

# 4-H MEMBER'S PERMANENT RECORD BOOK

Directions and aids for filling out the permanent record.

The 4-H Record Book is a permanent record of what you have done as a 4-H member. It is important that you get the experience of filling it out. You will be keeping records all your life, so start now and get a head-start on record keeping. You should keep this book for the entire time you are enrolled in 4-H, since it will be your representative, on paper.

There are three sections to the Record Book.

The first section is the Permanent Record section, fill out all the pages that you can each year. If you run out of room on a page, ask your club leader for that new page and keep adding pages throughout the years.

The second section is the Tally Sheet section. You will need to get a new Tally Sheet each year, from your club leader. The number of points that you acquire through the years are added up and help determine if you qualify for a medal for 4-H work.

The third section is the Project Section. You should fill out a Project Sheet for each of the projects you carry, each year. Keep all the Project Sheets together. Put the first year first, for each project category.

## SPECIAL HINTS

These special hints will make it easier for you and your club leaders to find information in your Record Book.

- Put a red line between each year of 4-H club work.
- Use subject dividers to separate sections, Tally Sheets and each of the projects you carry.
- Be sure to read the information about what not to include in your Record Book.
- Enter the events and activities in which you participate in **only one place** in the Permanent Section.
- Only 4-H work should be recorded in the Record Book.

Now you are ready to begin. Ask your leader for help if you cannot understand your Record Book.

## I. SECTION ONE - PERMANENT RECORD

### #1 LOCAL CLUB MEETINGS ATTENDED

Take one (1) point for each year that you attend 3/4 of the general meetings held by your club. If 12 are held, you must have attended 9, to earn 1 point. If 10 or 11 are held, you must have attended 8, to earn 1 point. If 9 are held, you must have attended 7, to earn 1 point. Put the year in the column, then fill in the number of meetings held by the club and the number you attended for the year. This ratio will determine if a point will be entered in #1 on the Tally Sheet.

## **#2 PROJECT YEARS COMPLETED**

Put the number of projects that you are enrolled in for the year, in the column for this year. Put that number on #2 of the Tally Sheet. Do not count project meetings attended here, that is recorded on #9.

## **#3 LEADERSHIP RESPONSIBILITIES**

This page is used by 4-H members when you assist with, or have any responsibilities with, project leadership in your club. Record what you did on this page. Also, if you have performed any other youth leadership for your club, record it here. Give the number of members you assist, your specific project, or activity, responsibilities, and your leadership role. You cannot write too much! List first year first. Take ONE point for each year of youth leadership and record on Tally Sheet, for #3.

## **#4 ATTENDANCE AT LOCAL 4-H CLUB EVENTS**

Some examples of what could be listed under #4:

- Club achievement night
- All parties or club functions (bike hike, car wash)
- All club trips
- Drama practice (list number of times - count as 1 if you attended ½ of the meetings)
- Sports practice (list number of times - count as 1 if you attended ½ of the meetings)
- New member's night
- Any craft fair participated in as a club
- Fund Raiser orders and delivery (if a minimum of two hours spent)
- Any other similar local club event

## **#5 ATTENDANCE AT OTHER 4-H EVENTS**

Some examples of what could be listed under #5:

- Leadership training series
- 4-H promotional event attendance (#18 if you participated)
- Council of Teens activities (hayride, party, dances)
- ME Interviews
- County Speaking Contest (for attendance only, #6 if you participated)
- County Sports tournaments
- State Youth Conference orientation meeting
- County Demonstration Day (attendance only, #6 if you participated)
- Waukesha County Fair
- Camp Staff picnic
- County Honor Recognition program
- County Drama Events (attendance only, #13 if you participated)
- County Solo Contest (attendance only, #13 if you participated)
- Wisconsin State Fair
- Any other similar District or County event

## #6 PUBLIC SPEAKING, DEMONSTRATIONS OR ILLUSTRATED TALKS

Report here the number of times you gave a planned and prepared demonstration, public speech, or illustrated talk, either alone, or as a member of a team. NOTE: If you gave a promotional talk, or demonstration, record it under #17. Do not record it here. Add up and enter your total number for the year on the Tally Sheet for #6. List first year first. Some examples of what could be listed under #6:

- Demonstration at club meeting
- Demonstration at project meeting
- Demonstration, or speech, at County Demonstration Day
- Demonstration, or speech, on the Youth-In-Action Stage at the County Fair

## #7 AND #8 COMMITTEES

Some examples of committees that could be listed under #7:

