

# Pontotoc County Jr. Record Keeping Guidelines

**All Jr. Record Books plus a 4-H story and 4-H project photo pages are uploaded to:**  
<https://form.jotform.com/211235908734052>

**If you need help formatting photo pages, please ask. It is easier to ask first rather than spend frustrating time formatting the photo pages with no success.**  
**If you need help combining files into one file, please ask.**

## **In 4-H Project Work We Encourage:**

Education of our members.  
Setting and completing goals.  
Developing communication skills.  
Developing life skills.  
Developing quality citizens and tomorrow's leaders.

## **What is a Record Book?**

A record book is an accumulation of all 4-H project work done in one or more years. A 4-H member continues to add to a record book each year.

**4-H Record Books are not scrapbooks. No other items such as results sheets, certificates, programs, etc. should be added to the book.**

## **Why do a Record Book?**

A record book is an excellent way to look back and see how much you have grown and learned through your 4-H experience. Record keeping is an important skill needed for most jobs.

A record book can also be used to apply for other awards and recognition.

## **Which Form Do I Use?**

All 4-H members should use the Oklahoma Report Form (ORP)

## **What to Report:**

Report all 4-H Project Work completed this year.

## **Oklahoma Report Form (ORP)**

### **ORP - Cover Page**

The cover page provides basic information about the 4-H member

and project(s) being reported.

### **ORP – Participation in Project Work**

Report All Project Work – You can report 2 or 3 major projects on these two pages with the use of headings.

### **ORP – What Have You Learned?**

List skills/concepts you have learned as a result of all project work. Organize with bullet format.

### **ORP – Leadership Experiences**

Leadership is the act of showing, teaching, or leading one or more people.

There are various levels of leadership:

- Helping an individual on a one-on-one basis.
- Helping several individuals with a project in a group situation
- (presenting workshops, demonstrations, speeches and other oral presentations).
- Helping individuals learn about a project through a promotion (displays, distribution of literature, etc.).
- Serving as a committee chairman or officer.
- Planning, organizing, implementing and evaluating a program or activity.
- Serving as a leader for a project club or regular club.

**ORP - Civic Engagement** Civic engagement is the way you think, feel and act toward your family, other 4-H'ers, your school and church groups and other people in your community.

A 4-H'er shows good citizenship by working with people to carry out the duties and responsibilities of a good citizen. Citizenship activities can include helping an individual or a group or carry out a project. Citizenship can be activities which help foster greater understanding of the role of a community citizen; contribute to the welfare of your local 4-H club; individuals in your

community; or the community as a whole.

### **ORP - Awards in All 4-H Projects**

List your top 10 most meaningful 4-H awards, honors and recognition.

**ORP - Non-4-H Experiences** List your most meaningful participation in school, church and community organizations other than 4-H. Include non-4-H leadership and/or honors received.

**4-H Story** - Your story is where you can expand on what your 4-H experiences have meant to you; how it has developed/affected your confidence, your attitude, etc. The story adds warmth and depth to the information reported in the record book form. The story should be a minimum of 2 pages double spaced.

**4-H Photo Pages** - Photos help the evaluator get to know the 4-H member better. They document work by showing growth. Photos should be high quality action shots (you actually doing your project work). Use specific captions to explain the pictures.

A total of three pages of photos may be included for ALL project(s) reported. Only one side of the page may be used. Do not use photo collages. Limit the number of photos to 4-5 photos per page. Photo pages are added at the end, after the record book story.

### **Awards and Recognition**

All members completing and submitting a record book at the specified time will be invited to the Awards Celebration in October.

Refer to your Yearbook for the various awards available. Some of these awards are based on a record book and others may be applied for by you using the information in your record book and completing the appropriate form.