

# 4-H RECORD BOOK GUIDELINES

## DIRECTIONS:

If you are applying for 4-H county awards, you must follow the guidelines outlined below. You will fill out the "Ogle County Project Honor Award and 4-H Experience Award Application", AKA, "the blue sheets". You must also include an "Attachment A" for EACH project you are enrolled in, whether you took a project to judge or not. You may also include Animal and Crop Records for extra points. You should include past years' project work. Your book will be an accumulation of project work over your 4-H Career. Use the guidelines below on your record book order. Books should be bound in a binder or folder, utilizing tabs to help judges find your information. Your name and club must be included on the outside of your binder or folder.

## AWARDS OFFERED:

### 4-H Experience Awards include:

- Club Level Awards:
  - Bronze 4-H Clover Award
  - Silver 4-H Clover Award
  - Gold 4-H Clover Award
  
- County Level Awards:
  - Gold Project Honor
  - Silver Project Honor
  - Record Recognition
  
- Other Special Awards for Ogle County include:
  - I Dare You Awards
  - CO-OP Watch Awards
  - 4-H Foundation Award
  - Ogle Top 30
  - Horse Traveling Trophy Award
  
- State Level Awards:

*Please contact the Ogle County Extension Office, for more information about applying for the Diamond 4-H Clover Award and the Emerald 4-H Clover Award.*

  - Diamond 4-H Clover Award
  - Emerald 4-H Clover Award
  
- To be considered for any of the above awards, 4-H'ers must submit their record forms in a binder of some kind.

## BINDER ORDER:

*Please note: If you have been in 4-H for 10 or more years, you may use the "old" way to keep your binder in order. If you need assistance on those guidelines, please contact our office.*

- 1.) **This year's Ogle County Project Honor Award Application.**
- 2.) **This year's news clippings.**
- 3.) **This year's project records. – Attachment A**

(Project records should be bound in alphabetical order by project area. Project areas are things like: aerospace, beef, clothing, foods, small engines, and visual arts. Do not alphabetize specific project units. As an example, the foods project "Cooking 101" would not be alphabetized under "C." It would be alphabetized under "F" for "Foods.")

If animal production record forms are completed, they should be placed right behind the corresponding project record. Any photos should be kept behind the years project record.
- 4.) **Last Year's Records for 2021 – 2022.**
  - **Last Year's Ogle County Project Honor Award Application**
  - **Last Year's News clippings**
  - **Last Year's project records** (filed in alphabetical order. Animal record completed behind the corresponding project record. Any photos should be kept behind the year's project and animal record. Tabs recommended.)
- 5.) **Previous Year Records.** File by year, following the order for last year's records.

### TIPS FOR A SUCCESSFUL 4-H RECORD BOOK:

- ✓ The **4-H Foundation/"I Dare You"/Co-Op Watch Award Applications** should be placed inside the front cover of your binder.
- ✓ Be sure your **name and 4-H club** is on the front cover of the binder, as well as on any loose applications you are submitting.
- ✓ Be sure that you have dated all project records.
- ✓ You may include a couple of pictures in your record book. Pictures are not required, but they may help judges gain a better understanding of your work and make your book more interesting and memorable. This should be located after your corresponding project records.
- ✓ If you plan to apply for special awards or scholarships, in addition to the County Project Honor Award, now or in the future, it is important that you write all of the things you did on your blue County Project Honor Award Application or Attachment A. If there is no good place to put certain things, write them in the margins, make your own headings, or add your own paper. Your book will help you when you apply for special awards and scholarships!
- ✓ Do not include things in your record book that do not belong. The only things your record book should have in it are record forms, photos, and newspaper clippings. Do not include old yellow award applications, health papers, fair tags/ribbons, etc. These are wonderful things to hang onto, but they clutter your record book and make it tough for judges to find what they are looking for. Consider making a 4-H scrapbook or memory box in which to store these things.

### TIPS FOR A SUCCESSFUL BLUE SHEET:

- ✓ You may only list something you did once. Decide where you need the points the most! You may receive points for participation and for leadership, IF you are specific and clear that they are different. For example: you may mark that you attended Penny Carnival as a participant because you didn't assist your club during the event, and you also may mark that you served at the Penny Carnival if you helped build the game at another date, and clearly state that you helped build the game. If you just mark, you attended Penny Carnival and were on the Penny Carnival committee you will lose points for not clarifying what you did.
- ✓ I strongly suggest doing Participation last. Get as much as you can on the blue sheet in other sections, which may be harder to fill.
- ✓ Use the cheat sheet on the next page to make sure you have included ALL the activities you participated in on your blue sheet!

