The Oklahoma Report Form

County: _____ Year: _____

Name of project reported in Section I of this form: _____

Number of years in above project: _____

Years in 4-H: _____

Name you want used in publicity: _____
(please print)

Home Address: _____

City: _____ Zip Code: _____

Home Telephone: _____ Social Security Number: _____

Date & Year of Birth: _____ Age as of Jan. 1 this year: _____

Names of Parents or Guardians: _____

Name of your 4-H Club or Group: _____

Year in School (check one):

- ❑ High School (Current Grade _____)
- ❑ High School Graduate (Year of Graduation _____)
- ❑ College (Number of years _____ and Major _____)

If I am a state winner in two project areas, my ranking is: 1st_____

2nd_____

Statement by 4-H member

I personally have prepared this report and certify that it accurately reflects my work:

_____ _____
Date (day/month/year) Signature of 4-H Member

Approval of This Report

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

_____ _____
Date (day/month/year) Signature of Parent or Guardian

_____ _____
Date (day/month/year) Signature of Local 4-H Leader

_____ _____
Date (day/month/year) Signature of Extension Staff

Section I – Participation in the 4-H _____ Project

A. What have you done in this project?
(Limited to space provided - two pages)

A. What have you done in this project? (cont.)

B. What have you learned in this project?
(Limited to space provided – one page)

Section II - 4-H Leadership Experiences

(Limited to space provided – two pages) **Place asterisks (*) beside leadership activities relating directly to the project outlined in Section I.**

Section II – 4-H Leadership Experiences (cont.)

Section III - Citizenship/Community Service

(Limited to space provided – two pages) Place asterisks (*) beside citizenship/community service activities relating directly to the project outlined in Section I.

Section III - Citizenship/Community Service (cont.)

Section IV - Awards in all 4-H Projects.

In the space provided list up to ten of the most important or meaningful awards you have received – items must be numbered 1-10.

Section V - Non-4-H Experiences

In the space provided list up to ten of your most meaningful non-4-H experiences. May include participation in school, church/faith or community organizations – items must be numbered 1-10.

ASSEMBLING YOUR 4-H PROJECT RECORD

The Oklahoma 4-H project record book consists of three main sections: the Oklahoma Report Form, project story and project photos. Follow the suggestions below to complete your project record:

PROJECT OBJECTIVES

1. Read the 4-H project objectives for your project which can be found in the Oklahoma 4-H Awards Handbook.
2. These objectives should be reflected in your project work.

OKLAHOMA REPORT FORM

1. Report of accomplishments in a major project, along with citizenship and leadership activities.
2. Must meet age requirements in order to submit a record in state awards.
3. Application can be printed neatly in black ink, typed or completed by computer word processing. If you choose to use computer word processing, final report must be formatted the same as the official Oklahoma Report Form. This means that you may have to reset fonts, margins, page breaks, etc. to conform to the official version.
4. No additional pages or inserts will be allowed in any section of the form.
5. Type should be no smaller than 12 spaces/inch or size 12 word processing font and 6 lines/inch. No adjustments to line spacing will be allowed (or photocopy reductions).
6. Boldfacing or underlining of information in the report form should be used only to enhance information. Overuse defeats the purpose and value of bolding or underlining.
7. May organize in any format as long as consistent throughout the form. Can use bar graphs, pie charts or color print to emphasize information. However, remember space limitations.
8. Report forms may be printed or copied on one side only. No additional space or pages may be added to the form. Instructions do not have to be included.
9. Contact county extension office or visit the Oklahoma 4-H Website (http://www.clover.okstate.edu/fourh/) for a current listing of available project areas, scholarships and special programs.

PROJECT STORY

1. Story focuses on project in which you are submitting your record, but should also report your most outstanding accomplishments and the impact 4-H has in your life.
2. Story can be printed neatly in black ink, typed or completed by computer word processing and is limited to six double spaced pages, one side only.
3. Type should be no smaller than 12 spaces/inch or size 12 word processing font and 6 lines/inch. No adjustments to line spacing will be allowed (or photocopy reductions).
4. Name, county and program area should be in upper right hand corner of first page.
5. Only copy of the story should be bound in the Record Book, and one copy should be stapled to the State Record Book check list.

