



OSU EXTENSION OTTAWA COUNTY 4-H YOUTH DEVELOPMENT



Record Book Guide





Record Book? What is it?

A way for 4-H members to compete for awards and scholarships. It is also...

-An organized way to summarize a 4-H member's project work, leadership, and citizenship activities.

Record Books help 4-H members learn:

- To set goals and work toward them
- To make decisions
- To keep records
- To utilize available technology
- To summarize information
- To manage time and resources
- To communicate thoughts, feelings, and achievements

Record Books are designed to teach valuable life skills through experimental learning.

Where to Begin?

Planning your Record Book is key. Set objectives and goals you would like to accomplish with your Record Book. Keep a calendar and record all 4-H events and activities that you participate in, as well as any functions that you gave a presentation, a speech, or demonstration.

County VS. State Record Book...

<u>County Record Book</u>	VS	<u>State Record Book</u>
Any 4-H member can submit (even Cloverbuds)		Must be 14-18 to submit a State Record Book
Summary of Current year activities		Summary of entire 4-H career
Include ALL projects you are active in		Focused on 1 project area

Ottawa County Record Book Divisions...

Cloverbuds- Grades Kindergarten-2nd Grade

Can report on all projects they participate in. And place in a green folder.

Pg. 1----Report Form Cover Sheet

Pg. 2----1 page story about the cloverbud and his/her 4-h projects.

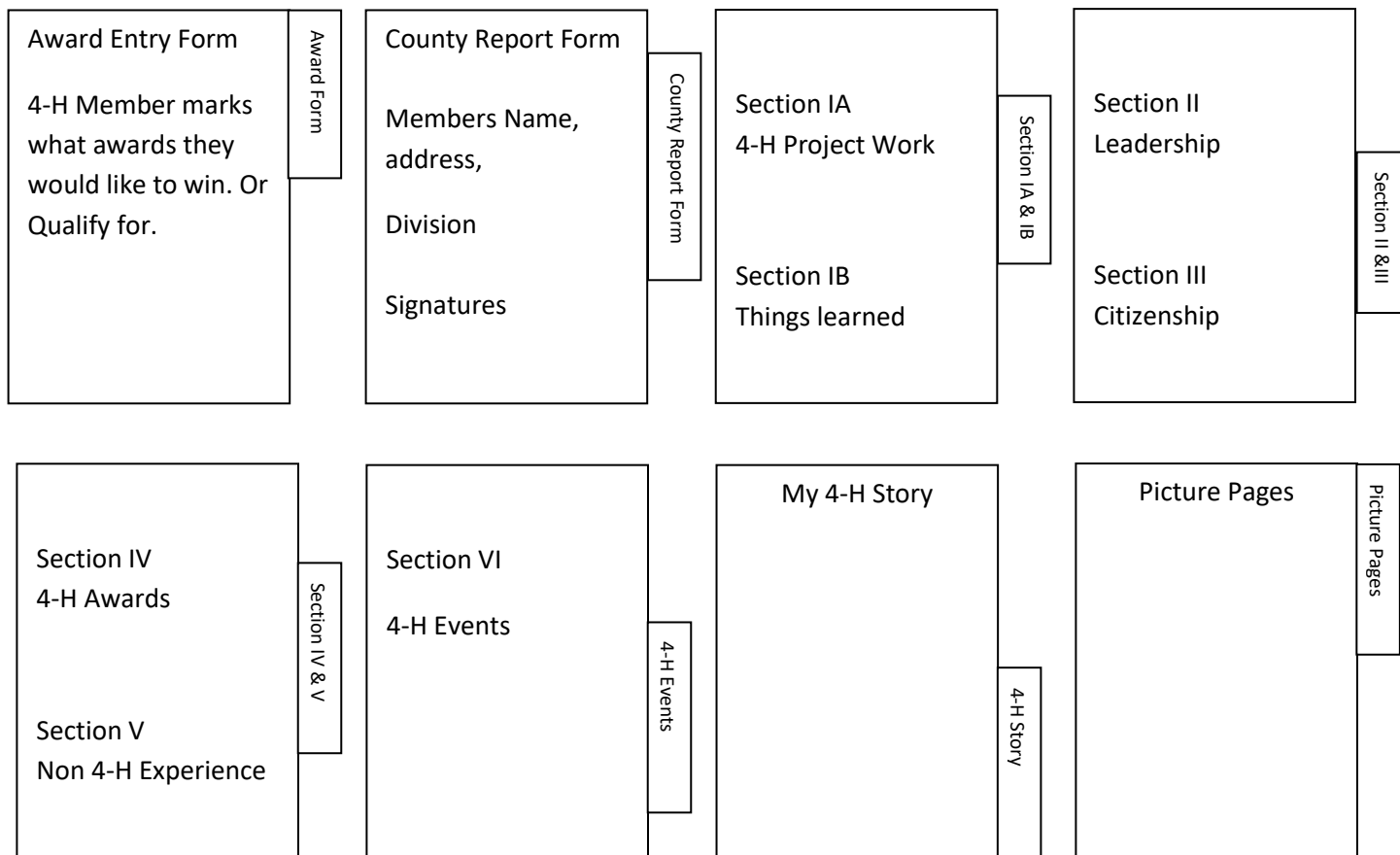
Pg. 3----1 picture page with 3 pictures (max).

