



Tulsa County 4-H Record Keeping Project

- Four-H record keeping starts at the beginning of the 4-H year. Use a calendar, notebook or other record keeping method to maintain a continual record of your 4-H involvement.
- Begin by setting personal goals for your 4-H project/s. A successful 4-H project takes advanced planning and accurate, continual record keeping.
- A well-developed 4-H record includes a report on the accomplishment of your goals and on 4-H project work, leadership, community service and personal development.
- Include complete information for each project area, especially those in which you plan to continue for several years.

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County Record Book Instruction Guide

4-H Record Keeping Basic Information

What is a 4-H Project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do or make, which results from knowledge and skills you learned in the project. You learn about your project from attending club meetings and educational workshops and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by

participating in shows and competitions, as well as through family and self study.

Why Complete a 4-H Record Book?

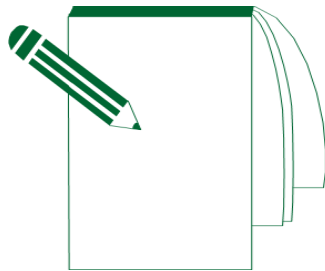
A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H Record Book for your project.

Keeping a 4-H record book helps you:

- Learn how to organize yourself
- Learn how to use project objectives to set reasonable goals and plan project work for the year
- Appreciate and explain what you've learned this year in your project work
- Gather data to apply for awards
- Meet requirements to participate in some county and state 4-H events

Anatomy of a Record Book

1. Tulsa County 4-H Annual Project Report Form. Make sure you have the current up-to-date version.
2. 4-H Story -- 3 page maximum (typed, double-spaced or handwritten)
3. Photo Section – No more than 3 pages of pictures, one side only, with captions. Pictures should show 4-H project work, leadership and citizenship activities in your main project area you are reporting on. No newspaper articles, certificates, or other types of documentations should be included.
4. Place the above listed items in a folder. Record Book kits are available for purchase at the Tulsa County OSU Extension Center. The kit includes the Official 4-H Record Book Cover, divider pages and photo paper. The record book **must** be in an official cover to be considered for Special Awards.



Helpful Hints

- ✓ Information should be factual and concise, yet fully representative of the 4-H's accomplishments.
- ✓ Content is more important than a fancy format.
- ✓ Don't repeat information just to fill available space.
- ✓ Correct grammar and spelling are a MUST.
- ✓ Be creative and interesting in your story; remember "cutesy" stories do not impress the reader.
- ✓ Show the human interest side of your project.
- ✓ Be specific. Give detailed information regarding your personal involvement or responsibility in a project or event.
- ✓ Avoid slang and acronyms. Make sure any special terms are understood or defined clearly.
- ✓ Have someone else read for mistakes, clarity, etc.
- ✓ The 4-H record is an organized presentation of what you have learned and accomplished. The final product should be neat, complete, & organized in logical sequence with no repetition.



Parts of the County Record Book

Annual Project Report Form

Participation & Learning Experiences — **Good 4-H project work takes dedication and commitment.** By setting the simple goal to accomplish 2-3 things per month you will have 18-27 learning experiences completed each year. Examples would include: participating in a club or county activity, reading a project related book, attending a workshop, going on a field trip, using your project manual (available at the extension office), completing an exhibit listed for your project area, participating in a citizenship activity, giving a speech, preparing a project display, teaching someone else, etc.

Public Speaking — An organized talk or demonstration with an introduction, body and conclusion. Rituals, prayers and/or

presiding over meetings do not qualify as speeches.

Income & Expense Record — List any expenses and income from your 4-H projects. You are not judged on whether you make a profit or have a loss, just for keeping track of the information. Completion of this section will strengthen your project work. Items to include: entry/registration fees paid, premium money won, cost of project supplies, income received from selling a project, etc. The Income and Expense Section is **required** to be eligible for a Silver or Gold Medal.

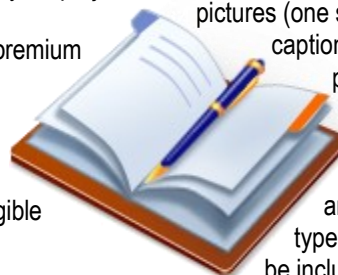
4-H Story

You may use the 4-H Story pages included in this Tulsa County 4-H Record Keeping

Manual to write your story, or you may hand-write up to **three pages** of notebook paper, or your story may be up to three pages typed, double-spaced. A font size of 12 point or larger is recommended for typed stories. Have FUN with YOUR story!

Project Picture Section

You may have no more than 3 pages of pictures (one side of the page only) with captions. Pictures should show 4-H project work, leadership, and citizenship activities in the main project area you are reporting on. No newspaper articles, certificates, or other types of documentations should be included. Artwork, stickers, etc. are strongly discouraged. The Project Picture Section is **required** to be eligible for a Silver or Gold level project medal.



Project Medal Selection

Being able to make written reports is a necessary skill throughout 4-H and when you are an adult. The 4-H Record Book is also a way awards are selected to be presented at the Annual 4-H Achievement Program. Each 4-H member that completes a County Record Book is recognized for their accomplishments by being awarded the 4-H Gatesign, Record Book Participation Award or a Bronze, Silver, or Gold Project Medal. The specific criteria for these awards, listed on the 4-H Evaluation Sheet for County Project Medals, is used to determine your success in your 4-H project. All criteria must be completed in a single project area to earn a medal in that project area. You may receive a medal more than once in a project area. You can receive only one project medal, based on the County Record Book, each year.