PROJECT PHOTO SECTION

1. Photo section should highlight project in which record is submitted.
2. Limited to three (3) pages, 8 1/2" x 11", with the exception of photography. Photography project may have additional ten (10) pages (total of 13 for photography).
3. No shingling of photos is allowed. Depending on size, 3-4 photos per page are suggested.
4. Captions should be used to explain photos.
5. Color reproductions or copies of photos can be used.
6. For additional information on supporting photographs, check the Oklahoma 4-H Awards Handbook or the Oklahoma 4-H website.

SECTIONS OF THE OKLAHOMA REPORT FORM

Section 1 – Participation in the 4-H _____Project

A. What have you done in this project? (Limited to two pages)

Report here the steps you have taken in this project to meet the stated objectives of the project. Include the amount of project work, such as the numbers of animals you cared for, the articles you made, the time you spent, your activities, etc. In addition list related experiences such as tours, demonstrations, etc.

B. What have you learned in this project? (Limited to one page)

List what you have learned as a result of participating in this project. Also list skills you have acquired relating to the project.

Section II – 4-H Leadership Experiences (Limited to two pages)

List your leadership participation in 4-H including offices and committees. Place (*) beside leadership activities relating directly to the project outlined in Section I.

Section III – Citizenship/Community Service (Limited to two pages)

List your citizenship/community service experiences. Include things that contribute to the welfare of your community, other individuals or members of your club or group.

Explain what you did and how many people were affected. Place asterisks (*) beside citizenship/community service activities relating directly to the project outline in Section I.

Section IV – Awards in all Projects (Limited to space provided on page 9 – ½ page)

In the space provided list the ten most important or meaningful awards you have received.

Section V – Non-4-H Experiences (Limited to space provided on page 9 – ½ page)

In the space provided list up to ten of your most meaningful non-4-H experiences. May include participation in school, church/faith or community organizations.

For additional information on completing a 4-H record book, check with your county extension office or the Oklahoma 4-H Awards Handbook on the Oklahoma 4-H website.

REQUIRED PROJECT RECORD BOOK FORMAT FOR STATE COMPETITION

COVER

- ❑ Stiff 8 1/2- by 11-inch binder
- ? Label in upper right hand corner of cover with Name, County and Project Entered

OKLAHOMA REPORT FORM

- ? No additional pages (maximum 9 pages)
- ? Observe space requirements for each section:
  - o Section IA – no more than two pages
  - o Section IB – no more than one page
  - o Section II – no more than two pages
  - o Section III – no more than two pages
  - o Section IV – no more than ½ page
  - o Section V – no more than ½ page
  - o Sections IV – must be on the same page
- ? No more than 10 items listed in sections IV and V – items must be numbered 1-10
- ? Member's signature
- ? Leader's signature
- ? Extension Educator's signature

4-H STORY

- ❑ One original and one copy (stapled to State Record Book check list)
- ❑ Limited to six (6) pages – double spaced
- ❑ 8 1/2 by 11-inch white paper
- ❑ Typed or printed on one side (no type smaller than 12 spaces per inch, 12 font or six lines per inch.)

PHOTO SECTION

❑ Limited to three (3) 8 1/2- by 11-inch pages (EXCEPTION: Photography project allows an additional ten pages, for a total of 13 pages)

- ❑ No layering or shingling
- ❑ Caption or statement should explain each picture
- ❑ Any page with picture is considered a picture page, counting toward total - no pictures on tab or cover pages.

- ❑ Color reproductions or copies may be used.

MISCELLANEOUS

? Two 4-H News Information Sheets per member are required (not per entry)

? Recommended Fonts:

Times New Roman 12; Arial 12; Courier 12; CG Times 12

? Required Margins:

Left: 1 ¼ inch
Right: ½ inch
Top: 1 inch
Bottom: ½ inch

Use of this format is also recommended for county competition.

TEN STEPS TO A QUALITY PROGRAM

1. Realize that it will take time and commitment to accomplish goals - good things rarely come without hard work.

2. Plan to devote as much time to 4-H as you do to other extra-curricular activities. (A football team that practiced one day a month would not expect to win many games - why do we expect attending one 4-H meeting a month to make a quality program.)