JR Record Book- Grades 3-5

INT Record Book-Grades 6-8

SR Record Book-Grades 9-12

Suggested ways to make tabs in your record book. *This is an example*



Break Down of Each Section...

Section IA

Complete for each project area.

JR. ½ page. INT. ½ page. SR 1 page.

4-H participation in the 4-H Project.

Summary of work done within the project

Should show hours of participation and who was reached, Local, County, District, State level.

Examples of Participation...

- * Provided display on _____ at the County Fair.
- * Led _____ game at a local 4-H meeting.
- * Presented a demonstration on _____ to Lion's Club and Local 4-H Club.
- * Attended _____ sale and had a display of my project.
- * Participated in 4-H Food Showdown.
- * "name of speech" gave at County Speech contest.

Section IB

Complete for each project area.

JR. ½ page. INT. ½ page. SR. 1 page.

What have you learned in this 4-H Project? List knowledge and or skills learned from your project.

Examples of Learning...

- * Learn proper method of writing Thank you cards to sponsors.
- * The importance of hydration.
- * First Aid and CPR proper technique
- * Parliamentary procedure
- * How to make a display board for my _____ project.
- * How to show my _____.
- * Proper food handling and kitchen safety.

Items in section IA and IB should pertain to your project area. Be precise and try not to be repetitive. You can explain more about your participation in your 4-H Story.

Section II- Leadership Experience

JR. ½ page. INT. ½ page. SR 1 page.

Examples of Leadership...

- *Helping an individual on-one-one.
- *Presenting a workshop to a large group
- *Helping individuals learn through a display
- *Planning, organizing, implementing, and evaluating a program or activity.
- *Serving as a leader for a project club or local club
- *Serving as a committee chairman or officer
- *Representing your 4-H Club at a leadership conference (State Round-Up, YIA, DC Trip, ect...)

Leadership is NOT...

- **Exhibiting at the fair (should be project work)
- **Setting up for banquet, putting up chairs or tables. (Citizenship)
- **Giving a speech or demonstration, unless it is a speech teaching how to give a speech.

Section III-Citizenship Experiences

JR. ½ page. INT. ½ page. SR 1 page.

Examples of Citizenship...

- *Painted and repaired equipment at a city park
- *Participated in a local parade.
- *Raised funds to purchase equipment for my club
- *Provided snacks for County Contest
- *Donated clothes to a local shelter
- *Helped community pick up trash

Use a variety of verbs, prepositions, etc...	
Taught	Led
Instructed	Trained
Educated	Explained
Showed	Demonstrated
Tutored	Coached
Drilled	Directed

Citizenship is NOT...

- **Babysitting for your mom, aunt, cousin, or other family member
- **Teaching a workshop
- **Giving a talk or demonstration
- **Not an activity that you may participate with your church group, or other non 4-H group.

