

CORNELL COOPERATIVE EXTENSION OF ST. LAWRENCE COUNTY



4-H MEMBER PERMANENT RECORD NOTEBOOK

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **DATE OF BIRTH:** _____

4-H CLUB: _____ **YEAR:** _____

“ TO MAKE THE BEST BETTER ”



INTRODUCTION

The St. Lawrence County 4-H Permanent 4-H Record and Award Application is a concise, complete record of your 4-H projects, activities, and events. This kind of record is the one, which records your accomplishments and triumphs during the year. 4-H Records are cool. And fun! It's like writing your own history. Because they help you keep track of what you do. And they help you review what you've learned in your projects. Records are your way of saying:

“I did it! I rule!”

4-H wouldn't be the same without records. They're an important part of completing each project. They help you set some goals, keep track of your attendance at meetings, record your demonstrations and talks and a whole lot more.

It is highly recommended that you place your record sheets in a binder or three-ring notebook. Always put the current year's work on top! Inside this packet is the “How to Place Record Sheets.” Please place your sheets as stated. Annually, this record should be submitted to your 4-H Club Leader. Independent members will bring their records to the Extension Office. The last day to turn in your 4-H Permanent Record is October 1st. Any record turned in after this date must have a letter attached stating why it is late. The reason for this is various award selection committees review records. Dates are set for this meetings and your late record could result in you missing out on being selected for an award and/or award trip!

You are encouraged to attach photos, news clippings, drawings, fabric swatch, etc. to the back of a sheet or use a separate sheet and place immediately after the appropriate record sheet. Each project needs it's own project sheet – feel free to make additional copies or add pages if you should need more space. Think and use your best penmanship. You are free to do your record via a computer; we ask that you follow the same format as the sheets in this book!

PLACE
PHOTO
HERE

HOW TO PLACE RECORD SHEETS

This is how your sheets need to be placed in your notebook or binder. Remember that others will be reading/reviewing these records so write neatly! Take your time, think about what you want to write before you begin...write so others can read it! You can attach photos, news clippings, drawings, fabric swatches, etc., on the back of any sheet in this record book, or you can use a separate sheet of paper.

ITEM	SECTION
<p style="text-align: center;">Member Record Notebook</p> <p>The cover sheet tell us your name, phone number, address, date of birth, 4-H Club name and year (how many years as a 4-H member).</p> <ul style="list-style-type: none"> • Leader's Comment sheet is next • Special Achievement Certificate checklist if applying for a special achievement certificate. • Award trip application (remember you need to write 1st, 2nd, 3rd, etc. choices and include a short essay on those trips that require one right behind the trip application form/or on the reverse of this form. 	1
<p style="text-align: center;">Community Service</p> <p>Draw a solid line across the row to separate each year's work.</p> <ul style="list-style-type: none"> • Write the month-day-year; i.e. Jun 3, 2003. • Follow the steps on the form and be sure to include exact hours of service done. 	2
<p style="text-align: center;">Public Presentations</p> <p>Draw a solid line across the row to separate each year's work.</p> <ul style="list-style-type: none"> • Write in the month, day and year presentation was done • Fill out form as requested - use more lines as needed. 	3
<p style="text-align: center;">4-H Leadership Experiences</p> <p>Draw a solid across the row to separate each year's work.</p> <ul style="list-style-type: none"> • Write month-day-and year • Fill out form as requested -- this is your 4-H leadership only. 	4
<p style="text-align: center;">General 4-H Project Record</p> <p>Write the name of the project; i.e. Arts & Crafts, Woodworking, etc.</p> <ul style="list-style-type: none"> • Be sure to write in the project year and years in the project. • Each project area needs its own sheet. • A photo is helpful or a drawing. • Be neat and think about what you want to write before you write. 	5
<p style="text-align: center;">4-H Honors & Recognition</p> <p>Draw a solid across the row to separate a year's work.</p> <ul style="list-style-type: none"> • Write month, day and year • Complete form as requested - use another sheet if necessary 	6
<p style="text-align: center;">Other 4-H Participation</p> <p>Draw a solid line across row to separate a each year's work</p> <ul style="list-style-type: none"> • Write month-day-year • Complete form as requested - use another sheet as needed 	7
<p style="text-align: center;">My 4-H Story</p> <p>This is YOUR story. Think, then write. Put current year's story on top.</p>	8



