EXAMPLE

GRANT COUNTY 4-H BOOK GUIDELINES

COMPLETING YOUR 4-H BOOK

It is suggested that your 4-H Record Book be in an expandable 4-H Book cover. These can be purchased at the 4-H Office for \$2.00 each. You may also use a three ring binder. Previous year records can remain in your book; put your new records on the top. Previous year's records will not be part of the evaluation process.

MUST include and in this order: (check or initial each item)

- 1.____ Introduction Page with picture of yourself
- 2.____ Calendar of Meetings/Event participated in
- 3.____ 4-H Accomplishments
- 4.____ Project Sheet to show project completion
- 5.____ Livestock Financial Sheet for enrolled projects
- 6.____ My 4-H Story
- 7.____ Pictures and newspaper clippings relating only to your 4-H year.

Things to Remember:

- Include a picture of yourself on the front page.
- This is a record of your 4-H year; shows 4-H and project completion.
- It is <u>not</u> a scrapbook. Please be concise when choosing what to include in your book.
- Be sure that you have all necessary signatures (member and parent/guardian)
- Set goals early and complete your Calendar of Event as you go.
- Apply for Recognition awards (see Appendix 1.1)

DO NOT include:

- Actual awards or projects
- Non 4-H information, pictures or awards

4-H Record Books are due to the Grant County 4-H Office by September 30th!

Public Presentations Guidelines

Giving two club presentations or one county presentation is one part of completing participation requirements. A presentation is a method used to communicate an idea by showing and/or telling. It can be a demonstration or a talk that uses posters and other visual aids. A 4-H Presentation helps you learn to:

- Research a subject
- Organize ideas in a logical order
- Be a teacher and practice public speaking skills.

Types of Presentation

- ⇒ **Demonstration:** is doing and showing how. As you show how, you tell what you are doing. Actual products, materials, garments, machines, plants, animals, etc. are used.
- ⇒ **Illustrated Talks:** telling how by using visuals. You may use computer generated charts, flip charts, posters, pictures, models, cut outs, slides, etc. Visuals show what you are explaining.
- ⇒ **Project Why:** informative presentation that teaches about the why as well as the use of something. Project Why encourage 4-H members to find out for themselves by asking questions, seeking answers, making observations, experimenting, testing, making comparisons, collecting and identifying facts, organizing and recording knowledge, and then telling others about the facts.
- ⇒ **Public Speaking:** is talking. Public Speaking is telling about your experiences or what you have learned. Public speaking may not use visual materials.

Planning a 4-H Presentation

- Step 1: What is the subject matter you wish to present? Select a subject in which you are interested and would like to teach to other people.
- Step 2: Narrow down the subject to a specific topic or process. For example, types of seams or steps for natural wood finish.
- Step 3: Who is your intended audience: adults, teens, primary members, experts, or novices?
- Step 4: Research your topic. Find out the most accurate and recent information on your topic.
- Step 5: Why are you giving the presentation to inform, teach facts, motivate to action, to stimulate thought, to show a process? Write out in one sentence what you would like your audience to be able to do as a result of watching your presentation.
- Step 6: Prepare your presentation and visual aids if necessary.

Suggested Presentation Time Limits:

Beginners: 3-5 minutes in length Juniors: 3-8 minutes in length Seniors: 5-10 minutes in length

*4-H Club Leader determines if the 4-H member has completed presentation requirements properly.

Place a photo of yourself here!