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Section IV-4-H Awards

JR. INT. & SR. ½ page.

List most meaningful 4-H awards in all projects. List project related 4-H accomplishments, significant awards/trips.

Examples for Section IV

- *Won 2nd place in County Food Showdown
- *Won 1st place in Dress Revue, Grand Champion overall
- *Won Grand Champion Buck at County Fair
- *Placed top 3 at Tulsa State Fair in showmanship
- *Inducted into 4-H Hall of Fame

What NOT to put in Section IV—any award that was won in ANY non 4-H function.

- **Placed 2nd with my FFA beef project at County Fair
- **Won Grand Champion Sheep showman (while representing FFA)
- **Won 1st place at livestock judging contest

(These examples can be filled in on Section V)

Section V- Non 4-H Experiences

JR. INT. SR. ½ page

Included all significant participation in groups/activities outside of 4-H

Show awards won in non 4-H areas. Such as FFA, Church Groups, Honor Society, School Recognition. Etc....

Include any Leadership or Citizenship with non 4-H activities.

Examples for Section V

- *Inducted into National Honor Society
- *FFA Chapter Secretary
- *Grand Champion Steer at County Fair—IF shown as an FFA Member
- *Presidents Honor Roll at school 3 years

What NOT to put in Section V.

Any event or activity listed in section IA, IB, II, III, or IV.

Section VI- 4-H Events & Activities

JR. INT. SR. 1 page

Include all 4-H activities or trips you participated in. County Speech contest, Zoo snooze, meetings, Camp, ect...

The 4-H Story

Complements the facts and adds more definition to the 4-H member's project work.

Shares the 4-H member's feelings.

Tells the who, what, where, when, why, and how the facts in the Report came to be.

Shows project and personal growth.

The story should introduce the 4-H member, where they're from, who they are, what club they are involved in. List other activities involved with too. Sports, FFA, School, Lions Club, Etc....

Talk about ALL 4-H projects, events, activities that they have participated in 4-H.

Think. This is my favorite 4-H event because..... Or my favorite memory in 4-H is

The following guide will help determine how many pages your story should be.

Double spaced. Typed size 12 font ---OR handwritten in ink, double spaced. No more than 6 pages.

Cloverbuds—1 page story talking about all 4-H projects.

JR.

Participation	Less than ½
Green	½ page
Bronze	1 page
Silver	2 pages
Gold	3 pages

INT.

Participation	Less than ½
Green	½ page
Bronze	1 page
Silver	2 pages
Gold	3 pages

SR.—Only if doing a county book.

Participation	Less than ½
Green	½ page
Bronze	1 page
Silver	2 pages
Gold	3 pages

4-H members will NOT have points deducted or scored lower if they choose to handwrite their story with (blue or black) pen.

This Record Book is designed for the 4-H Member to keep records of their 4-H projects and set personal goals to win awards.

Photo Section

Is able to give a person reading the Record Book an idea behind the 4-H member's project work, Use clear images if digitally downloading your pictures. Resizing can cause the pictures to be blurry or unclear. A good idea or suggestion on pictures is to use some pictures from each project you are involved in, but remember to use from a variety of events. Also include leadership and citizenship photos as well.

Use good captions.

- Avoid starting each caption with, "here I am..." "I am...." "This is me....." Use a variety.
- Don't state the obvious. Explain what is going on, where you are, what you were there for.
- Don't repeat yourself in the same caption. Space is limited.
- Do not write in 3rd person. "Jamie is demonstrating to the Miami Club how to fold laundry."

Do this.... "Teaching the Miami Club how to fold towels, was part of my Demonstration, "How to Help Mom."

Another Example:



Assisting with Kids, Kows, and More, I handed out gift bags to the area teachers that came to the fun day learning about food and Agriculture.



Do NOT cut and edit other people out of the picture. Give us the whole image.

←Do not do this to your pictures.

Cloverbuds—1 page of pictures with 3 max.

JR, INT, & SR. 3 pages of pictures with 3 on each page. (9 total)

Revised 1/2020

Finished?

