

Pottawatomie  
County 4-H



# 2025-2026 Guidebook



OSU EXTENSION  
**POTTAWATOMIE COUNTY  
4-H YOUTH DEVELOPMENT**

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<b><u>4-H Clubs</u></b>
Asher
Bethel
Dale
Grove
Homegrown
McCloud
North Rock Creek
Pioneer
Shooting Sports (Archery Only)
Tecumseh
Wanette

# **Calendar, Club List, Rules**

Dates are tentative and subject to change. County contest registration will open the month prior to registration being due.

**[Click Here for Updated Calendar List](#)**

**[Click Here for Update Local Club List](#)**

**[Click Here for 2025-2026 4-H Rules and Guidelines](#)**

# 4-H Youth Development

## What is 4-H?

- 4-H is the youth development phase of the Oklahoma Cooperative Extension Service.
- 4-H is "learning by doing." Youth acquire knowledge, develop life skills and form attitudes that will enable them to become self-directed, productive and contributing members of society.
- 4-H is "involvement." Youth, families, peers & community actively participates in the learning process.
- 4-H creates a sense of belonging, of being involved, wanted and helped. 4-H allows one to share thoughts & skills with others.

## 4-H Motto

"To make the best better"

## 4-H Club Colors

The **white** symbolizes the purity & high ideals. **Green** is nature's most common color & is symbolic of youth, life, & growth.

## 4-H Vision

Oklahoma is a national leader in developing youths' abilities to become productive citizens & catalysts for positive change to meet the needs of a diverse and changing society.

Through 4-H youth development, youth will:

- Feel valued & empowered as a resource in the community.
- Practice effective problem-solving & decision-making skills.
- Be environmental stewards. Demonstrate positive character and ethical behavior.
- Appreciate human differences. Have a strong sense of community & social responsibility.
- Contribute to positive relationships with families, peers, & community.
- Demonstrate communication & leadership skills.
- Value lifelong learning.
- Feel the personal pride that comes from achievement.

## 4-H Mission

The mission of the 4-H Youth Development Program is to provide Oklahoma youth, families, & communities with educational programs which will create environments for diverse audiences to reach their fullest potential by developing & enhancing skills for living. In support of this mission, 4-H can:

- Provide community-based experiential learning through clubs, school enrichment, special interest programs, and mass media.
- Help youth develop skills that will benefit them throughout life.
- Foster leadership and volunteerism for youth and adults.
- Build internal and external partnerships for programming and resource development.
- Use research-based knowledge and the land grant university system and other sources.

# 4-H Club Ritual

Vice President: "Stand Please."

Members: [All members rise and stand erect.]

Vice President: What is our 4-H Club motto?"

Members: (In unison): "To make the best better."

Vice President: "We will repeat the 4-H Club pledge."

Members: "I pledge My head to clearer thinking, My heart to greater loyalty, My hands to larger service, and My health to better living for my club, my community, my country, and my world."

Vice President: "We will now give the Pledge to the Flag."

Members: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Vice President: "We will now review the meaning of the club emblem. What is the national 4-H club emblem?"

Members: "The National 4-H Club emblem is the four-leaf clover with the letter "H" on each leaf- let running parallel with the mid-rib of the leaflet."

Vice President: "What do the four H's on the club emblem represent?"

Members: "They represent the equal training of the head, heart, hands, and health of every member."

Vice President: "For what is the head-trained?"

Members: "To think, to plan, to reason."

Vice President: "For what is the heart trained?"

Members: "To be kind, to be true, to be sympathetic."

Vice President: "For what are the hands trained?"

Members: "To be useful, to be helpful, to be skillful."

Vice President: "For what is the health trained?"

Members: "To resist disease, to enjoy life, to make for efficiency."

Vice President: "In the All-Star Emblem, what does the Fifth H represent?"

Members: "The Home."

Vice President: "In what way can we be of help in our home life?"

Members: "By striving to train for a home life that represents true character, comfort, and contentment."

Vice President: "Be seated, please."

# My 4-H Club

**Member Name:**

**Club:**

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**Meeting Location:**

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**Meeting Time & Date:**

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**Club Leader Contact Information:**