3. As a volunteer, if the 4-H member you are working with is your own child, seek an objective outside resource person to help. It is common knowledge that children perceive their parents to be more and more ignorant as adolescence progresses.

4. Encourage group projects and activities. Teens have high social needs, and individual project work, by itself, is no longer satisfying to them. Four-H should supply opportunities to combine social experience and project work to retain interest.

5. Beware of burnout. When planning a program, pace the work to avoid an "early peak". When work peaks at age 14-15, the child may be robbed of a scholarship opportunity because he/she has not had time to develop sufficient project growth to accompany leadership and citizenship.

6. Plan around known conflicts. If basketball controls the household November-February, then accept the fact that the child will not get much project work done during those months. If he/she wants to be competitive, more work must be done in the other eight months of the year.

7. Be creative! Think big! Look for opportunities! Reach out and include others!

8. Ask some serious questions: Is the activity important enough to justify the time it takes? Who will benefit from what I am planning? Do my community service activities deal with real needs and issues? What are my motives?

9. Expect setbacks. They are part of any growth process. Have a plan to deal with projects that don't work out.

10. Encourage <u>personal growth</u> - one goal of the 4-H program is to create opportunities for members to mature, develop empathy for others, and develop self-awareness. The story often reflects these qualities (or absence of them) in the way it is written.

PLANNING 4-H RECORD KEEPING

Four-H record-keeping starts at the beginning of the 4-H year, which begins July 1 and ends June 30 of the following calendar year.

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. A sample copy of this form is included in the appendix. Many counties have developed their own form and 4-H'ers should check with their Extension staff.

"A 4-H MEMBER THAT FAILS TO PLAN PLANS TO FAIL."

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 12-13. 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 selection of two related projects and 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.

The Oklahoma 4-H Awards Handbook lists objectives for the projects and general record keeping guidelines, in addition to a list of award programs available, etc. The most recent version of this document can be found on the 4-H Website. Revisions are generally made in January of the current program year.

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 difficulty of tasks, skills and responsibilities. Making a written plan increases the sense of commitment.

Generally, if a 4-H member will devote 2 - 3 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 which help foster greater understanding of the role of a community citizen
- Activities which contribute to the welfare of your local 4-H club, individuals in your community or the community as a whole
- The 4-H'er shows good citizenship by working 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 - esp. 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 project related to project

- work at finding new audiences, groups, etc.

MAKE YOUR 4-H RECORD BOOK COME TO LIFE!

One of the challenges of 4-H Record Books is developing an adequate vocabulary for describing your 4-H work. Think of your record book as an English assignment. Spelling, grammar, and punctuation should be correct. The language in the Oklahoma Report Form needs to be clear and concise - it should tell the reader exactly what you did, and why the activity was important.

Have someone unfamiliar with your work and your project read through the book to analyze for clarity and completeness. Remember that 3 - 4 people completely unfamiliar with your work will be reviewing it later on. If what you have done is not clear to a friend, neighbor, or teacher, it certainly will not be clear to a stranger.

While the story is not a creative writing project, it does need to convey more than facts and figures. This is the place to share the personal growth experiences, special projects, etc. The story should be conversational - the reader should feel as if he/she is listening to the writer or having a conversation with him/her. The reader should feel your disappointments and share your triumphs through your words. The most successful 4-H projects are still those in which what is learned is more important than what was won. If involvement in a particular 4-H project has resulted in a change in the individual, the family, or even the farming operation - these are the important concepts and ideas to share in a story.

Use Action Verbs to describe Leadership

If you taught a class, use:

- Tutored
- Informed
- Conducted
- Instructed
- Directed
- Educated

If you started something new, use:

- Introduced
- Developed
- Designed
- Organized
- Enlisted
- Planned
- Initiated
- Prepared

Use descriptive terms to convey feelings and emphasize points

If you liked something, use:

- Appreciate
- Enjoy
- Admire
- Regard
- Prize
- Prefer

If you were part of a group, or helped an adult or older member, instead of assisted, use:

- Supervised
- Distributed
- Guided
- Managed
- Arranged

CLERICAL HINTS

NEATNESS is important. Do not use plastic covers on any pages

ACCURACY is essential! DO NOT GUESS. If totals look excessive, explain them.