St. Lawrence County 4-H Club Program

4-H ACHIEVEMENT CERTIFICATES

GOALS & DEFINITIONS

GOALS:

- Provide clearer and more consistent guidelines on which members will be receiving recognition and why;
- Allow the St. Lawrence County 4-H Club program to provide recognition to all deserving members;
- Recognize a member's overall 4-H participation instead of concentrating recognition in one specific project;
- Allow for recognition of Cloverbud 4-H members that is non-competitive.

DEFINITIONS:

4-H Project: a unit of work, which is the basis of "Learning by doing." Each project consists of a series of learning experiences to help shape the character of 4-H youth and teach life long skills. To be considered a project it must:

- Fall within one of the categories listed on the St. Lawrence County 4-H materials order list;
- Have available project materials through the Cooperative Extension office;
- Be a long-term learning experience.

4-H Cloverbud Project: The same as above with the exception of it being a short-term experience that emphasizes socialization and interaction that is developmentally appropriate.

4-H Educational Event: They complement 4-H Club and project offerings and provide an added and unique educational experience. St. Lawrence County offers:

- | | | |
|---|------------------------------|--|
| • Award Trips | • Clothing Revue | • 4-H Dairy Camp |
| • Officer's training | • Commentary Try-out | • Animal Science clinics (poultry, dog, horse, Vet Science, etc) |
| • Achievement Day | • Dairy Judging | • Home Economics clinics |
| • Holiday Arrangements Contest | • Participate at County Fair | |
| • Dairy Bowl contests | • 4-H Camp Overlook | |
| • Public Presentations, club/area/county day/fair | • Japan Exchange | |
| | • Participate at NYS Fair | |
| | • Hammond Fair | |
| | • 4-H Cookie Sale | |

4-H Community Service: Providing assistance that benefits someone outside of the member's family. (Note: Parades are considered community service, *servicing in a church service is not*)

4-H Leadership Project: Providing direction and guidance to others. St. Lawrence County considers the following 4-H Leadership Projects:

- Teen evaluator at an Educational Event
- Teen Assistant/Leader/Superintendent at an Educational Event
- Club Officer
- Leading a project within their 4-H Club or another 4-H Club or group
- Assisting another project leader with their 4-H Club
- Serving on a 4-H Club or Cooperative Extension Committee
- 4-H Camp Overlook counselor
- **Teen Council**

4-H ACHIEVEMENT CERTIFICATE CRITERIA

Cloverbuds (5-8 year olds)

A different certificate will be provided each year that a member completes:

- A Cloverbud Project Record
- 6 Cloverbud Projects (list on back of application form)
- 2 hours of Community Service

9-11 Year Olds:

Will receive a **bronze** certificate when they complete/participate in:

- **A Project Record (including "MY 4-H Story")**
- 1 Project
- 5 hours of Community Service
- 2 Educational Events

Will receive a silver certificate when they complete/participate in:

- **A project Record (including "My 4-H Story")**
- 2 Projects (list on back of form)
- 10 hours of Community Service
- 3 Educational Events

Will receive a **framed gold** certificate when they complete/participate in:

- **A Project record (including "My 4-H Story")**
- 3 Projects (listed on back of form)
- 15 hours of Community Service
- 4 Educational Events

12-15 Year Olds:

Will receive a **bronze** certificate when they complete/participate in:

- **A Project Record (including "My 4-H Story")**
- 2 Projects (listed on back of form)
- 10 hours of Community Service
- 3 Educational Events
- 1 Leadership Project

Will receive a **silver** certificate when they complete/participate in:

- **A Project Record (including "My 4-H Story")**
- 3 Projects (listed on back of form)
- 15 hours of Community Service
- 4 Educational Events
- 2 Leadership Projects

Will receive **framed gold** certificate when they complete/participate in:

- **A Project Record (including "My 4-H Story")**
- 4 Projects (listed on back of form)

- 20 hours of Community Service
- 5 Educational Events
- 3 Leadership Projects (with at least one being the primary leader of a club project)

Members 13-15 years old will receive a framed emerald certificate when they:

- Received a framed gold certificate during the immediate past year
- Completed a Project Record (*including "My 4-H Story"*)
- Lead a 4-H Project with another 4-H Club or organization
- Completed 1 other leadership project
- Completed 2 Projects (listed on back of form)
- Completed 15 hours of Community Service
- Participated in 4 Educational Events
- Promote their 4-H Club within their community
- Present what they propose doing beforehand (*at least 4 months*) and what they have accomplished afterwards to the 4-H Club Program or its designee.

