



# Payne County Record Book Starter Kit



Project Records Run from **July 1 through June 30**  
(*ending date is year completed for reporting purposes in this book*)

***Payne County 4-H Record Books can be typed or can be completed in the 4-H member's handwriting using a permanent or erasable pen.***

This document provides your supply of forms to start your very own Payne County 4-H Record Book. This will begin only a very basic record book. As you begin keeping records of your 4-H work, you will find more details you will wish to record. More pages may be added as needed. You may earn multiple project medals.

## Requirements to Achieve Project Medals

### Bronze Medal

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**General 4-H Requirements (must be completed in this project year and can include current year project work)**

Write your 4-H Story (**requires a minimum of 250 words**)

Participate in at least:

- two citizenship activities;
- one public speaking activity; and
- two county events in addition to the county fair.

Participate in at least one 4-H area at the Payne County Fair: exhibits, judging contests or live-action demonstrations. (\*\*First time 4-H enrollees may be exempt from Payne County Fair requirement, does not include Cloverbuds)

**Project Requirements (can be accumulated during multiple project years)**

Complete at least:

- four items of work done in project;
- three new things or skills learned in project;
- one workshop/tour/field trip/judging event/mentoring experience related to

Project;

- one photo page (**3 pictures and each picture requires one caption**)

## Silver Medal

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**General 4-H Requirements (must be completed in this project year and can include current year project work)**

Write your 4-H Story. **(requires a minimum of 250 words)**

Participate in at least:

- four citizenship activities;
- two leadership activities, either group or individual;
- two public speaking activities; and
- three county events in addition to the county fair.

Participate in at least three 4-H areas at the Payne County Fair (exhibits, judging contests or live-action demonstrations) ANY three entries or activities in any combination count.

**Project Requirements (can be accumulated during multiple project years)**

Complete at least:

- eight items of work done in project;
- seven new things or skills learned in project;
- three workshops/tours/field trips/judging events/mentoring experiences related to project.
- two leadership activities related to project;
- one citizenship or community service activity related to project and
- one photo page. **(3 pictures and each picture requires one caption)**

## Gold Medal

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**General 4-H Requirements (must be completed in this project year and can include current year project work)**

Write your 4-H Story. **(requires a minimum of 250 words)**

Participate in at least:

- six citizenship activities;
- four leadership activities, either group or individual;
- three public speaking activities; and
- four county events in addition to the county fair.

Participate in at least five 4-H areas at the Payne County Fair (exhibits, judging contests or live-action demonstrations) ANY five entries or activities in any combination count.

**Project Requirements (can be accumulated during multiple project years)**

Complete at least:

- 12 items of work done in project;
- 11 new things or skills learned in project;
- six workshops/tours/field trips/judging events/mentoring experiences related to project;
- five leadership activities related to project, one of which must be a workshop led by the 4-H member;
- one speech or presentation related to project;
- two citizenship or community service activities related to project; and
- one photo page **(3 pictures and each picture requires one caption)**

## **Record Keeping**

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General 4-H Requirements (must be completed in this project year and can include current year project work)

Write your 4-H Story (requires a minimum of 250 words)

Participate in at least:

- two citizenship activities
- one public speaking activity
- two county events in addition to the county fair.

Participate in at least one 4-H area at the Payne County Fair: exhibits, judging contests or live-action demonstrations. (\*\*First time 4-H enrollees may be exempt from Payne County Fair requirement, does not include Cloverbuds)

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

Secure all materials in a three-ring binder or in a 4-H member's record binder (available at the Payne County Extension office).