# **CHEAT SHEET...**

## **HAVE YOU INCLUDED THE FOLLOWING IN YOUR APPLICATION?**

*(KEY: PL = Project Learning, P = Participation, CS = Community Service, L = Leadership.*

### **Club Activities:**

Dairy Month Promotion (PL, P, CS)  
Fall Window Display (P, CS)  
Local Parades (P)  
National 4-H week promotion (P, CS)  
Club Community Service activities (P, CS)  
4-H club camping event (PL, P)  
Club organized judging event – Hoards Dairy Judging (PL, P)  
Attended club sponsored workshop (PL, P)  
Junior Leader (L)  
Club member talk and/or demo (PL)  
Guest Presenter (PL)  
Clip trip/tour (P, PL)  
Other:

### **County Activities:**

Day of Dabbling (PL, P, L)  
Ogle County 4-H Fundraiser (P, CS)  
4-H Bowling Tournament (P)  
4-H Geocaching Challenge (P)  
4-H Road Trip (P)  
4-H Shooting Sports – Archery, Air Rifle, Outdoor Adventures, Shotgun, .22 Rifle (PL, P)  
Other 4-H Judging Events – Quality Meats Judging (PL, P)  
Clothing Day Workshop (PL, P, CS)  
Participated in county spin club (PL, P)  
Helped with 4-H fair setup or cleanup (P, CS)  
Provided animals for the children's farm at the fair (CS, L)  
Assisted with or taught at Day of Dabbling (PL, L)  
4-H Ambassador (L)  
4-H Federation Member (L)  
Attended 4-H Leader Training (P, L)  
Attended 4-H Officer Training (P, L)  
Attended Achievement Awards (P, L)  
Attended Beef Weigh-In (PL, P)  
Attended Record Book Training (P)  
Children's Farm Helper (CS, P)  
Wrote Letter to County Board Member (CS, P, L)  
Fair Work Days (CS, P)  
Federation (L)  
Fashion Review (PL, P)  
Participated in Public Speaking Contest (PL)  
Kick Off Party (P)  
Master Showmanship Contest (P, PL)  
Student Council, School Mentor, Etc.  
– use only in outside of 4-H boxes (L)  
New Family Meeting (P)  
All County Meeting for fair (P)  
Other:

### **Multi-County Activities:**

Camp with another Unit - Camp Shaw (P)  
Northern Illinois 4-H Camp (P)  
4-H Camp Counselor at 4-H Camp (L)  
4-H Drill team participation (PL, P, L)  
Multi-County Dog Show (PL)  
Multi-County Horse Show (PL)  
Participated in Regional Horse Bowl and Hippology Contest (PL, P, L)  
Served on Expansion and Review committee (L)  
Another county/unit workshop (PL, P)  
4-H Night with the Rockford Ice Hogs (P)  
Other:

### **State Activities:**

State judging event – Poultry Judging Contest, Dairy Judging Contest, Livestock Judging Contest (PL, P)  
Participated in Quality Assurance & Ethics Certification (PL)  
Participated in Youth for the Quality Assurance of Animals/ YQCA training (PL, P)  
Participated in State Horse Bowl & Hippology Contest (PL, P)  
Participated in State Horse Speech Contest (PL, P)  
Attended 4-H Leadership Conference – Livestock Conference, Illini Summer Academies, Speaking for Illinois 4-H Training, Jr Leadership Conference, Teen Leadership Conference (PL, P, L)  
Served on Youth Leadership Team (P, L)  
Served as Livestock Ambassador (L)  
Illinois Teen Leadership Conference Planning Committee (L)  
Illinois Farm Bureau Youth Education Committee (L)  
State Robotics Competition (PL, P)  
Premier 20 Leadership Conference (P, L)  
4-H Legislative Connection (invitation only) (P, L)  
State Shooting Sports Competition – Archery, Air Rifle, Shotgun (PL, P)  
4-H Camp with 4-H Memorial Camp (P)  
Illinois State Fair Judging (PL, P)  
Other:

### **National / International Activities:**

Attended Citizenship Washington Focus (CS, L)  
National 4-H Congress (CS, L)  
National 4-H Day of Service in April (CS, P)  
National 4-H Week Window Display or other promotion (P)  
Heifer International Penny Drive (P, CS)  
LEX or LABO (P, L)  
IL IFYE Association  
Other:

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