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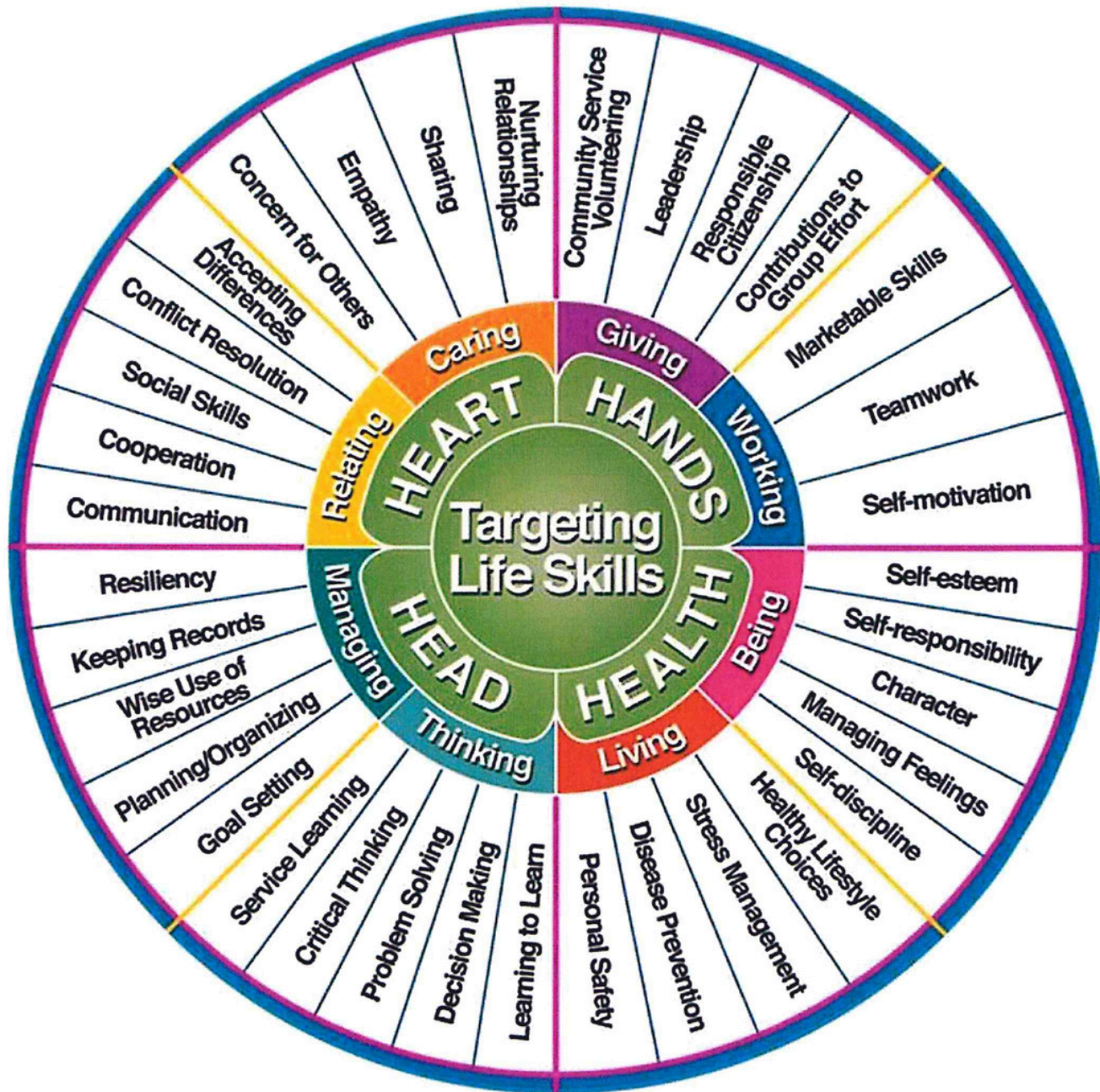
**Club Officers**



**JOIN THE CLUB**

# Organizational Structure

All of these techniques for effective teaching are means by which volunteer leaders support the mission of the Oklahoma 4-H Youth Development Program. Volunteer leaders use these techniques to assist and support youth in developing life skills through 4-H experiences. The Life Skills Model below illustrates the abilities taught by effective volunteer leaders.



SOURCE: Patricia A. Hendricks, 33 Curtiss, Iowa State University, Ames, Iowa 50011. (515) 294-3187. xphendr@exnet.iastate.edu.



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# Livestock Shows

If you need assistance with nominations or entries please contact the extension office at least two weeks before the deadline dates.

## County Events



Eligibility:

- For both the PCJLS and the county fair youth must reside in or go to school in Pottawatomie county. Homeschool youth must reside in Pottawatomie county. This includes students enrolled in online charter schools such as Epic, etc.
- Youth must be a bona fide 4-H member, meaning they are currently enrolled, paid, and approved by respective date according to show rules.
- Must be academically eligible in order to show at the PCJLS.
- **Pottawatomie County Free Fair- September 3-6, 2025**
- **PCJLS Trophy Auction & Pig Roast - February 2, 2026**
- **Pottawatomie County Junior Livestock Show (PCJLS)- February 24-27, 2026**



## State Events



### Oklahoma State Fair, September 11-21, 2025

- Oklahoma State Fair rules and guidelines for exhibits-see [OK State Fair site](#)
- 1st Place indoor 4-H exhibits at the county fair will be entered at the Oklahoma State Fair.