CORRECT punctuation, spelling, grammar, and capitalization are important.

TYPING THE RECORD BOOK
The 4-H'er may do his or her own typing or recruit assistance. Record book may be typed or done on the computer. *Double spacing the story is preferred.* 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.*

The following fonts are recommended:

Arial 12, Times New Roman 12, `Courier 12`

All narrow, condensed, script or novelty fonts are discouraged.

OKLAHOMA REPORT FORM – Use the following margins on the ORF and Story.

Smaller margins will result in disqualification.

- Left margin – 1 ¼ inches
- Right margin – ½ inch
- Top margin – 1 inch
- Bottom margin – ½ inch

Remember that the whole page does not have to be covered. Let the white shine through.

SPECIAL FONTS - Use of **Bold**, *Italic* and Underlining for headings and/or emphasis is allowed. Use discretion so the special fonts will be effective.

PICTURE SECTION - Picture section is limited to 3 pages of pictures. Use 3-4 pictures per page. DO NOT shingle pictures. Use short captions that describe what is happening in the picture. Mount pictures with rubber cement or photo adhesive.

PAPER - All paper used in the record book should be 20-weight 8 1/2- by 11-inch. Irregular size detracts from neatness of book.

HOLES - If possible, use a three-hole punch, making sure all pages are lined up. Use re-enforcers on holes to insure that they won't tear.

ART WORK should not be used on divider pages or within the record book.

TABBING - Makes it easier for the judge to find major sections of the record book. Tabs should be uniform in length and placed on established spacing. A good length for a tab is two or three inches. (The inside of smaller tabs tend to fall or slip out.) Tabs should not extend

beyond the edge of the cover. Only three tabs are necessary, one for Oklahoma Report Form, one for your 4-H Story, and one for the photo section.

DEFINITIONS

SPEECH/ILLUSTRATED PRESENTATION - An organized talk, with an introduction, body and conclusion. Rituals, prayers, and/or presiding over meetings do not qualify as speeches.

DEMONSTRATION - To give instructions for making a finished product and show how it is done. If demonstration shows how to make two or three small items to complete one big item, it is still just one demonstration.

WORKSHOP - To give participants actual hands-on experience. A workshop takes more time than a demonstration.

SHORT COURSE - Lengthy demonstration or program (may be a lecture). Participants listen; no hands-on experience.

OTHER APPEARANCES OR PRESENTATIONS - Share the Fun, style shows, rituals, etc.

COMMITTEE APPOINTMENT - Should be reported only when 4-H'er is an active, contributing member of the committee.

EDUCATIONAL BOOTH OR DISPLAY - Not for competition - Tells about a project.

EDUCATIONAL EXHIBIT - A competitive exhibit demonstrating a project, e.g., Foods-Nutrition exhibit

WORKING DISPLAY - Display that 4-H'ers operate, to answer questions or give information to public on request.

YEAR IN SCHOOL - The grade the 4-H member enters in the fall, following application.

4-H YEAR - July 1 to June 30 of the following calendar year. Example: Work done in 98-99 4-H year could be listed on Oklahoma Report Form 1999 or 98-99.

WHERE 4-H PROJECTS (and Record Books) COME UP SHORT

1. LACK OF GOOD, SOLID PROJECT WORK!!!!!

2. Failure to show personal growth and application of project skills.

3. Leadership - there needs to be a balance between "project leadership" and "other leadership". Both are important.

4. **CITIZENSHIP** - many project records lack true citizenship. Judging committees look for projects and activities that make a difference in the community, or in the life of an individual.

5. Project work, in general, shows a lack of focus. This is due to lack of planning.

6. Record books have too much repetition between sections.

SUPPORTING PHOTOGRAPHS

Photographs can add interest and help tell a story about a successful 4-H project or career. But they won't go any good if the photos are dark, out of focus, or don't have anything to do with your project. Good quality, well-planned photos set your record book apart. Photos tie the entire record book or application together and add impact, provided they are good pictures with informative captions. Photos need to relate to your project and give details you may not have been able to relate clearly anywhere else or add emphasis.