- Drama
- 4-H window display
- Clean up - 2X (count as 2 on Tally Sheet)
- Refreshment - 3X (count as 3 on Tally Sheet)
- Hospital tray favors - \*CH
- Christmas ornaments
- Nominations - \*CH
- Parade float building - \*CH
- Program planning
- Achievement night project display - \*CH
- Trip planning
- Telephone
- Club parties - \*CH
- Camp planning (county)
- Meeting set-up or clean-up
- Flag Bearer, if true committee (done 1 time, record on #21)
- Club Health Committee
- Club Citizenship Committee
- Club Conservation Committee
- Club Safety Committee
- Club Sports Committee - \*CH
- Any other similar club, council, county, district, state or national committees - list in proper column

\*CH - Chairman: examples (\* above) would only count on Tally Sheet, #8 - Chairmanship of Committee. Do not count Chairman again as #7. Tally Sheet #7 should be ONLY committees you SERVED on, but did not head as chairman.

## #9 PROJECT MEETINGS ATTENDED

Take 1 point for each year you attend 3/4 of the project meetings held. List each project that you carry in the column provided. Only list the project once. Put the year in the appropriate column. Print the number of meetings held in the "H" column and the number you attended in the "A" column under the current year. Total the number, and enter 1 point for attending 3/4 of the meetings.

Do not count project meetings led by yourself. Enter "SL" if a self-led project (no club or county project leader or meetings). Do not take credit for meetings attended in any project in which you led yourself.

## #10 OFFICES HELD IN THE 4-H ORGANIZATION

Include offices held in local 4-H club, Council of Teens, District Representative, State Youth Leaders' Council, etc.

Examples of main officers (Junior or Senior ages):

- President
- Vice-President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Reporter
- Historian
- Sergeant-of-Arms

Examples of appointed offices:

- Song or Music leader
- Photographer
- Recreation leader

## #11 PROJECT AND EXHIBIT SUMMARY (See example at end of Section 1)

Report the number of PLACES, not the number of entries, where you exhibited project work. Count the PLACES and enter total on #11 of the Tally Sheet. List first year first. On this page you will also indicate the SIZE of your project. Give the number of animals, quarts, acres, articles made, pictures taken, etc. for the ENTIRE YEAR. Include the NUMBER of exhibits you showed and the RATING you received on them. All exhibits may not have ratings.

Examples of PLACES where project work could be exhibited:

- Project meetings
- General club meetings
- Style shows
- Club achievement or parent nights
- County Fair
- Project tours within the club to see gardens, etc.
- Promotion events
- Special animal shows

**#12 PROJECT TOURS, WORKSHOPS OR REVUES**

Report participation in 4-H Style Revue, 4-H Foods Revue, Judging, Showmanship, special project tours, or workshops, at Local (L), District (D), State (S), Regional (R), or National (N) events. When you fill out the “where” column for all events, use the code letter to define where the event was held. Not all events or activities will have a rating. List first year first. Record the total for the year on the Tally Sheet for #12.

**#13 DRAMA/MUSIC AND SOLO CONTEST PARTICIPATION**

Report appearance as a participant in 4-H drama, music and/or solo contest(s). List first year first. Add total appearances for the year and record on the Tally Sheet for #13.

**#14 CONSERVATION, HEALTH, SAFETY, CITIZENSHIP, BEAUTIFICATION and/or RECYCLING**

Report your participation in a club planned activity when you take an active part with others from your club. Explain any leadership role you may have had in any of these activities. These activities must pertain to club conservation, health, safety, citizenship or community beautification and recycling activities. List first year first. Record total number for the year on the Tally Sheet for #14.

Examples:

- Fox River clean up
- Retzer Nature Center scarecrows
- Adopt-A-Highway clean-up
- Recycling

**#15 COMMUNITY SERVICE ACTIVITY**

Report participation in a community service activity when you take an active part with other members from your club in a group-planned activity of service to your community. List first year first. Enter the total number for the year on the Tally Sheet #15.

Examples:

- Tray favors for meals on wheels
- Nursing home bingo or caroling
- Silent auction donation
- Food Pantry donation

**#17 PROMOTIONAL TALKS AND DEMONSTRATIONS**

Report prepared talks and demonstrations promoting 4-H club work given before school, 4-H clubs or community groups. List only in one place, once for the year. List first year first. Enter your total number for the year on the Tally Sheet for #17.

**#18 PROMOTIONAL ACTIVITIES**

Report all promotional activities done in connection with 4-H club work. List first year first. Enter total on the Tally Sheet for #18.