### Tulsa State Fair, September 5- October 5, 2025

### Oklahoma Youth Expo, March 10-20, 2025

- OYE is held in March at the state fairgrounds in Oklahoma City. It is the largest junior livestock shows in the nation. Youth must nominate steers, market lambs, market goats, and swine in the fall before the show. Official entries for all species must be completed in February and must be done by an Extension Educator or Ag teacher. Visit their website at [www.okyouthexpo.com](http://www.okyouthexpo.com)
- Nomination deadline November 13, 2025 for all breeds except swine, December 3, 2025 for all swine
- OYE entries deadline February 20, 2025



# County Council Meetings

Typically the first Monday of each month at the Expo Conference Center Upstairs from 5:30 pm - 6:30 pm unless it's a holiday, big event, or weather. Dates and times are tentative and could change.

- October 6 - **Kids Space Park**
- November 3 - Expo 2<sup>nd</sup> Floor
- December 1 - **Crossing Hearts Ranch**
- January 5 - Expo 2<sup>nd</sup> Floor
- **February 9** - Expo 2<sup>nd</sup> Floor
- March 2 - Expo 2<sup>nd</sup> Floor
- April 6 - Expo 2<sup>nd</sup> Floor
- May 4 - Expo Outside

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## Communication from the County

- **Clover Connection Newsletter**
- **Facebook** - Pottawatomie County 4-H
- **Remind Messages** - Pottawatomie County 4-H
  - To: 81010
  - Body of Text type class code: @4hpottawa
- **Website**

# County Contests

## Round Robin - August

An opportunity for members to practice public speaking skills in a less formal setting than a speech contest and a chance for your whole club to win the Round Robin title. Points are given to each club based on how many members they have in attendance and how many members stand up and speak. The club with the most points is declared the winner.

## Communications Contest - January

Opportunity to practice and present public speaking skills. Age Divisions: Cloverbud, Junior, Intermediate, and Senior. Categories: Speech, PowerPoint Presentation, Illustrated Presentation/Demonstration, Famous Person, and Extemporaneous.

## Food Showdown and My Favorite Foods Contests - March

4-H Food Showdown is a youth culinary challenge where two or three-member teams compete to create a dish while demonstrating their knowledge in foods and nutrition, kitchen safety, equipment, and creativity in food preparation. 4-H Food Showdown teams will create their dish using only one clue, and they will be provided secret ingredients and items from the common pantry. From the secret ingredients, 4-H members must identify, prepare, and then present information related to the serving size, nutritional value, and cost of the dish.

Teams will be judged on:

- Knowledge of MyPlate
- Food Preparation & Safety
- Serving Size Information
- Food Appearance/Quality
- Presentation Skills



My Favorite Foods contest gives younger members a chance to share what they have learned from cooking that is related to the food science and/or food and nutrition project by preparing and showcasing their favorite food.

Guidelines:

- Prepare, cook, and bring your favorite food and appropriate serving dish with serving utensils. Food items must be prepared by youth with the help of an adult; it is not to be bought from a restaurant.
- Provide recipe, suitable menu, and attractive place setting
- Plan an attractive table setting for one person. You must include dishes, utensils, glassware and linens.
- The table setting should be appropriate for the occasion.
- Wear appropriate clothing.
- Contestants will be provided no more than 3 ft. to set up a place setting (half a folding table).

# County Contests

## Consumer Decision Making - March

Objectives:

- Learn to evaluate products/services based on standards, quality, and a given situation.
- Learn to make wise decisions while shopping.
- Answer questions related to products/services.

## Job Readiness - February

Members complete a job application form for a career they are interested in, participate in an interview, and communicate a personal understanding of and ability to perform specific job requirements.

## Fabrics and Fashions - February

Design and construct items that fit in the Fabrics and Fashions category at the county fair.

- Learn to select and buy fabrics and clothes
- Develop good grooming habits
- To care for clothing items, how to make garments using various construction techniques
- Apply principles of design function to make the home more attractive, convenient, and comfortable within the family's resources.

## Impressive Dress - February

Opportunity to display talents in clothing selection, fit, accessories, and interviewing. Judging will be based on the fit and coordination of the outfits.

- Learn to select fashionable garments suitable for specific occasions.
- Learn to select garments and accessories to enhance body type and personal coloring.
- Learn to build a clothing wardrobe suited to an individual's lifestyle and needs.
- Learn to recognize and wear properly fitted clothes.
- Develop self-confidence and poise by dressing right for the occasion.

Dress Categories: School, Sport, Dress, and Western wear.

# Non-Competitive Events

## 4-H Camp

- Where? Saints Grove in Glencoe, OK
- Activities: Project workshops, outdoor recreation, swimming, good food, fun, and making new friends!
- Cost: Approximately \$130. Cost may vary year to year.
- Interested in being a leader at camp?—Members completed 8<sup>th</sup> grade and up who have attended camp as a camper before are eligible to apply to be a camp counselor. Mandatory camp counselor training is required.



## Shawnee Kiwanis Pancake Feed

Each year the Shawnee Kiwanis hosts a pancake fundraiser at the Expo center. The Kiwanis requests the help of 4-H members, volunteers, and families to volunteer throughout the day to serve and clean up tables. The Kiwanis donate funds toward our banquet meal each year and this is our way to give back to them for their support.