Members 13-15 years old will receive a framed ruby certificate when they:

- Received a framed gold certificate during the immediate past year.
- Complete a Project Record (including "My 4-H Story").
- Lead a 4-H Project with another 4-H Club or organization.
- Plan, promote, run and evaluate 4 hours of club Community Service project work.
- Complete an additional 5 hours of Community Service.
- Complete 2 Projects (list on back of form)
- Participate in 4 Educational Events.
- Present what they propose doing beforehand (*at least 4 months*) and what they have accomplished afterwards to the 4-H Club Program or its designee.

15-16 Year Olds:

Will receive a bronze certificate when they complete/participate in:

- A Project Record (*including "My 4-H Story"*)
- 2 Projects (listed on back of form)
- 10 hours of Community Service
- 3 Educational Events
- 1 Leadership Project

Will receive a silver certificate when they complete/participate in:

- A Project Record (*including "My 4-H Story"*)
- 3 Projects (listed on back of form)
- 15 hours of Community Service
- 4 Educational Events
- 2 Leadership Projects

Will receive framed gold certificate when they complete/participate in:

- A Project Record (*including "My 4-H Story"*)
- 4 Projects (listed on back of form)
- 20 hours of Community Service
- 5 Educational Events
- 3 Leadership Projects (with at least one being the primary leader of a club project)

Will receive framed Pearl certificates when they complete/participate in:

- Received a framed gold certificate or higher the previous year
- Complete a Project Record (including “My 4-H Story”)
- Lead a 4-H Project with another 4-H Club or organization
- Plan, promote, run and evaluate 10 hours of Club community service project work
- Complete an additional 10 hours of community service
- Complete 2 projects
- Participate in 4 Educational Events
- Promote their 4-H Club within their community
- Present what they propose doing beforehand (at least 4 months) and what they have accomplished afterwards to the 4-H Club Committee or its designee

17-19 Year Olds:

Will receive a bronze certificate if they complete/participate in:

- A Project Record (***including “My 4-H Story”***)
- 3 Projects (listed on back of form)
- 15 hours of Community Service
- 4 Educational Events
- 2 Leadership Projects

Will receive a silver certificate if they complete/participate in:

- A Project Record (***including “My 4-H Story”***)
- 4 Projects (listed on back of form)
- 20 Hours of Community Service
- 5 Educational Events
- 3 Leadership Projects (with at least one where they are the primary leader of a club project)

Will receive a framed gold certificate if they complete/participate in:

- A Project Record (***including “My 4-H Story”***)
- 4 Projects (listed on back of form)
- 25 hours of Community Service
- 6 Educational Events
- 4 Leadership Projects (with at least one where they are the primary leader of a club project)

A member 17-19 year old will receive a framed sapphire certificate when they:

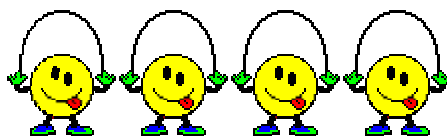
- Complete a Project Record (***including “My 4-H Story”***)
- Lead a 4-H Project with two other 4-H Clubs or outside organizations.
- Completed 10 hours of Community Service
- Participated in 2 Educational Activities
- Promoted the 4-H Club Program throughout St. Lawrence County
- Developed a program or educational resource that will carry on or continue to be used in the future.
- Present what they propose doing beforehand (***at least 4 months***) and what they have accomplished afterwards to the 4-H Club Program or its designee.