Name: John Clo	ver	Club:	Green Clovers	
Address: 210 E. 5	th Ave., Milbank, SD		Zip:	57252
Date of Birth: 9/1/1	998 Age (on Jan. 1 of o	current club year	r): <u>16</u> Year :	s in 4-H: _4
Parent's/Guardian's	Name: Fred & Jane Clover			
Club Leaders: Skip	& Fran Green			
Club Officers:				
President: Yogi Bea		Vice President:		
Secretary: Daffy Du	ıck	Treasurer:	Charlie Brown	
Reporter: Dory		Other:	Finn McMissile –	Flag Bearer
Other Members: Wile E. Coyote Nemo Donald Duck	Popeye Bugs Bunny Lord MacGuffin		Fred Flintstone Kari McKeen Mike Wazowski	
	Beef, Citizenship, Clothing & Textile Plopment, Sheep, Swine, & Visual Ar		tion, Home Environ	nment, Photography,
My 4-H Goals	I would like to do the followin	g in the 4-H this y	/ear:	
2. To attend all c	in Junior Leaders. club meetings. to a club meeting.			
My Club Goals	As a club, what would you like to a	chieve together:		

To hold a community service activity once a month.
 To increase our club enrollment by 7 members.

3. Plan a fun gathering for non 4-H friends.

4-H Meetings/Activities

Use this area to make brief notes about responsibilities, accomplishments and leadership roles at 4-H club meetings, project meeting and other 4-H activities (i.e. community service)

Month Attended		Club Meeting	Other Activities this Month
October	х	Attended our meeting to kick off the 4-H year. I was elected to Club Secretary. I gave a demonstration on how to make a mesh wreath.	
November			
December	х	At our club meeting we held our club Christmas party. Each member was responsible to bring a white elephant gift.	Decorated our club's Festival of Tree Christmas tree at the Courthouse.
January			
February	х	At our club meeting, I asked to be part of the Cloverbud Day planning committee. I gave a demonstration on beef products.	Created Valentine's for residents at assisted living homes.
March			
April			
Мау			
June	Х	I helped recruit members to work at the 4-H Lunchstand during Achievement Days.	I helped at the Malt Wagon during our club shift.
July			
August			
September			

4-H Accomplishments

Read and complete the following statements: I did the following in my Club (L), County (C), or State (S) this year. (Indiciate the ones completed by initaling or the letter.)

	1. First year members: I learned the 4-H pledge.						
JC	2. I was host or hostess for our club.						
	3. I led the pledges at our meeting.						
JC	4. I went to: 4-H Camp X 4-H Co	onference (TLC) X Performing Arts X					
JC	5. I was elected Secretary	of our club.					
JC	6. I served on the following committees:						
	L – 5K Activity	C – Festival of Trees					
	L – Fashion Revue	S – Youth Council					
	L – Cloverbud Day						
10							
JC	7. I promoted 4-H in the following ways:						
	Brought a friend to a club event.	Wore 4-H t-shirt to school.					
	Wrote an article for newspaper.	Alter flowers for National 4-H Week					
JC	8. I was involved in church, school, and commu	unity activities other than 4-H. (Please list)					
	Church Youth Group	National Honor Society					
	FFA	Boys Scouts					
	Junior VFW Auxiliary	Student Council					

4-H Leadership Skill Development Project or Program Report

In the boxes below for each year, list number of articles made, quarts canned, garments, constructed, acres planted, exhibits entered, activities/event pretaining to project, etc.