Examples:

- Parades
- Community events
- Distributing 4-H literature at non-4-H events
- Dairy product promotion
- Poster display for public
- County promotional activities
- Wearing of 4-H clothing at public events (can count as ONE time per year)

#### **#19 4-H NEWS STORIES AND RADIO AND TV APPEARANCES**

Report all news stories and appearances on radio or TV done in connection with 4-H club work. List first year first. Enter total on the Tally Sheet for #19.

Examples:

- Appearances for advertising County Fund Raiser
- On-the-Street interviews at County or State Fair
- National 4-H Congress radio and TV interviews
- State Fair Style Revue (sometimes)
- Appearance on radio stations for National 4-H Club Week (call ahead and tell what you would like to do)

#### **#20 COUNTY LEADERSHIP RESPONSIBILITIES**

Report here any significant leadership contribution to the County 4-H program. Do not record personal appearances here, they are recorded on #21. List first year first. Enter total on the Tally Sheet for #20.

Examples of significant leadership:

- County 4-H camp counselor, CIT, or program staff
- County Fair superintendent
- Assist judges at the County Fair
- Supervise exhibit areas
- WC4-HHA Board
- Executive Board member, or Member-At-Large
- Any County committee that you are a member of, such as sports, awards, fund raising, promotion, leadership, finance, camp, kitchen, or any other similar County committee
- Set up, watch exhibits and work at County promotion activity
- County Fair 4-H Leaders' Association Food Stand and/or Dairy Bar
- Scorekeeper and/or timekeeper for county sports activities
- County Fair Style Revue decoration and theme committee helper
- Conduct leadership training meeting(s)
- Style Revue assistant
- Help with clean up and set up at County Fair

Help as stagehand at County drama and/or music events  
Assemble Clover Flyer newsletter

**#21 OTHER 4-H CONTRIBUTIONS**

Include all personal appearances in connection with 4-H club work not reported elsewhere.  
List first year first. Enter total on the Tally Sheet for #21.

Examples:

- Master of ceremonies
- Song leader
- Style Revue narrator
- Assistant at D-Day, Speaking Contest or Revues
- Emcee Junior or Senior Honor Banquets
- Room chair for speaking and/or solo contests
- Emcee drama and/or music events
- Emcee Youth-in-Action center
- Room chair for D-Day
- Referee for County Basketball Tournament
- Install officers for club
- Emcee for club or district 4-H events
- Invocation or pledge for any 4-H events
- Entertainer at any 4-H function
- Special program participant (briefly explain your role)
- Any other similar appearance

**#22 ATTENDANCE AT COUNTY 4-H CAMP**

List attendance at summer, winter or other 4-H camps.

**#23 COUNTY REPRESENTATIVE AT A STATE ACTIVITY OR STATE ENTRY**

Be specific. Enter total on the Tally Sheet for #23.

Examples:

Showcase Singers Presentation	State Horse Show
State Fair Action Center	State Livestock Exhibit
State Fair Bike Rodeo	State Fair Music Presentation
State Fair Demonstration	State Fair Rocket Launch
State Dog Show	State Fair Small Engines Contest
State Fair Drama Presentation	State Fair Style Revue

County Fair item selected for State Fair entry

**#24 STATE 4-H YOUTH CONFERENCE**

List here if you attend State Youth Conference as a County Delegate, Ambassador, member

of Art Team, Drama Team, Press Team, Showcase Singers, Tech Team, etc. Enter total on the Tally Sheet for #24.

**#25 ATTENDANCE AT CITIZENSHIP WASHINGTON FOCUS**

List here if you attend Citizenship Washington Focus. You must be selected as a County Delegate or alternate in order to attend. Enter total on the Tally Sheet for #25.

**#26 ATTENDANCE AT NATIONAL 4-H EVENTS**

Examples:

- National Congress
- National Conference
- National Dairy Conference
- State Cooperative Conference
- International Leadership Camp

**#27 PARTICIPATION OTHER THAN 4-H: CHURCH, SCHOOL, COMMUNITY, OTHER**

Report activities in other organizations, listing each under appropriate category. Report offices held, committees, honors received, etc., in any and all groups. Each year's, or season's, participation in an organization is 1 point earned. Each honor, or office held, is 1 point earned. List first year first. Add up all FOUR listing categories and enter your total number for the year on Tally Sheet for #27.