A member 17-19 years old will receive a framed diamond certificate when they:

- Complete a Project Record (***including “My 4-H Story”***)
- Lead a 4-H Project with two other 4-H Clubs or outside organizations.
- Plan, promote, run and evaluate a countywide Community Service project, which other 4-H Clubs or outside organizations would participate in.
- Participate in 2 Educational activities
- Promote the 4-H Club Program throughout St. Lawrence County.
- Present what they propose doing beforehand (***at least 4 months***) and what they have accomplished afterwards to the 4-H Club Program or its designee.

PLEASE NOTE

1. Age will be based on January 1st of the project year.
2. Projects, Educational Events and Leadership Projects must be different in any one given year (e.g. you may only count your Clothing Project once each year, you may only count one Teen Leader experience each year)
3. **Any member seeking higher than a framed gold certificate must submit their proposal to the 4-H Club Program or its designee at least 4 months in advance, except in unusual circumstances (such as floods, fire, ice storms, etc.). This means do not submit your proposal in September when all records are turned in by October 1st and feel that you are automatically eligible for a higher certificate. The proposal may need some adjustment to meet requirements -- submitting it at least 4 months in advance helps to insure all requirements are understood and if the proposed work is done, the higher certificate can be awarded. This DOES NOT MEAN you must do your proposal within 4-months. If you still are confused, call the office.**
4. The Cooperative Extension staff will work with members, parents, and leaders to individualize requirements to take into consideration a members' financial, physical, geographic and intellectual limitations; religious beliefs; the time requirement associated with certain projects, etc. A member, or when appropriate their parent or leader, must explain why they wish to vary any award requirement and receive approval from an Extension Educator beforehand.





4-H ACHIEVEMENT _____ CERTIFICATE

(Bronze, silver, framed, etc)

Name: _____ Age: _____

Club: _____ Year: _____

Instructions: (1) 4-H'er will write their initials in areas where work was completed, attached sheet to 4-H Permanent Record and submit to club leader or the Extension Office if an independent member. (2) Parent and/or Leader will write their initials to verify member's completion. (3) 4-H'er and Parent and/or Leader need to sign at bottom of this sheet. (4) Use reverse side if additional space is needed. (5) Reminder: include entries in your 4-H Permanent Record, too.

Member	Parent/Leader	Requirement	Office only
		Cloverbud Record	
		Project (please identify on reverse side)	
		Award Trip _____	
		Officer's Training	
		Achievement Night	
		Holiday Arrangements Contest	
		Dairy Bowl Contest	
		Club/Area Public Presentations	
		County Public Presentations	
		County Fair/District Public Presentations	
		Clothing Revue	
		Commentary Try Outs	
		Dairy Judging	
		County Fair	
		4-H Camp Overlook	
		Japan Exchange	
		New York State Fair	
		Hammond Fair	
		4-H Cookie Sale	
		# Hours Community Service _____	
		Teen Evaluator at an Educational Event	
		Teen Assistant/Jr. Superintendent at an Educational Event.	
		Club Officer	
		Lead a project within your 4-H Club or another 4-H Club	
		Served on a 4-H Club or Extension committee	
		Teen Leadership Institute	
		4-H Camp Overlook Counselor	
		Other (please identify)	

Member's Signature: _____

Leader and/or Parent Signature: _____

ST. LAWRENCE COUNTY 4-H AWARD TRIPS

Listed are the descriptions of Award Trips offered by the St. Lawrence County 4-H Club Program. **Cooperative Extension with support from the Leader's Roundtable will cover chaperon and transportation expenses while members will be expected to pay for registration, food and housing costs.** Members are encouraged to apply for scholarships from their local 4-H Club, and the 4-H Leader's Roundtable to help offset these costs.

IMPORTANT - when applying for an Award trip the age is your age the following year!

Only those members who apply for an award trip will be considered, so please fill out the award trip application. Trips with this symbol α means to be eligible you must submit an essay stating why you would like to attend and what you think you would gain from it.

α CAPITAL DAYS AWARD TRIP

Time of year: Two days in early March
 # of members: Two (2)
 Age: 16 years and older
 Member's cost: Approximately \$190.00

Here's a rare chance to meet with our New York senators and assemblypersons, and to share your opinions on issues with them. This is a two-day annual state 4-H event, which is held in Albany. The trip includes tours of the Capital, NY State Museum, presentations by government representatives, breakfast with our state representatives.