## United Way and other Non-Profit Community Events

There are various opportunities throughout the year for our members to volunteer at and get involved with the community.

## Pottawatomie County 4-H Annual Achievement Banquet

All county members and their families are welcome to attend. However, 4-H members who submit a medal application, record book, or are receiving a special award will receive two complimentary tickets, one for them and one for a family member.

All others will need to purchase tickets from the Extension office. Tickets can be purchased for \$15

## Silent Auction

During the banquet we will also be holding a silent auction. Proceeds from the Silent Auction go toward banquet expenses, making it possible to celebrate the great accomplishments of our 4-H members.

### Contributions:

We will gladly accept donated items for our auction during the months of August-October if anyone would be interested in donating. All items will be greatly appreciated.



# Service Projects

## County

### Legacy Parenting Diaper Drive

We're gearing up for National Diaper Need Awareness Week (DNAW), coming up soon, September 15-21st. We are looking forward to another successful campaign to raise awareness about the 1 in 2 babies who suffer from diaper need, as well as collect much-needed diapers to distribute to families in our community. It's been a big year at Legacy! So far, Legacy has distributed 264,344 diapers to families in our community. In 2024, we distributed 379,374 diapers. The need is great and we are looking for community partners to help us make a lasting impact.

- Visit our [website](#) to learn more
- Attached is the [DNAW TOOLKIT](#) with all the details and resources

## State

### Change for Change

Change for Change is a statewide service project directed by the State 4-H Leadership Council with a purpose to create change for Oklahoma children. Whether you collect loose change at club meetings, work with local schools and businesses to raise money or ask family and friends for donations, every penny helps!

How do you participate?

- Collect change.
- When you are ready to donate, count change and put in a Ziploc bag with the total written on the bag.
- Drop off donation to the county Extension office, and it will be turned in to the state 4-H office.

Change for Change benefits the Children's Hospital Foundation of Oklahoma City. The Children's Hospital serves youth in each county of the state.

### Pull for Kids

By encouraging your 4-H club and community to collect metal can pull tabs, you are raising funds and generating awareness for the Ronald McDonald House Charities.

How do you participate?

- Collect pull tabs, put in Ziploc bags.
- Weigh your tabs
- Write weight and club on Ziploc bag
- Drop off your tabs at the county Extension office

The Ronald McDonald House Charities provide a home away from home for families of seriously ill or injured children who are receiving medical treatment in Oklahoma City or Tulsa.



# Project Medals

To receive a medal, complete the minimum requirements specified on medal application. It is wonderful to do more than the minimum requirements! All members who complete a medal form will be invited to the 4-H Achievement Banquet held each October.



A medal can only be earned once for each project. A member can re-apply for a medal if one has not been awarded. Certificates of Achievement will be awarded if not all the medal requirements are met. For each year you continue work in a specific project, complete a medal form as a record of your work. This information becomes a record of what you accomplish each year and can be used as record book material. A member can earn no more than two medals per year.



## What is a Project?

4-H members can choose projects/subjects they are interested in learning about. Using 4-H project manuals and other resources, a member can learn fundamentals of that particular project, goal setting, and record keeping skills.



## What is Project Work?

Project work refers to the things done to learn about one particular 4-H project.

## In 4-H Project Work We Encourage:

Educating our members, setting and completing goals, developing life skills, developing quality citizens and tomorrow's leaders.



## What to Report?

Report only project work completed in the year in which you are applying. A medal form includes only work done for the project being reported.



## Steps to Apply for a Project Medal

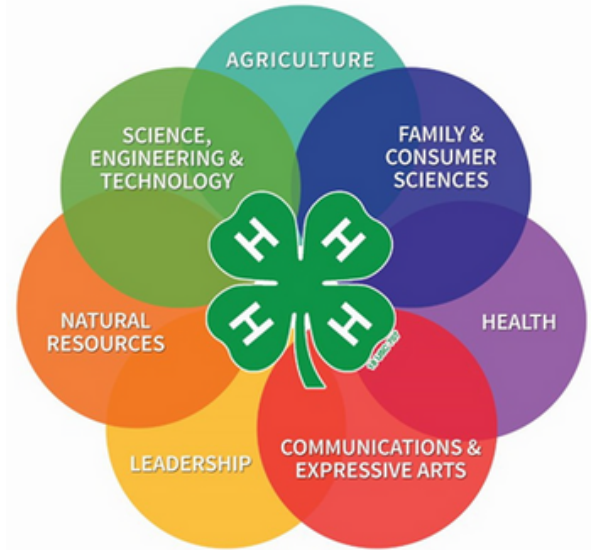
1. Use a Medal Form. One Medal Form must be completed for each project reported. The form is submitted online.



