Project Record Book Format for State Competition

Level I & II Projects

General

• All materials should be placed in a stiff 8.5 x 11 inch folder. No three-ring binders will be accepted.
• Place a label in the upper right hand corner of the cover with the member’s name, county and project name. For AOP projects, list the category, then the project. For example:
  • All Other Projects – FCS, Consumer Education
  • All Other Projects – ST, Robotics
• Member must meet age requirements to submit a book for state competition.
  • To submit one’s first state record book, a 4-H member must be at least 14 years old by Jan. 1 of the program year.
  • Young people may continue to submit record books for state competition provided they have not reached the age of 19 before Jan. 1 of the program year. The exception is for youth who reach or pass their 19th birthday by Dec. 31 while still remaining in high school. Second Exception: Level IV Scholarships are geared specifically for undergraduate students who will have completed at least one year of college by the time they will receive their awards.
• While a member may do work in a number of projects, he/she may submit a project record book for state competition in only two projects. After being named the state winner in a Level I project, a member may compete in up to two Level II projects. During his/her career, a member may win one Level I project and one Level II project.
• Information reported in the record book must show work toward the project objectives.
• Materials should be placed in record books in the following order: (1) checklist, (2) Oklahoma Report Form, (3) story and (4) project photo section.

Oklahoma Report Form

• Application may be printed neatly in black ink, typed on a typewriter, or completed electronically and printed. If your word processing program is not compatible with the official Microsoft Word® version, and you regenerate the form, it may be necessary to reset fonts, margins, etc. to conform to the official version.
• Print the form on one side of the paper only – the margins in the official form are set up for binding on the left. Print only the form (9 pages); the instructions for the form do not have to be included.
• Information may be organized in any format – charts, graphs, bulleted lists and impact statements are all acceptable types of formatting.
• Bold type, color, underlining and highlighting may be used for emphasis (headings, key words, totals).
• Type should be no smaller than 12 spaces/inch or a 12 point word processing font and 6 lines per inch. Photocopy reductions or adjustments to line spacing are not allowed.
  Suggested fonts: Times New Roman 12, Arial 12, Cambria 12, Calibri 12
• No additional pages or inserts will be allowed in any section of the form.
• All pages of the form should be included in the record book, even if there is no information printed on the page, i.e. page 2 of Section 1A, Section II and Section III.
• The record book must have the signatures of the member, a parent, a leader and the Extension educator.
• Observe space requirements for each section.
Space Requirements and Content in the Oklahoma Report Form

Section IA – Participation in the 4-H ______________________ Project
What have you done in this project? Limited to the space provided (2 pages).
Scoring: 4-H project work – 15 points; Other Project Work – 5 points
Report the steps you have taken to meet the stated objectives for the project (refer to Oklahoma 4-H Summary of Awards and Scholarship Opportunities). Include the amount of project work (number of items, number of times, etc.) along with related experiences such as tours, public speaking, research, career exploration, etc.

Section IB – What have you learned in this project?
Limited to space provided (1 page).
Scoring: 5 points
List what you have learned as a result of participation in the project along with the skills you have acquired related to the project. It is best to provide the year for each set of accomplishments to show project growth.

Section II – Leadership Experiences
Limited to space provided (2 pages). Place asterisks (*) beside leadership activities relating directly to the project outlined in Section I.
Scoring: 4-H Leadership – 15 points; Other Leadership – 5 points
List your leadership participation, including offices and committees by years. List 4-H leadership in the project first, followed by other leadership activities. 4-H leadership includes organizing or teaching workshops or other activities related to the project listed in Section I. Other leadership is defined as leadership in other 4-H projects, applying 4-H knowledge and skills in other settings or with other groups/organizations.

Section III – Citizenship/Community Service Experiences
Limited to space provided (2 pages). Place asterisks (*) beside citizenship/community service activities relating directly to the project outlined in Section I.
Scoring: 4-H Citizenship – 15 points; Other Citizenship – 5 points
List your experiences that contributed to the welfare of the community, other individuals, or members of your club or group. Explain what you did and how many people were affected. List 4-H citizenship first, followed by other citizenship activities. 4-H citizenship is that in which 4-H is the lead group in an activity you complete. Other citizenship includes service activities you participate in when another group (church, school group/organization, etc.) is the lead organization.

Section IV – Awards in all 4-H Projects
Limited to the space provided (½ page). List the most meaningful awards you have received.
Scoring: 5 points
It is acceptable to group similar awards on one line to conserve space (example — county fair placings, public speaking awards or project medals).

Section V – Non-4-H Experiences
In the space provided (½ page), list your most meaningful non-4-H experiences. These may include participation in school, church/faith or community organizations.
Scoring: 5 points
Items listed in this section should not duplicate items listed as other project work, leadership or citizenship. It is acceptable to group like items (academic awards, etc.) to conserve space.

Sections IV and V must be on the same page
The 4-H Story

The purpose of the 4-H story is to allow members to complement the facts and figures reported in the Oklahoma Report Form with their stories of personal growth and the practical aspects of project work that may be hard to report in other sections of the form. The story should not be a reiteration of the Oklahoma Report Form, but instead it should give the reader a sense of who the member is and why 4-H and this project in particular have made a difference to the member, his/her family or his/her community.