1. Awards applying for
2. Awards already received
3. Cover Page
4. My 4-H Story -- Your story is an important part of your 4-H record; it shows growth in your 4-H work in story format; your most outstanding accomplishments, funny things that have happened as well as disasters. Avoid a year-by-year listing of what you did, but include work all the way back to the first year. Try to show the human interest side of what 4-H has done for you, your family, your community, your state and how it has influenced your future plans. Be specific – explain what you mean when something is “great” or “wonderful”. Don’t use slang, and ask someone to read your story to check for mistakes and clarity. If something is not clear, rewrite it. The 4-H story can be typed or hand written and should include an introduction, body and conclusion. The introduction could include such things as reasons for joining 4-H, things that make 4-H interesting to you. The body should focus on the projects or activities in which your record is to be considered for medals or certificates. Also include project work, things you learned, personal experiences, how you have helped other 4-H members. The conclusion could include things like future plans, a summary of the body, etc.

The story should be limited to two pages (**250 word minimum story required for medal**) and be in your own handwriting or typed. It should be printed on the same type of paper as the rest of the record book. Your story should start with the heading “My 4-H Story” centered at the top of the page. It can be printed in any font, but must be readable. Use a font size that is appropriate.

5. Blank divider page with tab for General 4-H Work Summary
6. General 4-H Work Summary
7. The following pages are included in the 4-H Participation Section of your record book. **You may omit blank pages.**

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|--|---|
| ☆ 4-H Speeches and Illustrated Presentations                       | ☆ 4-H Leadership  |
| ☆ 4-H Exhibit Record   | ☆ 4-H Citizenship/Community Service                     |
| ☆ 4-H Workshops and Programs Attended &/or Mentoring Experiences   | ☆ 4-H Awards and Recognition                            |
| ☆ 4-H Tours and Field Trips Attended                               | ☆ Other Participation in 4-H Events/Activities/Programs |
| ☆ 4-H Judging Events, Workouts, Practices, and Rehearsals Attended | ☆ Participation in Non 4-H Experiences                  |
| ☆ 4-H Offices and Committees                                       |   |

8. Blank divider page with tab for Project Section #1.
9. There is no limit of project sections you can complete and no limit on the number of pages you can have in a project section. Project information listing the objectives of each 4-H project and suggested records to keep are available on the Oklahoma 4-H website (<http://4h.okstate.edu/members/record-book-and-scholarship-information/record-book-and-scholarship-info.html>) under Oklahoma 4-H Summary of Awards. If projects are not on the state website, contact the Payne County Extension Office for assistance.

The following pages are included in the project section of your record book to record basic project information. You may create and/or use additional pages as you see appropriate.

- ☆ Project Activity Record Form
- ☆ Objectives of My \_\_\_\_\_ Project
- ☆ New Things Learned in My \_\_\_\_\_ Project
- ☆ Work Done in Project (Add 2 pages in each project "packet")

10. Blank divider page with tab for Picture Section of Project #1
11. Picture Section for Project #1. Picture pages are limited to ONE PAGE (FRONT ONLY) PER PROJECT FOR THE CURRENT YEAR. In the Photography Project, you may have three pages of project pictures.

(Repeat steps 8 through 12 for each project section)

## 12. Previous Years' Work: Project Sections

- ☆ Blank divider page with tab for Prior Years' Work in\_\_\_\_\_Project
- ☆ Project sections (including picture pages) for all prior years' work
- ☆ Blank divider page with tab for all Prior Years' Participation Section
- ☆ All prior participation sections.

**Citizenship** is the relationship between you and others as shown by your actions. Being a good citizen involves helping others in need and accepting responsibility of citizenship, such as voting. Citizenship actions are: developing an understanding of the role of a community citizen, or contribute to the welfare of others, or improvements to a community. Examples: voting, trash pickup, helping others, improving the community, or being involved in governing.

**Leadership** is action! It is a specific act that involves the 4-H member leading other people. Leadership actions are: the giving of a presentation or workshop that teaches or describes topics of interest, leading the pledges, conducting the meeting, reporting on an assignment, directing activities, planning programs; or organizing events. The difference between the two projects in a nutshell: citizenship is helping others or governing others and leadership involves guiding others in some way.