



OSU EXTENSION
4-H YOUTH DEVELOPMENT

Record Book Checklist for Educators

My County Password: _____



Record Book Data Base: <http://chriscllover.okstate.edu/recordbooks>

Help Sheet for Data Base:

http://chriscllover.okstate.edu/recordbooks/RB_Instructions-2020.html

Record Book webpage: <https://4h.okstate.edu/members/record-book-and-scholarship-information/record-book-and-scholarship-info.html>

Done	
	Confirm the enrollment for the youth is ACTIVE status– including payment of program fees
	Confirm the member is in 8th-12th grades by September 1 of the program year
	<p>FOR OKLAHOMA 4-H HALL OF FAME –</p> <ul style="list-style-type: none"> • Confirm the 4-H member is in 10, 11, or 12th grade by September 1 of the program year. • Confirm they have been a 4-H member for at least 3 years (nonconsecutive if necessary) in the state of Oklahoma • Confirm they have submitted a record book at the state level at least 2 years (current year can be included in 2 years)
	Check the entry for the deductions on the entry application. Project Record Books, Advanced Project Record Books and Hall of Fame this check sheet found on page 1. For Graduating Senior and Alumni Scholarship applications, this checklist found on the applications. Other scholarship requirements can be found in the project objectives book at: https://4h.okstate.edu/members/record-book-and-scholarship-information/record-book-and-scholarship-info.html
	<p>Enter information into the online database at the link above. Information needed can be found on the front page of the Oklahoma Report Form (with the exception of the email address)</p> <p>Information needed:</p> <ul style="list-style-type: none"> • First Name • Last Name • Street Address – <i>this should be the youth’s home address not the Extension Office</i> • City • State • Zip Code • Phone Number

	<ul style="list-style-type: none"> • Alternate Phone Number • Email Address – <i>Once again this should be the youth or parent not the Educators</i> • Preferred Scholarship -- <i>if a youth turns in more than one Project Record Books or more than one Advanced Project Record Book, they must designate which one they prefer to win if they happen to win both. Example: Chris Clover enters a book in Leadership and Beef. Chris must decide if they would rather win Beef or Leadership. Another example: Kerry Clover enters Advanced Fabric and Fashions and Advanced Achievement. They must choose which advanced category they would rather win in that situation.</i> <p><i>*Note graduating senior, alumni and other scholarship opportunities do not have to decide a preference.</i></p>
	<p>Check each of the boxes of the awards the youth has turned in an entry. The graduating senior and alumni scholarships the youth is applying for can be found on the front page of the scholarship. Key Club Awards applications do not need to be turned into the State 4-H Office but you will need to check the Key Club Award box in the database.</p>
	<p>Make sure to hit SAVE!</p>
	<p>Each record book submission (Project Record Books, Advanced Project Record Books, and Hall of Fame) should have the following pieces:</p> <ul style="list-style-type: none"> • Oklahoma Report Form • Oklahoma 4-H Story • Photo Sections <p>As one PDF. Please refer to the help sheet at: https://4h.okstate.edu/members/record-book-and-scholarship-information/media/recordbook-adobe-combine-help-sheet.pdf And video: https://www.youtube.com/watch?v=FbERiazB8wQ For more information about combining these items into one PDF</p>
	<p>Each record book submission (Project Record Books, Advanced Project Record Books, and Hall of Fame) needs to have the Oklahoma 4-H Record Book Certification Form. This will need to be uploaded as a PDF separate from the entry book above. Please either sign electronically or print, sign and scan as a PDF. The News Information Sheet is now part of the Certification Form but will not be judged.</p>
	<p>After these items have been gathered and prepared – you are ready to upload. Follow the directions in the help sheet for the system which can be found at: http://chriscllover.okstate.edu/recordbooks/RB_Instructions-2020.html</p> <p>As a check: You have uploaded a PDF when the symbol changes from this:  to this: </p>

	<p>Upload each item needed:</p> <ul style="list-style-type: none"> • Graduating Senior and Alumni Scholarships: the application including the News Information Sheet, transcript, letter of recommendation, a headshot, and any other supporting documentation only needs to be uploaded once and will be the entry for all scholarships checked. • Educators signature is not required on Alumni scholarships as these youth are alumni and can be turned in via email to ok4h@okstate.edu. Educators can also upload those to the system if they are turned into them.
	<ul style="list-style-type: none"> • The Southeast District Scholarship is only for 4-H members who are in the Southeast District of OCES. The scholarship application and transcript should be uploaded to the database. • The News Eagle Award is only for 4-H members in Alfalfa, Blaine, Garfield, Grant, Kay, Kingfisher, Logan, Major, Noble or Woods Counties. The Oklahoma Report Form, Story, and Photos as well as should be uploaded to the database. • The Graduating Senior Indian Electric Cooperative Scholarship is only available to youth in the following school districts: Cleveland, Frontier, Hominy, Jennings, Keystone, Oilton, Olive, Pawhuska, Pawnee, Pretty Water, Prue, Sand Springs, Shidler, Woodland, Wynona, and Yale.
	<p>The Dr. Ron and Linda Sholar Essay Contest entries need to be uploaded to the Record Book database as well. The entry check is under Level V. It does not need a certification form but entry form, essay and headshot needs to be uploaded as one PDF.</p>
	<p>Repeat this process for each youth that have an entry.</p>

As always, if you have any questions, please feel free to contact:

Cathleen Taylor, Assistant State Specialist, Leadership and Civic Engagement
(405) 744-8888
cathleen.taylor@okstate.edu

OR

For assistance with database:
Carl Hamby, Computer Support Specialist
(405) 744-7961
carl.hamby@okstate.edu