

SETTING  
THE  
RECORD  
STRAIGHT!

POLK COUNTY 4-H  
PROGRAM



REVISED SEPTEMBER 2016

# TOP TEN RECORD BOOK TIPS & TRICKS

**1**

**Don't let your parents help TOO much!** Judges will know if you didn't do your own work. Use your parents for advice and support, but don't let them do the typing or decide what to write.

**2**

**Take advantage of "fillable" forms!** Almost every form has a fillable version so you can update your records on the computer. This is a great way to keep them looking professional and easily editable.

**3**

**Don't procrastinate!** **Keep records current.** Record books can become a nightmare if you wait until the last minute. Keep them up to date throughout the year so they're ready to go when the submission deadline approaches.

**4**

**Do not include extras!** Stick to the Order of Records in this guide and leave out any extra documents, forms, and awards. These extra pages clutter up your book and create headaches for judges.

**5**

**Attend record book clinics and workshops!** Come for a refresher or simply use them as dedicated time to work on your records and get help from the experts. Watch for announcements at least twice each year.

**6**

**Binders and tabs: choose wisely!** Select a binder that's the right size for your records and divider tabs that look sharp. Judges look for a professional appearance and not all tabs and binders are created equal!

**7**

**Follow directions EXACTLY as stated on each record.** Pay close attention to the detail.

**8**

**Be Specific! Be Specific! Be Specific!** Tell all there is to know. For NBA, say it is the National Basketball Association, at least in the first reference. Give number of meetings, activities, events, people in audience, hours worked, pounds collected, etc. Numbers show growth and competency.

**9**

**Complete and close yearly "project" records on September 30 if using them in your club.** The 4-H Year is Oct. 1 – Sept. 30. Every year begin a new project record for each project. However, MY 4-H RESUME and ADVANCEMENT PROGRAMS are continual records (you don't need to start a new one every year.) Project records are not required for records judging.

**10**

**Be sure your records are complete.** You should document all of your good work. However, be sure not to put "filler fluff" into your records just to fill up space. Quality is more important than quantity.

# WHY RECORD BOOKS?

Record books are important and beneficial for so many reasons! Record books teach members valuable, lifelong skills in record keeping, accounting, reporting, and written communication. Furthermore, members who keep record books are eligible for 4-H scholarships, travel opportunities, leadership positions, and awards at the county, state, and national levels. Record books also provide an invaluable personal history and memory book to look back on for years into the future. Your records will be a valuable tool when it comes time for scholarship applications because you'll have all your personal history in one place. Record keeping is a fundamental part of a member's 4-H experience, so you are encouraged to, **EMBRACE YOUR RECORD BOOK!**

## ASSEMBLING YOUR BOOK

### ORDER OF RECORDS

- 1.** My 4-H Records Cover Page – includes picture and summary of projects (new in 2016)
- 2.** My 4-H Resume – TAB
- 3.** 4-H Advancements (if applicable) – 1 TAB for each project (E.g. Horse Advancement and Dog Advancement)
- 4.** My 4-H Notes (Juniors) My 4-H Story (Intermediates and Seniors) - TAB
- 5.** Photos and newspaper clippings - TAB  
*No more than 3 pages of photos – one side only, no overlapping. It is highly recommended that photos be color copied. Newspaper clippings should be securely fastened or photocopied (no larger than 8.5" X 11" sheet of paper). Label your photos or put captions. Try to display Citizenship (community service), Communication, Leadership, and educational action shots of your various project areas.*
- 6.** If applying in photography project area, you can have three additional pages of samples of your work.

\* Do NOT include project books, ribbons, or other materials not required. All Records should be securely bound (meaning that no papers can fall out!) E.g. Acco binder or a folder with fasteners. Do not use a three ring binder.

## COVER

- Assemble your book in a secure Acco binder – not a 3-ring binder
- The member's name, club name, and county should be very clearly written, or typed, on the front cover.
- The appearance should be neat, clean, and professional.
- Binders should be large enough to contain all records, pages should turn easily and can read all information on the left margin attached to the binder.

## DIVIDER TABS

- Use a divider for each section and neatly label tabs on each divider.
- If labels in your tabs are removable, secure them with tape so they don't fall out.
- Tabs should have the following labels:
  - My 4-H Resume
  - My 4-H Notes or 4-H Story
  - Project Advancement Records
  - Photos & Clippings
  - Additional photos if being considered for Photography Award

## SECTION BY SECTION

### 1. My 4-H Records Cover Page (new in 2016)

- Cover Page includes your name, club, and your picture
- Summary of projects and what you've accomplished in those areas
- Check list of projects that you would like to be considered for an award.

### 2. MY 4-H RESUME

- This record is a summary of your entire 4-H career! It should include all projects for all years you are in 4-H. DO NOT start a new one each year.
- Read the instructions which will identify what information is needed for each section.
- Follow the provided examples. Format your entries the same as the examples and use them to help decide what type of items to include in the section.
- Most items should only be entered once. However, some things may be listed in multiple places. See "My 4-H Resume" for examples.

### 3. MY 4-H NOTES (for juniors) OR My 4-H Story (for Int/Sr)

- Use this section to share your experiences of your 4-H year. There are various ways to do this, e.g. *month by month; event by event; or looking back on the whole year.*
- Reflect and communicate things like challenges, successes, new experiences, future goals, and gratitude.
- Judges want to learn about things other than your contests and awards. Use this opportunity to tell them what they wouldn't already find out through your records.

### 4. ADVANCEMENTS

- Advancements are required for Horse and Dog Projects and are highly recommended for all other project areas. Some project areas do not have advancements.
- Advancement certificates should be placed behind Advancement Programs.
- Advancements are available for the following project areas:
  - *Meat Animal (Beef, Sheep, Swine)*
  - *Meat Goat*
  - *Horse*
  - *Dairy Animal*
  - *Pygmy Goat*
  - *Cavy*
  - *Poultry & Pigeon*
  - *Rabbit*
  - *Dog*
  - *Food & Nutrition*
  - *Clothing*
  - *Junior Leader*
  - *Horticulture*
  - *Shooting Sports*

### 7. PHOTOS & CLIPPINGS

- Include no more than 3 pages of photos and newspaper clippings (*one side only, no overlapping.*)
- All photos and clippings should be securely attached to the page. (*Plastic page covers may be used.*)
- Photos and clippings should be on a standard 8 1/2 x 11" sheet of paper. Try to display Citizenship (a.k.a. *community service*), Communication, Leadership and educational "action" shots of your various project areas.
- If there are multiple people in the photo, be sure to identify yourself in the photo.
- Include captions and dates for each photo.

➤ *If you are applying for award consideration in the 4-H Photography project area, you should include an additional 3 pages of photos that demonstrate your growth and development in the photography project.*

**RESOURCE WEBSITE:** [extension.oregonstate.edu/polk/forms](http://extension.oregonstate.edu/polk/forms)