Record Books & Scholarships
Planning Record Book Keeping

The 4-H’er should begin by setting personal goals for his or her 4-H project(s) or activity(ies). A well-developed 4-H record should be an outgrowth of stated personal goals for the project or activity. It should include a report on the accomplishment of these goals and reports on accomplishments in project work, leadership, community service and personal development.

A successful 4-H project or activity takes advance planning and accurate, continual record keeping. A County Yearly Project Report Form is an excellent method of keeping records for a project. Members should complete this for each project, especially those in which the member plans to continue for several years. Many counties have developed their own form, so check with the Extension staff in your county to obtain one of these forms.

Planning for Success

A quality program requires good planning; it doesn’t just happen. Ideally, the initial planning session should take place when the member is 12 to 13 years old. The member should bring all county project report forms from previous years. The adult will need a current copy of the Oklahoma 4-H Awards Handbook and the award application form currently in use.

Allow about two hours for the first conference. During this time, have the 4-H member tell you about his/her favorite projects, goals, what he/she wants to get out of the program, etc. Also ask the parent the same questions, if a parent is there at the time.

Encourage the selection of two related projects and the continuation of other projects on a small scale. If scholarships are a goal, the list will show whether scholarships are available for the program in question.

Take inventory of the resources available for carrying out project work, then brainstorm. Consider all possible activities to be carried out in the program. Be sure to plan progressive work – increase the difficulty of tasks, skills and responsibilities. Making a written plan increases the sense of commitment.

Generally, if a 4-H member will devote two to three days per month to 4-H project work, research, leadership and community service activities, they can have a quality program. Remember that most 4-H members are not self-motivated. They need a plan to follow and an adult to see that the plans are carried out.
What is Leadership?

There are various levels and kinds of leadership:
• Helping an individual on a one-to-one basis (4-H member or other).
• 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 a promotion (displays, distribution of literature, etc.).
• Planning, organizing, implementing and evaluating a program or activity.
• Serving as leader for a project club or regular club.
• Serving as a committee chairman or officer.

What is Citizenship?

Citizenship is the relationship between you and others, as demonstrated by the following:
• The way you think, feel, and act toward your family, other 4-H’ers, your school and church groups, and other people in your community.
• 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.

Examples of Progressive Leadership and Citizenship

7th - 9th grade - Help an older member conduct a workshop
- Be part of community improvement activities

10th grade - Plan and conduct one or more workshops in chosen project
- Chair a committee to deal with a local issue related to project
- Start a project club

11th grade - Plan and conduct a series of continuing classes
- Continue project club work – promote enrollment/participation
- Reach new audiences, especially those with special needs
- Look for a member to take leadership role with project club
- Further develop citizenship opportunities
- Conduct a research project

12th grade - Train a member to take over project club
- Develop a new activity or event in the project
- Continue teaching workshops and short courses
- Continue research project
- Plan a major community service event related to project
- Work at finding new audiences, groups, etc.