α NEW YORK CITY HONOR AWARD TRIP

Time of year: Late November/early December
 # of members: Two (2)
 Age: 16 years and older
 Member's cost: Approximately \$370.00

Spend four exciting days in the Big Apple. Sights to be seen include such things as the Statute of Liberty, United Nations, Lincoln Center, Stock Exchange, Radio City Music Hall, and a Broadway Play.

α AGRIBUSINESS CAREER CONFERENCE (ABC) AWARD TRIP

Time of year: Late October/early November
 # of members: Two (2) or more
 Age: 14 years and older
 Member's Cost: Approximately \$80-90.00

Discover the exciting and challenging careers in the field of agriculture on this two-day trip. You will have the opportunity to visit businesses such as a Vet Clinic, vegetable farm, nursery and a dairy. Also includes a visit to SUNY Cobleskill to meet students and faculty to learn what a two-year college has to offer.

α EQUINE AWARENESS AWARD TRIP

Time of year: Mid-August
 # of members: Four (4)
 Age: 12 years and older
 Member's Cost: Approximately \$15.00

See professional trainers and horse owners during a one-day trip. Equine awareness trips will vary from year to year; i.e. Standardbred farms, Miner Institute, etc. .

EXPAND YOUR HORIZONS AWARD TRIP

Time of year: July
 # of members: Fifteen (15)
 Age: 12 to 15 year olds
 Member's cost: Approximately \$35.00

Participating members will see the culture and recreation that a city has to offer on this one-day trip. The trip will be rotated each year among nearby cities such as Montreal, Syracuse, Burlington, Ottawa, etc.

AN OUTDOOR EXPERIENCE AWARD TRIP

Time of year: Fall
 # of members: Fifteen (15)
 Age: 11 to 13 year olds
 Member's cost: Approximately \$20.00

Explore the beauty and wonders of Nature -- learn more about the environment and get some great exercise! This one-day adventure could see participants doing a trail hike, climbing a mountain, walking about the Adirondacks, hands-on fishing opportunities, various Nature Centers, etc.

JUNIOR AWARD TRIP

Time of year: Late July or early August
 # of members: Twenty (20)
 Age: 9 to 10 year olds
 Member's cost: Approximately \$15-20.00

This fun one-day trip visits a different recreation area each year. Visit such places as the Enchanted Forest, Adirondack Interpretative Center, Fort Henry, Water Safari, Lake Placid Olympic Center, Upper Canada Village, Blue Mountain Castle, Colonial Fun Park, Alex Bay Tour, etc.

CLOVERBUD FUN TRIP

Time of year: Late July/early August
 # of members: Fifteen (15)
 Age: 7 to 8 year olds
 Member's cost: \$10.00

Join other Cloverbuds for a one-day informational, educational and fun experience. Trip locations and/or learning opportunities are rotated each year -- fishing trip, local museum, a nature center, a day at the beach, etc. Trip is designed to afford this age group the opportunity to meet other Cloverbuds, to experience new opportunities, expand the joy of learning and to have FUN!

Members must have completed one year in 4-H to be eligible for an Award Trip and MUST BE ENROLLED IN 4-H AT THE TIME OF THE AWARD TRIP!

_____ Awards Application
(Year)

RANK OR LIST by preference the Trip that you qualify for and desire (i.e. 1st, 2nd, 3rd,)

- _____ Capital Days Award Trip (16 years and older)
- _____ New York City Honor Award Trip (16 years and older)
- _____ Agribusiness Career Award Trip (14 years and older)
- _____ Equine Awareness Award Trip (12 years and older)
- _____ Expand Your Horizons Award Trip (12 to 15 years of age)
- _____ An Outdoor Experience Award Trip (11 to 13 years of age)
- _____ Junior Award Trip (9 to 10 years of age)
- _____ Cloverbud Fun Trip (7 to 8 years of age)

To be eligible for this trip, you must submit a statement stating why you would like to attend and what you think you would gain from it. Please place this statement directly behind this application.

Name _____ Phone Number: _____

Address: _____

4-H Club Name: _____ Years in 4-H: _____

I have personally prepared this report and believe it to be correct.