The 4-H story should include:

• One original and one copy attached to the Record Book Checklist
• Label story in upper right corner with the member’s name, project and county
• Limited to six (6) pages, double spaced
• 8.5 x 11 inch white paper
• 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.)

Suggested fonts: Times Roman 12, Arial 12, Calibri 12

Photo Section

The purpose of the photo section of the Oklahoma Report Form is to give 4-H members a chance to visually demonstrate their project work. The photo section has the following guidelines:

• Limited to three (3) 8.5 x 11 inch pages with 4-6 cropped or 2-3 regular-sized pictures per page with descriptive captions. (EXCEPTION: Photography project allows an additional 10 pages of photographs taken, for a total of 13 pages).
• Photos should show a balance of project work, leadership and citizenship/community service and ideally should be taken over a period of several years.
• If digital photos and text are printed as one document, use high quality matte paper or photo paper for printing. Color reproductions or copies may be used as well.
• No layering or shingling of photos.
• No pictures on tab or cover pages.
• Clear or black photo-mounting tabs may be used.
**Formatting the Oklahoma Report Form**

**Technical Tips for the Form**

- Think of the front page of the Oklahoma Report Form as a table that you tab through to get to each field.
- The remainder of the form is based on text boxes – a gray box should appear if you’re typing inside the box.
- Sections I-A, II and III have linked text boxes, which means you will not be able to input information into the second page of the section until the first page is full.

**General Formatting Guidelines**

- Use charts, tables or graphs to illustrate repetitive activities or to show time spent on project work.
- All ORF pages should be included in the record book, even if there is no information printed on the page, i.e. page 2 of Section 1A, Section II and Section III.
- Use short statements to report one-time or short-term activities (include the number of times or the number of participants as appropriate).
- Use short paragraphs to show the impact of an intensive program or to share the details of a research project or career exploration activity.
- Selectively use bold type and/or color for emphasis.
- Remember that everyone does not use the same acronym to describe an activity. For example, the leadership conference held during Fall Break has a different name in each district – use the generic term “Leadership Conference” rather than a specific name.
- Be specific (and honest) about your role in an activity (Did you participate, organize or lead? Was the activity initiated by 4-H or another group? Would those who observed or benefited from the activity think it was carried out by 4-H or some other group?).
- Eliminate repetition between sections of the Oklahoma Report Form. In some cases, one aspect of an activity may be project work and another aspect leadership.
- Report project work in Section I-A and leadership in Section II instead of reporting all of the information in both sections.
- Report how you have used your project/leadership skills in other organizations (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, junior breed associations, etc.) appropriately. This can be done by grouping these activities together in the appropriate sections of the Oklahoma Report Form and clearly identifying them as project-related work done with another group or organization. Use the guideline below to determine whether an activity was 4-H or “something else.”
Clerical Hints

Typing the Record Book
The 4-H’er may do his or her own typing or recruit assistance. The record book may be completed on a typewriter or a computer. The 4-H story should be double-spaced. Use white space as appropriate in the ORF to make it easy to read. Fonts must be no smaller than 12 spaces per inch and 6 lines per inch. Use of smaller fonts or adjusting line height will result in disqualification.

Word Processing
When using Microsoft Word®, it is helpful to reveal formatting (Format > Reveal Formatting > Show All Formatting Marks). When operating in this mode, all page breaks, hard returns, and other formatting marks are shown. While the marks show on the computer screen, they do not print.

- The front pages of the almost all forms (ORF, Scholarship, National Congress, etc.) are based on a TABLE format, so you can tab from one section to another to input information. Using the spacebar will cause text to wrap within the cells, and in most cases the form will roll over to another page.
- Pages 2-9 of the Oklahoma Report Form are based on LINKED TEXT BOXES. Before typing, be sure the cursor is in the text box (a gray box will appear at the margins if you are “in” the box). For example, Section I-A allows two pages. It is not possible to type on the second page without filling up the first page. When you reach the bottom of the second page, although it is possible to continue to enter information, only the text displayed within the box will print.
- When creating a table within a text box, some have experienced problems with the right and left borders disappearing behind the text box. There are a couple of solutions:
  - With reveal formatting turned on, it is possible to find the edge of the table and manually drag it 1-2 points inside the border of the text box.
  - After selecting Insert > Table and choosing the number of columns, selecting AutoFit to Contents will help avoid “losing” the vertical borders.
  - If you want lines, the easiest solution is to use a straight-edge with a high quality black pen and complete the tables after printing the final copy.
  - To remove all lines, right click on the table (the whole table should be highlighted), select Borders and Shading > None to remove all lines from the table.
  - Totals column – Visually, it is generally helpful if the totals are in bold. As a general rule in the English-speaking world, our brains follow information from left to right, making the far right the logical place for a total column. However, this is a matter of preference, not a rule.
  - When creating columns within a text box, a two-column table with the lines removed is the most stable (and easiest) alternative.
  - The forms have several “check boxes” (shaded gray on your screen). To check the box, place the mouse over the box and click. A check should appear in the box.

Copying Information from an Older Version of the Form
1. If you are managing the margin and page breaks from an old form, continue to use it with the front page from the new version. Only the new front page is required.
2. Be certain you are in the text box (not above it) before pasting.
3. If the information from the old form completely filled the space, it will not all fit into the text boxes. Continue to use the old form, with attention to the margins.