Now it's time to tab and place into the green 4-H bracket folder.
Cloverbuds just need a 3 bracket green folder.

Write your name, club name, address on the front of your folder.

The record book should be put in the following order.

- ___ Award Entry Form
- ___ County Report Form
- ___ Section 1A & 1B (this should be done for each project you do.)
- ___ Section II & III
- ___ Section IV & V
- ___ Section VI
- ___ 4-H Story
- ___ Picture Pages
- ___ County 4-H Point Sheet

County Record books are designed to help 4-H members complete a State Record book when the time is right. The Extension office is here to help in any way with the record book process. We are here to offer feedback and tips to help make your record book stand out. Remember to use your time wisely and pay attention to all record book deadlines.

OTTAWA COUNTY RECORD BOOK GENERAL GUIDELINES

1. Record Book Must be Completed in 4-H Member's Handwriting or Typed.
 - Forms may be completed in pencil if applying for participation certificate, gate sign, or Green Project Award.
 - Forms must be completed in ink or typed if you are applying for the Bronze, Silver, or Gold Project Award.
2. State Record Books may be submitted instead of the County Record Book. However, you must complete the Cover Sheet and Awards Entry Form and turn in with the Record Book when the State Record Book is due.
3. All materials need to be submitted in one notebook or folder.
4. You will only submit one 4-H Story that highlights all of your projects and 4-H involvement. (3 pages max)
5. If 4-Her is submitting materials in more than one project area, they must complete separate project forms for each project area (Pages 4-8). You may copy the blank forms or obtain extras from Extension Office.
6. It is strongly encouraged that you use tabs to divide the various project sections of the record book.
7. This is a record book NOT a scrapbook – No colored paper, stickers, ribbons, certificates, newspaper clippings, etc.
8. All pictures should have descriptive captions describing what the significance of the picture is for the record book. No newspaper articles please. You may use a picture from a newspaper, but you should include your own descriptive caption.
9. Project records run from record book to record book – approximately June to June.

DEFINITIONS

Workshop – Give participants actual hands-on experience. Longer in length than a demonstration

Short course – Lengthy demonstration or program (may be lecture). Participants listen with no hands-on experience.

Committee Appointment – Should be reported only when 4-Her is an active, contributing member of committee

Educational Booth or Display – is not for competition. Tells about a project

Educational Exhibit – An exhibit about a project that is for competition, i.e., Foods-Nutrition Exhibit

Working Display or Live Action Demonstration – Display that 4-Her mans, to answer questions or give information to public on request.

Year In School – The grade in school is the grade the 4-Her was in on January 1st of the current year.

Tabbing – Makes it easier for the judge to find major sections of the record book. Tabs should be uniform in length and placed on established spacing's. Tabs should not extend beyond the edge of the notebook or folder.

Achievement—excelling in 3 or more different project areas. Member shows a lot of leadership and citizenship in project areas. Member “goes the extra mile” in their 4-H projects.

Citizenship – Relationship between you and others

1. Way member thinks, feels, and acts toward family, other 4-Hers, school and church groups, and other people in the community.
2. Activities which help foster greater understanding of the role of a community citizen.
3. Activities which contributes to the welfare of local 4-H club, individuals in community or community as a whole.
4. Citizenship shows that the 4-Her worked with people to carry out duties and responsibilities of being a good citizen. Citizenship activities can be helping individuals, groups or carrying out a project individually.

Leadership—There are various levels and kinds of leadership:

1. Helping an individual on a one-to-one basis (4-H members and others)
2. Helping individuals with a project in a group situation (presenting workshops, demonstrations, speeches, and other oral presentations).
3. Helping Individuals learn about a project through a promotion (displays, distribution of literature, etc.).
4. Planning, organizing, implementing and evaluating a program or activity.
5. Serving as leader for a project club or regular club.
6. Serving on a committee—chairman or officer.

Public Speaking—Presentation in front of a group of people

Examples:

1. Speech and Demonstration contests
2. Presentation to a Civic group, 4-H clubs, school groups
3. Demonstrations at livestock workouts
4. Booth or Display where member is present and explaining booth or display
5. Radio or TV Spots