Examples:

- Badger Girl's or Boy's State
- Band, chorus, musicals, plays, etc.
- Bible School
- Catechism
- CCD
- Choir
- Church Youth Groups
- National Honor Society
- Open Barn Tours (record under OTHER)
- Park & Recreation activities, such as sports
- School clubs
- Scouts
- Sports
- Student Council
- Sunday School
- YMCA & YWCA activities

**HONORS AND RECOGNITION EARNED IN 4-H**

List on this page your most important recognitions or honors given in club, county, district, state or national. Include awards such as project pins or medals, out-of-country trips, etc.

List first year first. Indicate year in box on sheet when participation medals are earned.  
Other examples:

Club Honor Delegate - Junior or Senior Honor Event

Club Merit

County Bronze, Silver and Gold Medals

Project Medal

Project Honors

Special Merit award(s) at County Fair

Grand Champion award(s) at County Fair

## **AMBASSADORS**

The following is a list of examples for 4-H Ambassadors for recording their activities in the 4-H Record Book. List each activity in only one place. Be sure to indicate that it is an Ambassador activity. List first year first.

- #3 Leadership Responsibilities  
Any leadership done in conjunction with Ambassador activities.
- #6 Public speaking and demonstrations done in connection with Ambassadors.
- #15 Any community service done in connection with the Ambassador program.
- #17 Promotional Talks and Demonstrations (should only be listed in one place, either #6, or #17)
- #18 Any promotional activities done in connection with the Ambassador program.
- #19 News story, radio and TV appearance.
- #20 County Leadership Responsibilities  
An Ambassador leadership role that was not entered anywhere else.
- #21 Other 4-H contributions  
Any activities not included on #18, or anywhere else, that was done in connection with Ambassadors.
- #24 Attendance at State Youth Conference as an Ambassador.

## **II. SECTION TWO - TALLY SHEETS**

The 4-H Club Tally Sheet is designed to help you report your accomplishments at the close of the year. It lists items and opportunities in 4-H. This sheet will be used to determine winners of the participation recognition medals (Bronze, Silver, Gold). You must complete the required items needed to earn 12 points for a Bronze Medal, 16 points for a Silver Medal and 20 points for a Gold Medal. For each rank, you must complete 5 of the first 7 items. The first seven are of importance in the careers of all successful members. No more than 1 point may be taken for any category, #1 through #27. The requirements listed for each item are the minimum number, well within the reach of every ambitious 4-H member. Try to build your record by completing many items, rather than just the minimum number.

### **SPECIAL HINTS:**

Use numbers at all times in all the spaces on the Tally Sheet, rather than checks or X's. Use a new Tally Sheet each year. Club leaders should have additional sheets available for you. Put the MOST recent one LAST - this year's Tally Sheet should be the last Tally Sheet in the section. ALL year's Tally Sheets should remain in that section as they are part of the permanent record you are maintaining.

## **III. SECTION THREE - PROJECT AND FINANCIAL SHEETS**

The purpose of the Project Sheets is to make it easier and, hopefully, fairer to determine a project medal or project honors recipient. You will need one Project Sheet each year, for each project that you carry. Your club leader should have additional sheets for your use. You can have ONE page of pictures to illustrate what you did in the project for the year. This is not a requirement, but it does tell a lot about your project. If you use pictures, put them on a plain piece of paper following your Project Sheet for the year. Keep all Project Sheets together in your Record Book for all the years you are enrolled in 4-H. You can use subject dividers to separate each of your projects. This makes it easier to find Project Sheets. Have the CURRENT YEAR project sheet last. This way, you can see the GROWTH over the years for the project. FINANCIAL SHEETS should be used for all animal projects. They should follow the Animal Science Project Sheet for the year. If you include a picture page, it should follow the Financial Sheet. Check with the club organizational leader, your project leader, or the Department Listing for which projects need Financial Sheets.

### **ADDITIONAL NOTES:**

NEWS CLIPPINGS can be included in the Record Book if they are about you and your 4-H work or accomplishments. Put them on a single sheet of paper for the year. Put them in a special section marked "News Clippings". Put the CURRENT year LAST. HONOR LETTER(S) that also pertain to you and your 4-H accomplishments can be included in the Record Book. Put them in a special section marked "Honor Letter" with the CURRENT year LAST. The Record Book is NOT a scrapbook. Only 4-H clippings and pictures should go in the 4-H Record Book.

Record Books should be completed at the end of each 4-H club year. The books should be turned

into the local club leader, who will check the books for accuracy and proper order. The local club organizational leaders then submit members' names and/or Record Books for participation recognition, project work medals and honors, achievement, citizenship and leadership medals. Members are then invited to attend the Junior or Senior Honor Recognition event.