# 4-H Project Work

## A 4-H Project Has 4 Components:

- About 6 Learning Experiences: six or more sequential learning experiences of 20-60 minutes in length.
- Community Service
- Leadership
- Exhibition of Project Work



4-H is a **community** of **young people** across America who are learning **leadership, citizenship** and **life skills.**

**LEARNING EXPERIENCES** can be Educational tours, Workshops, Clinics, Contests, Demonstrations, Inter-viewing the experts, Educational presentations, Bowl contests, Self-study Exhibits, Expos, Speeches, Videos/ DVDS, Television shows

**COMMUNITY SERVICE** can be any type of community service activity associated with your project.

**LEADERSHIP** can include (but not limited to...) Teaching/Guiding others Conducting a workshop, Organize a group activity, Lead an activity, Share information with others, Demonstration/speech, Assist an adult, Plan a tour, Junior/Teen Leader

**EXHIBITION** can include Contest, Livestock show, Educational presentation, Speech, Fair Exhibit ,Project meeting

There is no set timeline for a project, just the 4-H project year. The only thing projects can revolve around at times are times and dates of contests. That means... Contests are not the whole project!

# 4-H Project Work

4-H project work is more than the county activities in this book. It is participation in your local club activities, community service and beyond and it is the work that takes place at home.

The lack of quality project work is evident but can be made fantastic with a little planning. Planning means not waiting on someone else to do it for you and following through with the plans you make.

4-H members who plan are more likely to learn important life skills, find what they are passionate about and maybe even win a scholarship some day.

*The end goal of 4-H is to create well-rounded individuals who can be a contributing member of society. It's not about what you've won, it's about what you've done and learned through the process.*

Beginning with August, after fall enrollment, start outlining the plan month-by-month in general terms, of what you plan to do each month.

## **For Example:**

October: Leadership Project related to a 4-H promotional event. This is a simple thing to pencil in because National 4-H Week and Oklahoma 4-H Month are held in October. There are lots of opportunities to promote 4-H through displays, posters, flyers, speeches, etc.

November: Community Service Project (This should be very simple to accomplish because November and December provide many opportunities for community service.) The one project to be completed is researching and writing a speech related to your project area.

December: Present speech at local club meeting, provided you planned ahead and asked to be on the agenda.

January: Participate in Public Speaking Event with speech prepared in November, as well as, doing one more project related to project area.

February: Compete in the Food Showdown or My Favorite Foods contest. Volunteer to serve at the PCJLS Trophy Auction

March: Do one Leadership Project and 1 project related to project area. Compete at the District Public Speaking contest.

April: Do one Community Service Project and 1 more projects related to project area.

May: Participate in a County Activity – Camp. Do 2 more projects that are crafts.

June: Attend workshop (summer day camp, livestock judging camp, etc.) and 2 more projects related to project area.

July: Complete and submit Medal Forms and/or a Record Book.

August: Participate in a County Activity – Awards Program and 2 more projects.

September: Participate in County Event – County Fair exhibiting 12 items (projects) made over the past 11 months (1-2 projects at a time).

## **At the end of the year the member will have accomplished:**

Participation in

- 3 County Competitive Events – Public Speaking Event, Food Showdown, and County Fair.
- County Activities – Camp and Summer Work-shops.
- 2 Community Service Projects
- 2 Leadership Projects

Wow, look what has been accomplished without a lot of hassle and last minute pressure. The key is planning your work and work your plan!



*Plan the Work,  
Work the Plan!*

# 4-H Record Book

## Purpose:

- Education of 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 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 a variety of awards and recognition.

## Why Complete a 4-H Record Book?

A record book is not meant to be a chore or hassle. Instead, it is a way for you to learn and record your 4-H work and participation. 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 will help you:

- Learn how to organize yourself
- Provide a place to record your 4-H work and other accomplishments
- Learn how to use project work to set goals, plan your work, and work your plan!
- Appreciate and explain what you've learned this year in your project work
- Be considered for awards
- Meet requirements to participate in some county and state 4-H events

The key to successful record keeping is writing down accurate notes in a timely manner after completing project work. The important details and/or simple things are forgotten quickly.

## The things that need to be written down include:

- What you did (number of times, # of items made, # of animals, # of acres planted, etc.)
- What you learned (what new knowledge and skills were learned, what funny or sad things happened, etc.)
- Leadership experiences participated in (demonstrations, presentations, tours, exhibits, judging, workshops attended, lessons at local club meetings, etc.)
- Citizenship activities participated in (helping others, providing a service, etc.)
- Awards and honors received (school awards, etc.)



## Why do we have objectives for project work?

Objectives are available for more than 25 projects with state scholarships available for members age 14 and over. Even if you are not eligible to submit a state record book, the objectives will help members work toward the project objectives from the beginning. Objectives provide standards or guides for project work, like a map, they give direction. Judging committees use objectives to evaluate progress a member has made in improving his/her skills in the project area.

# 4-H Record Book

## Project Work

Project work is more than just going to 4-H meetings, entering exhibits in the county fair or other competitive events and livestock showing. "Showing" is not the project. The project is how you learn to select animals for show, feeding and caring for the animal and teaching others what you have learned through public speaking, workshops, etc. Project work is also not about what you've "Won" but what you've "Done". You can do and learn many things and never get an award for it. All of things are part of record keeping and reporting. You must think outside the box for project work. Do what no one else is doing!