_____ Date _____
(Member's signature)

I have reviewed this report and believe it to be correct:

_____ Date _____
(Leader and/or parental signature)

4-H COMMUNITY SERVICE

NAME: _____

List here all service done as a group with your 4-H Club or done independently as a 4-H member. Use back of sheet to place photos, news clippings, etc. Be sure you write actual hours of service performed, including planning. **Draw a solid line to separate each 4-H year.**

DATE (Month-Day-Year)	WHAT DID YOU DO?	FOR WHOM	HOURS
<p style="text-align: center;">Example I</p> <p><i>Oct 1- Sep 30, 1999</i></p>	<p style="text-align: center;">Shopped for groceries</p>	<p><i>Elderly neighbor</i></p>	<p><i>1 hour each week = 52 total</i></p>
<p style="text-align: center;">Example II</p> <p><i>March 3, 2000</i></p>	<p style="text-align: center;">Square Dancing</p>	<p><i>Nursing Home</i></p>	<p><i>2 hours</i></p>

4-H PUBLIC PRESENTATIONS AND PUBLIC INFORMATION

NAME: _____

Draw a solid line across each row to separate 4-H year. Use back of sheet to place photos, drawings, news clippings, etc. or insert an additional page for these items.

DATE (Month-day-year)	TOPIC OF PRESENTATION OR NEWS ARTICLE	WHERE	AWARD IF JUDGED
Example I <i>Feb 5, 1999</i>	<i>Furniture Refinishing</i>	<i>Club</i>	
<i>Feb 14, 1999</i>	<i>Furniture Refinishing</i>	<i>Area Public Presentations</i>	<i>Red</i>
<i>March 10, 1999</i>	<i>Furniture Refinishing</i>	<i>County Day</i>	<i>Blue</i>
Example II Sep 7, 2000	<i>"4-H State Fair Award Trip</i>	<i>October Issue of Cloverleaf Connection</i>	

4-H LEADERSHIP EXPERIENCES

NAME: _____

List offices you have held and committees you have served on. List things you have done yourself and in cooperation with others in planning, implementing and evaluating 4-H Programs and/or other leadership experiences. Include your work with club activities, camps, fairs, and county, regional or state events. Use back of sheet to place photos, drawings, news clippings, etc. **Draw a solid line across each row to separate 4-H year's.**

DATE (Month-day-year)	NAME OF CLUB OR COMMITTEE	OFFICE OR LEADERSHIP RESPONSIBILITY
Example I Oct 5, 1999	<i>4-H Busy Beaver</i>	<i>Secretary – takes attendance at local 4-H club meetings and writes minutes. Send into the 4-H office monthly secretaries' reports. Attended Officer's training program</i>
Example II July 9-10, 2000	<i>4-H Camp Overlook</i>	<i>Camp Counselor – taught Outdoor Cookery Class to campers. Also in 2000 responsible for campers during free time, tribe activities, evening programs and at night.</i>

4-H HONORS AND RECOGNITION

NAME: _____

List special awards, trips, medals, trophies, scholarships and other recognition received through the 4-H Program. Place photos, drawings, news clippings, etc. on back of this sheet or use additional sheets. **Draw a solid line to separate each 4-H program year.**

Date (Month-day-Year)	RECOGNITION RECEIVED
<p align="center">Example I</p> <p><i>Nov 12, 1999</i></p>	<p>Secretaries Award – Achievement Day</p>
<p>////////////////////////////////////</p>	
<p align="center">Example II</p> <p><i>Aug 8, 2000</i></p>	<p>State Fair Award Trip -</p>

OTHER 4-H PARTICIPATION

NAME: _____

List classes, educational trips & tours, activities, and programs not listed elsewhere. Use the back of this sheet to place photos, drawings, news clippings, etc. **Draw solid line across the entire row to separate years!**

Date (Month-day-year)	ACTIVITY	WHAT DID YOU DO?
Example I March 3, 1998	<i>Tour of sugar bush</i>	<i>Saw how sap was collected from trees and then boiled down to make maple syrup.</i>
<i>Example II</i> June 7, 1999	<i>Tour of local newspaper</i>	Learned how articles are selected and written. Viewed papers being printed.