Year:	Year: 2015-2016		Year: 2015-2014		Year: 2014-2013		
- Exhibited one project Educational display at Achievement Days teaching youth the 4-H pledge			 Teaching CHARCTER COUNTS! workshop Exhibited display at Achievement Days about my workshop 			- Exhibited one project Leadership activities display	
My goals for this project or program: To make sure every youth in our 4-H club knew the 4-H pledge			My goals for this project or program: To take responsibility in planning a program for youth.			My goals for this project or program: To showcase various ways you can be a leader to younger 4-H members.	
Other experiences, skills learned in this project and the results: Felt more comfortable being able to get in front of people and talking.			Other experiences, skills learned in this project and the results: Learned how to delegate task and networked with community leaders.I received a purple ribbon.			Other experiences, sk this project and the real I received a purple ribb visiting with younger mathey can get involved m	esults: on and enjoyed embers how
	Public sentations	Demonstrations,	Illustrated Talks	, Public	Speaking, & F	Project Why.	
Year	Т	itle of Demonstra	ation	Year	Title of Demonstration		
2015	Club Illustra	ited Talk – 4-H Ple	edge History				
2014	County Illus	ership & Character					
Y CHITCHEIN = ACTION			•		orming Arts. Indiciate y to the project area.	our our	
Year		What	Placings	Year		What	Placings
Judging Indiciate your pa		Indiciate your pa	rticipation as an	individu	ıal or team me	mber relating to the pro	oject area.
Year	Wh	at/Where	Total Score	Year	W	hat/Where	Total Score
		Τ					
Other Recognition State any award		s, honors receive	ed realti	ing to this proje	ect area.		
Year		What				What	
2015		e ribbon at SD State Fair			Purple ribbor	at SD State Fair.	
2014		bbon at SD State Fair.					
2013	3 Captain of Dance Team						
	Captain of L	Tarioc realii		1			
Non 4	-H Events	State any non 4-	H event relating	to this µ	oroject area.		
Non 4 Year			H event relating	to this p	oroject area.	What/Where	
	-H Events	State any non 4-			oroject area.	What/Where	
Year	Selected to Young Lead	State any non 4- What/Where	delegate		oroject area.	What/Where	

4-H Beef

Project or Program Report

In the boxes below for each year, list number of articles made, quarts canned, garments, constructed, acres planted, exhibits entered, activities/event pretaining to project, etc.

Year:	2015-2016		Year: 2014-	2015		Year: 2013-2014	
- Exhibited at Achievement Days Showed a market steer		 Exhibited at Achievement Days Showed a yearling heifer and market steer Shadowed a meat butcher to learn about different cuts of meats 		Exhibited at Achievement Days Created a poster about beef products Showed a prospect calf			
My goals for this project or program: To learn more about animal genetics and properly feeding my animal to reach market weight.			To grow my knowledge for the beef project by learning more about the		My goals for this project or program: To successful train a calf for show. To create awareness of beef products to public.		
Other experiences, skills learned in this project and the results: I enjoyed learning about different feed rations and caring for my animals.			Other experiences, skills learned in this project and the results: I enjoyed the responsibility of training two animals this year. I liked learning hands-on from the meat butcher. Other experiences, skills this project and the result is project and th			esults: y calf and had	
	Public sentations	Demonstrations,	Illustrated Talks	, Public	Speaking, & F	Project Why.	
Year	Т	itle of Demonstra	tion	Year		Title of Demonstration	on
2015	Club Demons	stration – Beef Produc	cts	2013	Club Demonst	ration – Cattle Breeds	
2014	Club Demon	stration - Cuts of Me	eat	2013	Club Demonst	ration – Train a calf	
Youth	-in-Action		ashion Revue, Special Foods, or Preforming n individual or team member relating to the p			your	
Year		What	Placings	Year		What	Placings
2015	Grant Co. AD	Showmanship	Р				
2014	SD State Fai	r 4-H Showmanship	В				
J	udging	Indiciate your par	rticipation as an	individu	ual or team me	mber relating to the pr	oject area.
Year	Wh	at/Where	Total Score	Year	W	hat/Where	Total Score
2015	Grant Co. L	ivestock Judging	432				
2014		ivestock Judging	389				
	Other cognition	State any awards	, honors receive	ed relat	 ing to this proje	ect area.	
Year		What		Year		What	
2015	Purple ribbo	on at SD State Fair		1 34.			
2014		unior State 4-H Lives					
2014		Junior Beef Skill-a-thon					
Non 4	-H Events	State any non 4-l	H event relating	to this p	project area.		
Year		What/Where		Year		What/Where	
2015	Junior cattle	association Secre	etary				
0044	Show U Fitting camp						
2014	SHOW O FILL	ing camp					

Livestock & Small Animal Financial Form

This form must accompany project report.