## Steps to Record Keeping

Use a copy of the record book form to record and organize the things you do during the year. Then type the information in a new form to be turned in.

## What to Report

Report all 4-H activity completed by 4-H year, August 1 - July 31. A record book must be typed. The sections are listed below.

## Section Headings Explained

### Section IA Project Work and Educational Experiences

Apply what you learn by completing suggested project(s) and/or creating your own project(s). By doing a project/activity a member reinforces or applies what they learned through hands-on experience. A member is "learning by doing". Look for ways to continue learning more about the 4-H projects. This can be through tours, workshops, educational programs, guest speakers, field days, interview, classes, livestock judging, video tapes, etc. 4-H activities and events- participate in county/district 4-H activities to exhibit 4-H project work. These programs are conducted as a method

for evaluating a member's progress or their grasp of a concept being taught. Record activities and events in ALL PROJECTS. Space for project work and events and activities is limited to 2 pages.

4-H projects are an opportunity for 4-H members to:

- Develop and practice communication skills, both written and oral
- Share ideas
- Exhibit their project work and teach others what they have learned
- Receive recognition for their work

4-H projects should:

- Help 4-H members develop skills and gain knowledge
- Expose 4-H members to explore careers in the given field
- Provide a sense of accomplishment for the 4-H member
- Give 4-H members a learn by doing experience
- Assist 4-H members in creating ownership in their project and also accept responsibility for their project

Successful project work:

- Uses 4-H project manuals or other sources that are deemed credible and research based
- Encourages members to set goals and plan project work ahead
- Creates an environment of learning and follow-through with planned work
- Have an evaluation component so youth are constantly understanding how to improve
- Encourage participation in local and county activities and events

# 4-H Record Book

## Section IB- What I have learned

This is the section in which you explain what items you have learned in 4-H and through project work. List what you have learned based on your project work listings. For example, if your project area is Beef, something you learned might be how to measure medications and give subcutaneous and intramuscular shots. Space is limited to one page.

## Section II Leadership Experiences

Place asterisks (\*) beside activities relating directly to the project outlined in Section I.

Leadership is the act of showing/ teaching/leading one or more people. Leadership project work reported in Section 2 of the Oklahoma Report Form should show good growth as the 4-H member gets older and is developmentally ready for more responsibilities.

Space for Leadership is limited to 2 pages.

There are various levels of leadership:

- Helping an individual on a one-to-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 promotion (displays, distribution of literature, etc.)
- Planning, organizing, implementing and evaluating a program or activity
- Serving as a club, county, district or state officer
- Serving as a committee chair or committee member.

## Section III Citizenship/Community Service

Place asterisks (\*) beside activities relating directly to the project outlined in Section I.

Citizenship is defined as helping make someone's life better, improving your town or community or helping someone in need. Citizenship project work reported in Section 3 of the Oklahoma Report Form should show good growth as the 4-H member gets older. Skills and activities should become more complex as the 4-H member is older and learning more about how they fit into their world. Space for Citizenship is limited to 2 pages

Citizenship Examples:

- Activities that help foster greater understanding of the role of a community citizen.
- Activities that contribute to the welfare of your local 4-H club, individuals in your community or the community as a whole.
- Activities that show good citizenship by allowing the 4-H'er to work with people to carry out the duties and responsibilities of a good citizen.
- Citizenship activities can include helping an individual or a group or carrying out a project individually.
- Representing 4-H while working with others to deal with significant community issues.

## Section IV 4-H Awards and Honors

List any 4-H specific awards in this section. Space is limited to no more than 1/2 a page.

## Section V Non 4-H experience

List your most meaningful participation in school, church, and community organizations other than 4-H. Include leadership and/or honors received. Space is limited to no more than 1/2 a page. There's A Place For That- 4-H participation belongs in the 4-H Record Book. Other activities such as church, school, sports, etc. should only be reported in the non 4-H experiences section. You can represent 4-H anywhere you go. Work smart and get the most out of your everyday activities.

# 4-H Record Book

## 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, attitude, etc. The story adds warmth and depth to the information reported in the record book. The record book story is up to 6 pages.

Neatness Always Counts! Double check your spelling, punctuation and grammar. Be careful when punching holes in your paper. Sometimes those hole punches don't cooperate. A neat book shows you have pride in your work and allows you to present yourself in the best possible way.

### A Story is Not "Just A Story"

Did something funny happen to you at 4-H camp? We want to know! The story let's people see your personality. Have fun with it! Remember people re-viewing your record book can't talk to you so they have to get to know you through your story. Spend quality time on developing your story.

