Parent or Guardian

Name:

AWARDS TO APPLY FOR: Please check if applying for (may receive only one time):

**I Dare You Award - (ages 15-18) per the Dan Forth "I Dare You" Website. Must be 15 years of age by September 1, 2024.**

**Outstanding Junior Member Award –3<sup>rd</sup> (and 8 years old), -5<sup>th</sup> grade as of September 1, 2024.**

**Challenge to Achieve Award - 6<sup>th</sup>- 9<sup>th</sup> grade as of September 1, 2024.**

**Hall of Fame Award ages – 10<sup>th</sup> – 12<sup>th</sup> grade as of September 1, 2024.**

**I realize that the interviews for ALL awards will be in late July or early August.**

Point Sheet must be filled out to be eligible to go on either trip. Please check trip.

**Junior Achievement Trip – 3<sup>rd</sup> (and 8 years old), -6<sup>th</sup> grade as of September 1, 2024**

Available **Teen Leader Trip – 7<sup>th</sup> – 12<sup>th</sup> grade as of September 1, 2024 Trips/Conferences**

**Citizenship Washington Focus - Must be 15 year of age by time of trip (trip is usually in mid-June)**

**New Mexico Senior Leadership Retreat - Must be 15 years old before January 1<sup>st</sup> (trip is usually in early January)**

**National 4-H Conference Washington - Must be 16 as of January 1<sup>st</sup>, year of the trip (trip is usually in early April)**

**4-H Day at the Capital – 7<sup>th</sup> – 12<sup>th</sup> grade can attend (Must wear a dark green, long sleeve, button down, embroidered Oklahoma 4-H shirt) (Can be purchased when signing up for \$30.00) (Must attend 4-H Day at the Capital training)**

**Discovery Unlimited – 5<sup>th</sup> and 6<sup>th</sup> graders as of September 1, 2024 (trip is usually in early April)**

# Dan Forth I Dare You Award

Ages 15-18 per the Dan Forth I Dare You Website.

\*Must be 15 years of age by September 1, 2024.

Write at least a 250 word essay including the information below.

\*Must have completed at least three (3) years in 4-H including the current year.

\*Participated in and completed one or more activities in at least three (3) of the following areas in the current year.

- A. Demonstration/Speeches
- B. Contests
- C. Project Exhibits
- D. Camps
- E. Newspaper, TV& Radio
- F. Leadership

1. Served as an officer or committee chairman at some level of the 4-H organization, club, county, district and/or state.
2. Served as a teen leader in an activity or project with, or under the supervision of an adult volunteer leader.

## G. Community Service, Citizenship, Character

1. Working or counseling with 4-H members.
2. Community Service projects, either individual, group or club type projects, contributions to school, church and community.
3. Must have motivated other 4-H members through participation in demonstrations, projects and/or exhibits.
4. Character should include attitude and personal growth in accepting responsibilities and serving others.

**DAN FORTH**  
**“I Dare You Award”**  
**Application**

Name:

Birthday:

Age:



## JUNIOR ACHIVEMENT/TEEN LEADER TRIP POINT SYSTEM

Junior Achievement Trip age division: 8 years old and in the 3<sup>rd</sup> grade – 6<sup>th</sup> grade as of September 1, 2024: Teen Leader Trip Age Division: 7<sup>th</sup> – 12<sup>th</sup> grade as of September 1, 2024  
 Must receive **35 points** to go on the Junior Achievement/Teen Leader Trip.  
 Point sheets are **Due: With record book.**

Name:

Club:

Grade (as of September 1, 2024):

Age:

Birthdate:

	Possible Points	My Points
Submitted County Record Book	20	
Entered County Fair Exhibits		
1. List Exhibit	1	
2. List Exhibit	1	
3. List Exhibit	1	
4. List Exhibit	1	
District & State Exhibits Events: (Horse, Fair, etc)		
1. List Exhibit	1	
2. List Exhibit	1	
3. List Exhibit	1	
4. List Exhibit	1	
Exhibited animals at Kay County Free Fair/Jr Livestock Show	Max 10	
1. List Exhibit		
2. List Exhibit		
3. List Exhibit		
Participated in Judging Contest		
1. List Exhibit		
2. List Exhibit		
3. List Exhibit		
Participated in County 4-H Has Talent	1	
Entered County Bread Show		
1. List Exhibit	1	
2. List Exhibit	1	
3. List Exhibit	1	
Participated in Speeches and Demos	1	
Illustrated Presentation	1	
Participated in County Food Showdown	1	
Participated in District Food Showdown	1	
Attended 4-H Camp	1	
Attended 4-H Roundup	1	
Attended Achievement Banquet	1	
Attended Workshop Day/Day Camp	1	
Attended Local Club Meetings	1 pt (each)	
Held district/state office.		
1. List	1	
2. List	1	

3. List	1	
Held local club office, worked on local club or county committees, presented talk or Illustrated Presentation at local club		
1. List	1	
2. List	1	
3. List	1	
Other activities: Workshop attendance, recruit new members, assisted other members with projects, helped with community activities, promoted county 4-H through parade, TV, radio, etc	10 max	
Special Project Work	10 max	
List:		
List:		
List:		
List:		
<b>TOTAL POINTS</b>		

Date:

4-H Member:

Date:

Parent:

Date:

4-H Leader:

## **My 4-H Story**

*Your story is an important part of your 4-H record. The introductory paragraph could include things as reasons for joining 4-H, things that make 4-H interesting to you and how you have helped other 4-H members. It should focus on the projects or activities in which your record is to be considered for medals or certificates. You may include reasons for selecting the project(s), new things learned and a plan for the future.*

**Section I-A – Participation in the 4-H Project: What have you done in this project?  
(2 pages maximum)**

**Section I-A – Participation in the 4-H Project: What have you done in this project?  
(2 pages maximum)**

**Section 1-B What have you learned in this project? (1 page)**

**Section II Leadership Experiences: Place asterisks (\*) beside activities relating directly to the project outlined in Section 1. (2 pages maximum)**

A large, empty rectangular box with a thin black border, intended for the applicant to write their leadership experiences. The box occupies most of the page below the instructions.

**Section II Leadership Experiences: Place asterisks (\*) beside activities relating directly to the project outlined in Section 1. (2 pages maximum)**



**Section III Civic Engagement/Citizenship: Place an asterisks (\*) beside activities relating directly to the project outlined in Section 1. (2 pages maximum)**

**Section III Civic Engagement/Citizenship: Place an asterisks (\*) beside activities relating directly to the project outlined in Section 1. (2 pages maximum)**

A large, empty rectangular box with a thin black border, intended for the user to enter their response to the section header. The box occupies most of the page below the header.

**Photo Page- No more than two pages of photos per project**