Years in Project: 2

Project Area: Beef

List animals used as part of your - Animal's Name		Sex Age		Age	Bre	ed		
Fancy Lou			<u>Бх.</u> F	1 yrs.		Simmental		
The Rock		<u> </u>	M		1 yrs.		olais	
	THO ROOK		<u>'</u>	VI	'	i yio.	Onar	olalo
Income	Records	Income may premiums.	include	sale of anima	al, checking pa	astures, milk produ	iction, wool s	ale and
Date				Item				Income
8/4/15	Sold anim	nal on 4-H Live	stock Sa	ale			\$1.50	/cwt = \$2,025
						Total Inco	me:	\$2,025.00
Expens	e Record	Record the of feed cost.	date of in	nmunizations	and treatmer	nts given, and list o	ther expense	es, except
Date	Animal's Name)	Itemized Expense				Cost
11/5/13		k & Fancy Lou	l	Vaccinations – 7-way Clostridium & 4-way Respirato			piratory	\$52.00
2/12/14	Fancy Lo			Entry Fee – Watertown Farm Show				\$15.00
5/28/15	_	k & Fancy Lou		Show Supplies – halters, sprays, etc. Entry Fee – Clark Co. Prospect Show				\$78.00
6/26/15	The Roci	k & Fancy Lou	l	Entry Fee –	Clark Co. Pro	ospect Snow		\$30.00
						Total Ex	penses:	\$175.00
Feed at	nd Labor	Purpose of a	feed re	cord is to cle	arly understa	nd your animal nut	•	· ·
	cord	showcase th			•		mon damig t	ine year and
Ingredient Basis (As-Fed)			Nutrient A	<u>nalysis</u>	Month	Hour	abor s spent	
Corn Gr	·		Drv	/ Matter (%)	85.80	October	Training	Grooming
Oats – 3		5.		Protein (%)	12.54	November		
	lp Dehydra	ted		Fat (%)	3.74	December	10	25
	Cotton Seed Hulls			(January	9	32
Molasse						February	10	28
Corn Sila	age					March	10	30
					April	13	33	
						May	14	45
						June	20	42
						July	22	46
					August	25	47	

September

My 4-H Story

Your 4-H story should be written in complete sentences. Include these questions into your story: what 4-H experiences have meant to you? What was your most engaging project area? What project area was the most challenging? What did you learn in 4-H that relates to other parts of my life? What are your plans for the next 4-H year? (Use extra pages if needed.)

This year in 4-H, I learned many new things to help me grow from personal development to career skills. Each project presents its own set of challenges, especially if you are doing something for the first time. This year, I exhibited a makret steer. It was challenging to find time between school studies, sports, and my job to work with my animals.

I attended Teen Leadership Conference for the second year, 4-H camp and Performing Arts. I enjoyed getting to know other 4-H members outside of my county. By participating in these events, I learned how to communicate better with others. I was able to showcase my personality. The most important thing that I learned about myself through these 4-H activities was how to be a better leader at the club and county level.

I also enjoyed teaching 4-H members in our club the 4-H pledge. Our club membership increased and I took the leadership upon myself to teach them the 4-H pledge before we start our business meetings.

My plans for the next 4-H year is to be an officer on the junior leader board, become a 4-H Camp chaperone and mentor a new member. I want to help assist many kids in their goals. Through 4-H, I have looked up to the many mentors that I have had and I want to give back to the program that has assisted me to be a better leader. I enjoy doing static exhibits and hope to exhibit a new static exhibit that I have not done yet. The things I learn through 4-H will assist me with my future goals and to be a better person.

Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.

Statement by 4-H Member

ı	l have personal	ly prepared this repo	rt and believe it to be correc	t.

Date:	Member Signature:	
	Approval of Report	
have reviewed this repor	t and believe it to be correct.	
Date:	Parent Signature:	

Appendix 1.1 GRANT COUNTY

4-H RECOGNITION AWARDS

Participation at club and county levels are very important. There are participation requirements that have been set for 4-H members in order to earn completion and special awards.