*The story should not be a reiteration of the Oklahoma Report Form, but instead should give the reader a sense of who the member is and why 4-H and this project has made a difference in his/her life. While the story is not a creative writing project, it does need to convey more than facts and figures. This is the place to share personal growth experiences, special projects, etc. The reader should feel the member's disappointments and share his/her triumphs through his/her words. The most successful and meaningful 4-H projects are those that demonstrate the member understands that what is learned is more important than what was won. If involvement in a 4-H project has resulted in a change in the individual, the family or an even larger entity, it is important to share in the 4-H story.*

## Pictures

Each record book is allowed 3 pages of pictures for the project listed in the project work section. This needs to be pictures and not newspaper articles or any other media. Photos tell it all! Always use action photos. Pictures showing awards don't tell us much about what you learned. Photos should focus on projects, citizenship, and leadership activities.

- Use 3-6 cropped pictures per page.
- DO NOT shingle or overlap pictures.
- Use short captions that describe what is happening in the picture. Include information in captions such as your role, what is taking place, the record book objectives being addressed or what you learned or taught. Avoid starting each caption with "Here I am..."; "I am..."; or "This is me doing..." Don't state the obvious. Explain what is going on and how it affected your project. Be sure the caption relates to the photo. Check the spelling and grammar of your captions.
- Avoid using "grip and grin" type photos. This refers to photos such as the member receiving a ribbon or award, a handshake picture, etc. Unless there is real value in including these, stick with photos that show you in action.
- Make sure you use the required margins for photo pages, which are: 0.5-inch margins all the way around.

# 4-H Record Book

## Abbreviations Used

Several spots in the record book have abbreviations of L, C, D, S, N, and I. Those are level codes.

L- Local C- County D- District S- State N- National  
I- International

For example, if a 4-Her participated in a local citizenship activity then the code would be L. If a 4-Her participated in the Speech Rally, then the code would be C. The District Shooting Sports event the code would be D. If a 4-Her attends State 4-H Roundup, then the code would be S. If a member showed their beef project at a breed association show, then the code would be N.

## Required Tabs for the Record Book

- Oklahoma Report Form
- 4-H Story
- Photos



Here is important information to remember as you prepare your record books and applications:

- DO NOT REMOVE the grey text boxes from the Oklahoma Report Form.
- Use the new forms and do not try to alter old forms to match the new ones. Cut and paste or re
- -type your information into the new forms. Preference is that you not re-create the forms in another program. If you do not have Microsoft Word®, talk to your educator about using a computer in the office.
- DO NOT CHANGE the margins.
- DO NOT MOVE section headings on the page.
- Neatness is important. Do not use plastic page protector sleeves on any pages.
- Accuracy is essential! DO NOT GUESS. If totals look excessive, explain them.
- Correct punctuation, spelling, grammar and capitalization are important.

- Use of Bold, Color, Italic and Underlining for headings and/or emphasis is allowed. Use discretion so the special formatting will be effective. Typed or printed on one side of the paper (no type or font smaller than 12 spaces per inch, 12-point font or six lines per inch.) Approved fonts: Times New Roman 12, Arial 12, Cambria 12, or Calibri 12

## Steps to Quality Project Reporting

- Realize it will take time and commitment to accomplish goals. Good things rarely come without hard work.
- Plan to devote as much time to 4-H as you do to other extracurricular activities. A football team that practiced one day a month would not expect to win many games. Why do we expect attending one 4-H meeting a month to make a quality program?
- Plan around known conflicts. If basketball controls the household from November to February, then accept that the member will not get much project work done during those months. If he/she wants to be competitive, more work must be done in the other eight months of the year.
- Be creative! Think big! Look for opportunities! Reach out and include others!

# County Awards & Recognition

## □ **Grade Level Record Book Awards**

- Submit a county or state record book with 3 photo pages and 4-H story if your 8<sup>th</sup> – 12<sup>th</sup> grade or answer junior questions if you're in 3<sup>rd</sup> – 7<sup>th</sup> grade

## □ **Outstanding 1<sup>st</sup> Year (Newcomer)**

- Submit a county record book, include 3 photo pages, and answer questions below instead of the 4-H story
- Can only win once in a 4-H career
- 1<sup>st</sup> year 4-H member that is 3<sup>rd</sup> grade or up only
- 1 award winner if 9 or less applicants
- 2 award winners if 10 or more applicants
- Instead of a 4-H Story for the record book youth will answer the following questions.
  - Why did you join 4-H?
  - What was your favorite thing you did in 4-H this year?
  - What goals do you want to accomplish in 4-H in the future?

## □ **Outstanding Junior**

- Submit a county record book, include 3 photo pages, and answer questions below instead of the 4-H story
- Can only win once in a 4-H career
- 4<sup>th</sup> -7<sup>th</sup> Grade
- 1 award winner if 9 or less applicants
- 2 award winners if 10 or more applicants
- Instead of a 4-H Story for the record book youth will answer the following questions.
  - Why did you join 4-H?
  - What was your favorite thing you did in 4-H this year?
  - What goals do you want to accomplish in 4-H in the future?
  - What does being a leader mean to you?
  - What have you shared with someone else about your 4-H project?