Special Awards

Each year at the Annual 4-H Achievement Program, several special awards, trips, and scholarships are awarded, which are based on the information members provide in their Record Book. Special awards are presented to members whose 4-H project work goes above and beyond the criteria for receiving the 4-H Project Medals. Special awards are selected based on all the projects you report on. The more information you provide the better. Members must meet all eligibility requirements in order to be considered for these honors. Refer to the Special Junior, Intermediate and Senior 4-H Awards summary lists and guidelines for information including the eligibility requirements and criteria for each Special Award.

What is Leadership?

There are various levels and kinds of leadership:

1. Helping an individual (4-H member or other) on a one-on-one basis (4-H member or other).
2. Helping several 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 group.
6. Serving as a committee chairman or officer.



Learn the difference between leadership and

What is Citizenship?

Citizenship is the relationship between you and others, as demonstrated by the following:

1. The way you think, feel and act toward your family, other 4-H'ers, your school, church groups and other people in your community.
2. Activities which help foster greater understanding of the role of a community citizen.
3. Activities which contribute to the welfare of your local 4-H club, individuals in your community or the community as a whole.
4. 4-H'er shows good citizenship by working with people to carry out the

5. Positive role model for younger members.
6. Doing the right thing for the right reason.

Clerical Hints

Neatness. Neatness is important. Keep pages clean and smudge free. Show pride in your work.

Accuracy is Essential! Do not guess. If totals look excessively large, explain them.

Correct Spelling and Grammar are Essential. Give special attention to punctuation, spelling, grammar and capitalization.

Reporting Records. May be handwritten, typed or put on computer. A good knowledge of word processing skills is helpful when completing your record book on the computer.

Holes. Take care when punching holes in paper. If possible, use a three-hole punch, making sure all pages are lined up.

Font Size. Computer print should not be smaller than 12 characters per inch (12 pt. font) or six lines per inch. Fonts and spacing should be uniform throughout the form.

Paper. Paper used for the story, for pictures, and for dividing sections should be standard 8 1/2 by 11 inch. Margins on the pages must be 1 1/2 inches to the left and top, and one inch at the right and bottom. The story must be double spaced.

Picture Section. Suggested number of pictures per page is three or four. Do not shingle pictures. Do not use more than three pages of pictures. Do not cover pictures or any other pages with plastic. Use rubber cement or photo adhesive to mount pictures. You may have color copies of pictures done at a copy shop or printed electronically in place of actual photographs glued to a page.

Photographs. Photos should show the 4-H member in action. Photographs are important because they document the project, show growth and most importantly, "seeing is believing."

County Project Areas

- Aerospace & Rocketry
- ATV
- Automotive
- Beef
- Bicycle
- Childcare, Child Development
- Citizenship—Government, Service Learning and Community Service
- Communication Arts: Graphics, Writing/Poetry, Print, Storytelling, Filmmaking, Photography
- Companion Animals— Dog, Cat, Pocket Pets, Guinea Pigs, Birds, Fish, Reptiles, Other
- Consumer Education
- Dairy
- Design and Construction—Apparel and Sewing
- Design and Construction—Hobbies and Textiles: Quilting, Knitting, Embroidery, Crochet, Fabric Art, Crafts, and Sewing
- Design and Construction—Interiors, Personal Living Space, and Sewing
- Electricity & Electronics
- Energy: Wind, Electric, Hydro, Solar, Gas, Oil, Coal, etc.
- Entomology & Bees
- Entrepreneurship
- Environmental Stewardship: Recycling, Composting, Water Conservation, etc.
- Expressive Arts: Visual Arts, Drawing, Painting, Sculpture, Crafts, Leather, etc.
- Farm Machinery
- Flower Gardening & House Plants
- Foods & Nutrition: Breads, Cooking/Preparation, Preservation, Presentation, etc.
- Game Birds
- Gardens: Fruits/ Vegetables
- Goats
- Health & Fitness
- Hobbies & collectables
- Horse, Donkey, Mule
- Industrial Arts: Woodworking, Welding, Construction, etc.
- International/Cultural Education—Exchange Programs, Service Abroad, Education Abroad
- Leadership
- Llama
- Meats
- Meteorology: Weather & Climate
- Natural Resources: Wildlife and Fisheries, Game Birds, Forestry, Geology, Range
- Ornamental Horticulture & Landscaping
- Outdoor Education: Camping, Recreation, High Adventure, Hiking, etc.
- Performing Arts: Dance, Drama, Theater, Clowning, Mime, Music
- Personal Development
- Photography
- Plant & Soil Sciences
- Postmark
- Poultry
- Public Speaking
- Rabbits
- Recreation & Leisure Education
- Robotics
- Safety: Home, Farm, School, Personal
- Science , Engineering & Technology, TechXcite, DPA, UAV, Computer Science, etc.
- Sheep
- Shooting Sports
- Shooting Sports: .22 Pistol
- Shooting Sports: .22 Rifle
- Shooting Sports: Air Pistol
- Shooting Sports: Air Rifle
- Shooting Sports: Archery
- Shooting Sports: Muzzleloader
- Shooting Sports: Shotgun
- Small Engines
- Sport Fishing
- Swine
- Tractor & Machinery Safety
- Vet Science