Participation requirements are as followed:

- · 4-H member must attend four club meetings.
- · 4-H member must complete 4-H Record book.
- · 4-H member must give a public presentation/demonstration at club or higher level.

Each club may have their own discretion on what constitutes for meeting these requirements. Such as, working the Lunchstand at Achievement Days may count towards a club meeting.

- Years of Completion (1st, 5th, 10th)

- 4-H member must complete one of the following including participation requirements:
- ⇒ 4-H member showed project accomplishment in one project area.
- ⇒ 4-H member participated in judging program at club or county level.
- ⇒ 4-H member participated in a county event/activity
- ⇒ 4-H member participated in Junior Leadership.

- Achievement Pins (Bronze, Silver & Gold)

- 4-H member must complete one of the following including participation requirements:
- Bronze must complete one of the following; Silver must complete two of the following; Gold must complete three of the following.
- ⇒ 4-H member participated in a county event/activity.
- ⇒ 4-H member participated in Junior Leadership
- ⇒ 4-H member participated in helped in planning and completing a community service project with club or as an individual.
- ⇒ 4-H member brought two non 4-H friends to a club meeting.
- ⇒ 4-H member held an office in 4-H club.
- ⇒ 4-H member provided leadership for a club committee.
- ⇒ 4-H member mentored another 4-H member or non 4-H member with a 4-H project and/or activity.

Project Medals

- 4-H member must complete the following including participation requirements:
- ⇒ Enrolled in 4-H three years and complete three years' requirements.
- ⇒ Enrolled and completed two years in project area.
- ⇒ Shows project accomplishments determined by Leader or 4-H Advisor.
- ⇒ Complete judging at club or county level, if judging is available in project.

- Citizenship Washington Focus Trip

- 4-H member must complete the following including participation requirements:
- ⇒ 4-H member has completed three years in a 4-H program
- ⇒ 4-H member has shown Citizenship project accomplishment for two years and earn Citizenship pin.
- ⇒ 4-H member has served as an active member of a county, community board, event or taskforce committee for three to six months.

- Project Achievements (Agriculture, Family and Consumer Science, Personal Development & County Achievement)
 - **Agriculture:** 4-H member must be or have enrolled, show project accomplishment and receive at least one project medal in each of the following areas:
 - ⇒ **Engineering** (Aerospace & rocketry, Automotive, Bicycle, Computer, Electric, Engineering, Farm Energy, Home Energy, Small Engine, Tractor, Welding Science and Wood Science)
 - ⇒ **Livestock & Small Animal** (Beef, Cat, Dairy, Dairy Goat, Dog, Embryology, Horse, Meat Science, Pets, Poultry, Rabbit, Sheep, Swine and Veterinary Science)
 - ⇒ **Natural Resources & Plant Science** (Conservation, Crops, Ecology & Environment, Entomology, Home Beautification, Flower Gardening, Forestry, Horticulture, Outdoor Education, Rocks/Minerals/Fossils, Shooting Sports and Wildlife & Fisheries)
 - **Family and Consumer Science**: 4-H member must be or have enrolled, show project accomplishment and receive at least one project medal in each of the following areas:
 - ⇒ **Clothing** (Clothing & Textiles, Fashion Revue, Selected Outfit)
 - ⇒ **Food & Nutrition** (Foods & Nutrition, Dairy Foods, Food Preservation, Special Foods)
 - ⇒ **Family & Consumer Science** (Child Development, Consumer Education, Exploring Life Skills, Home Living and Home Management)
 - **Personal Development:** 4-H member must be or have enrolled, show project accomplishment and receive at least one project medal in each of the following areas:
 - ⇒ Career Exploration, Citizenship, Commodity Marketing, Community Service, Courtesy & Grooming, Economic & Business, First Aid, Graphic Design, Health, Hobbies & Collections, Leadership, Leisure Education, Music, Performing Arts, Photography, Physical Fitness, Public Speaking, Recreation, Rodeo, Safety, and Visual Arts

- County Achievement:

- ⇒ 4-H member completed 4-H Record Book, including story, pictures, clippings and project records.
- ⇒ 4-H member earn Citizenship and/or Leadership pin.
- ⇒ 4-H member must be 15 years of age or older by January 1st of the current year.