## □ **Outstanding Senior**

- Submit a county or state record book with 4-H story and 3 photo pages
- Can only win once in a 4-H career
- 8<sup>th</sup>-12<sup>th</sup> Grade
- 1 award winner if 9 or less applicants
- 2 award winners if 10 or more applicants

# County Awards & Recognition

## □ **Hall of Fame**

- Submit a state record book with 4-H story and 3 photo pages
- Interview required for top 3 record books
- Can only win once in a 4-H career
- 11<sup>th</sup>-12<sup>th</sup> Grade
- 1 award winner
- Determined by average rank between record book score and interview score

## □ **Citizenship Award**

- Submit a county or state record book, 3 photo pages, and appropriate 4-H story or questions determined by grade
- Two 4-H members with the highest citizenship scores on their record books
- 1 junior winner (3<sup>rd</sup>-7<sup>th</sup> Grade)
- 1 senior winner (8<sup>th</sup>-12<sup>th</sup> Grade)

## □ **Citizenship Washington Focus (CWF) Scholarship Award**

- Sponsored by the United Way of Eastern Frontier Country
- Submit a state record book with 4-H story and 3 photo pages
- Can only win once in a 4-H career
- 1 award winner
- Must be 15 by June 1
- Families are responsible for ½ the cost of the trip which ½ is estimated to be \$1,250 and typically due to county in January
- Trip is typically in mid to late June and last 11 days
- Must meet the requirements to attend the trip according to the State 4-H Office

## □ **New Mexico Senior Leadership Retreat Scholarship Award**

- Sponsored by the United Way of Eastern Frontier Country
- Submit a state record book with 4-H story and 3 photo pages
- Can only win once in a 4-H career
- 1 award winner
- Must be 15 by January 1
- Families are responsible for ½ the cost of the trip which ½ is estimated to be \$450 and typically due to county in October
- Trip is typically in late January and lasts 4 days
- Must meet the requirements to attend the trip according to the State 4-H Office

# County Awards & Recognition

## Other Pottawatomie County Awards Not Associated with Record Books

### County Medal Awards

- Submit an online county medal application
- Can apply for a maximum of 2 medals per year
- Can only win a specific project area medal once in a 4-H career
- Applications will be sent to club leaders for approval
- Must attend 50% of local club meetings
- Questions answered in application:
  - What 3 things have you learned in this project area?
  - What project manual or educational resources have you used to learn about your project area?
  - What are 4 project related lessons or work have you completed in this subject? List projects completed specific for your year of project work. (ie: public speaking, recipes tried, workshops attended, live actions, exhibits, news articles or posts, tour, interview, books or articles read...)
  - What project related civic engagement or other 4-H civic engagement have you completed?
  - What project related or other related leadership have you completed? (workshops led, project work led, positions held, committees)
  - What 4-H contest awards have you received related to your project area? What other 4-H awards have you received?
  - What other activities outside of 4-H have you been involved in? (list school, church, sports or other activities participated in this year)

### High Point Fair Awards

- Sponsored by the Pottawatomie County Farm Bureau
- Youth submit high point award form in September right after the county fair
- Submit ALL current fair entries and contests on form
- Youth must have completed 3<sup>rd</sup> – 12<sup>th</sup> grade, NOT CURRENT 3<sup>rd</sup> GRADE
- The fair projects are the culmination of the work done the previous year

# County Awards & Recognition

## Other Pottawatomie County Awards Not Associated with Record Books

### Volunteer of the Year

- Certified 4-H volunteer for less than 10 years
- Must have completed ALL required training and be “active” in Zsuites
- Nominations submitted online by any 4-H member, 4-H parent, or 4-H volunteer in Pottawatomie County
- Selected by county staff based on nominations and will advance to represent the county for district and state awards at the State 4-H Parent Volunteer Conference the last Saturday in June
- Cannot represent the county two years in a row

### Lifetime Volunteer of the Year

- Certified 4-H volunteer for 10 years or more
- Must have completed ALL required training and be “active” in Zsuites
- Nominations submitted online by any 4-H member, 4-H parent, or 4-H volunteer in Pottawatomie County
- Selected by county staff based on nominations and will advance to represent the county for district and state awards at the State 4-H Parent Volunteer Conference last Saturday in June
- Cannot represent the county two years in a row

### Emerald Award

- Businesses, groups, organizations, or individuals that have supported the Pottawatomie County 4-H Program
- 1 award winner

# National 4-H Week



Some ideas for your club to celebrate 4-H Week!:

- Club activities—or a club night out
- Service projects to help the community
- Dress in 4-H colors all week to show your spirit
- Make and hang 4-H posters at your school or local businesses if they allow
- Take time to thank local donors and supporters
- Set up a table at Tractor Supply during the Paper
- Clover Campaign and tell others about 4-H
- Create a trifold board about 4-H and/or your club and ask a local business if you can display it at their location for the week. Let the Extension office know where your display is located so your efforts can be highlighted!