- South Dakota 4-H Key Award

The South Dakota 4-H Key Award recognizes 4-H members who have excelled in the contributions to their 4-H club, county and state. The objective of this award is to encourage growth, continued 4-H participation and outstanding citizens. The award in this program is a gold key and an honor certificate. Recipients of this prestigious Key Award can be proud of the contributions they made to their club, community and state.

- ⇒ 4-H member has to be 16 years of age by January 1st of the current year in which the award is made.
- ⇒ 4-H member has completed five years of 4-H.
- ⇒ 4-H member has completed three years of Junior Leadership
- ⇒ 4-H member has completed their 4-H Record Book
- ⇒ 4-H member has completed the South Dakota 4-H Key award application provided by their Club Leader or 4-H Advisor.
- ⇒ 4-H member has written a lettern to the editor of local newspaper explaining the effect the 4-H program has had on his/her life. Include copy of letter (published copy preferred).

- Schmig's Genetic Award (informational award sheet available)

- ⇒ 4-H member enrolled in the beef or dairy project area.
- ⇒ 4-H member has completed the current 4-H year, and 16 years of age.
- ⇒ 4-H member was involved in or demonstrate knowledge of breeding aspects of project.
- ⇒ 4-H member's 4-H Record Book received a purple designation at the club level.

- Outstanding Beginner Award

- Selection of the award will be based on the Achievements recorded in member's 4-H Record Book. Club Leaders will select one beginner to be submitted for the award.
- ⇒ 4-H member is a beginner (ages 8-10 of the current 4-H year).

- ⇒ 4-H member completed participation requirements.
- ⇒ 4-H member participated in one or more Youth-in-Action Event (special foods, public presentation, skill-athons, quiz bowls, fashion revue, hippology, judging).
- ⇒ 4-H member participated in a Community Service activity at club or county level.
- ⇒ 4-H member has exhibited in 1-3 project areas.

- Diane Frevert Memorial Award

- Each club should submit two club member Record Books to the 4-H office to be judged for these awards.
- ⇒ 4-H member is ages 10-12 years old of the current 4-H year.
- ⇒ 4-H member completed participation requirements.

- Kay Wolff Youth-In-Action Award

- This award is based on the Youth-in-Action activities of the 4-H members.
- ⇒ 4-H member completed participation requirements.
- ⇒ 4-H member completed the supplement form from Club Leader.

- Achievement Day Livestock Awards

- Youth who earned honors during the annual Achievement Day will earn awards given at Recognition Event. You must complete participation requirements in order to receive award.
- Youth, who do not complete participation requirements, the award will be presented to the Reserve Champion.

- Showmanship Awards

- Youth who earned honors during the annual Achievement Day will earn awards given at Recognition Event. You must complete participation requirements in order to receive award.
- Youth, who do not complete participation requirements, the award will be presented to the Reserve Champion.

- Achievement Day Static Awards

- Youth who exhibit Static exhibits during the annual Achievement Day will earn premium award based on their ribbon placing at Recognition Event. Youth must complete the requirements in order to receive premium monies. Premium static money is capped at \$75 per exhibitor.
- Youth who do not complete participation requirements will not be awarded premium monies.

- Horse Show Awards

⇒ 4-H member must complete participation requirements to receive awards.

- Top Horseman Awards

- Top Horseman Awards are awarded to you in the junior and senior divisions. The award is based on a points system.
- ⇒ 4-H member must complete participation requirements.
- ⇒ 4-H member must fill out additional application provided by Club Leader.