Photos are used as "supporting evidence". They must help tell the story of your project. The pictures need to show activities and details. Taking pictures to tell the complete story takes real planning.

Taking the Photographs

- A project may be spread over a period of time, even several years; every project has important phases that can only be captured on film when they happen. Even you have grown as your project has grown.
- It is best to take pictures throughout your project, but sometimes staged photos are needed. Work at making them not look staged.
- Use the appropriate film to obtain the best pictures. In general, a film with a lower ASA/ISO rating, for example, 100 ASA, is used when there is plenty of light available. A film with a higher rating, 400 ASA or 1000 ASA is used when there is not enough light available. The best all-around choice is 200 ASA. Digital photos are acceptable as long as they are photos that have not been electronically altered.
- Hold your camera steady. Gently squeeze the shutter release. Sudden movement of your camera can cause fuzzy, out of focus pictures.
- Understand how your camera's flash works. Have your flash properly "synched" with your camera. Stand close enough to allow the light from the flash to reach your subject. Base this distance on the film speed and flash setting you select.
- Clean your camera's lens because lint on it can cause misty looking pictures.
- Be sure your pictures are properly exposed – not too light, nor too dark.
- For dramatic pictures, choose your camera angle carefully. Move around your subject to determine the best perspective. You may find that the subject looks better at a high- or low-viewing angle.
- Try to avoid cluttered backgrounds. Maintain only one center of interest in each picture. Eliminate all distracting elements by moving closer to your subject or by keeping the foreground and background simple.
- Move closer to your subject whenever possible; close-up pictures have more impact than distant shots.
- Always focus your camera's lens on your subject's eyes or face.
- Take a number of shots of the same activity to avoid being "stranded" with only one photo of a crucial scene, during which your subject had their eyes closed.

- Take pictures during early morning or late afternoon. Those taken around noon may appear washed out.
- Check that your light source is behind you and not your subject.
- If your subject is wearing a hat with a brim, you may need to use a flash to avoid a shadow across the face. If needed, ask your subject to tilt the hat back a bit or remove it altogether.
- If there is something that will reflect light, such as something with a shiny surface, make sure the flash is pointed directly at that object.

Writing the Captions

A caption is a short description of the activity in your photo. Informative captions can indicate your knowledge of the project or provide additional information that is not already stated. The caption should indicate personal involvement. Use captions to explain something important about the photo that may not be easily understood by someone who is not familiar with your project.

- Avoid starting each caption with "Here I am…."; "I am…."; "This is me doing…"
- Be sure the caption relates to the photo.
- Check the spelling and grammar of your captions.
- Don't repeat yourself in the same caption. Remember, your space is limited.
- Do not write as if you are talking about yourself to someone else. For example: "David is shown planting a test plot of corn," sounds strange if you are David.

Mounting the photographs

Now that you have clear, sharp pictures, the next step is to mount them in a professional manner to enhance your project.

- Use a photo mounting cement that is moisture-resistant and will not stain your photos. Rubber cement, pastes that contain water or penetrating solvents can stain your prints or cause them to wrinkle.
- Watch the number of photos to a page. Usually 2-3 photos, depending on size, look best on an 8 ½ x 11 inch sheet of paper. Remember that you have captions to include.
- Be careful in using mountings or borders or color pages to mount photos. A light color such as cream or gray can provide an attractive background while bright colors can be very distracting.

Revised 01/04

STATE RECORD BOOK ENTRY CHECK LIST

(To be completed by member. County Educators must verify information and sign this form.)

NAME _____ **COUNTY** _____

PROGRAM ENTERED _____

Please check the following list against contents of Record Book. *(✓to indicate YES)*

_____ 4-H Member meets age requirement *(Age 14 by January 1 of current year/no older than 19 by January 1 of current year, unless still in high school)*

_____Two copies of News Information Sheet (01/03 revision) *(Note to County Educator: forms should be removed from books/applications and placed with other News Information Sheets from county in two separate envelopes for the State 4-H Office and Ag Communications)*

_____Oklahoma Report Form

Signatures of: _____4-H Member
_____Parent or Guardian
_____Leader
_____County Extension Educator

_____ Two copies of the 4-H Story (maximum of 6 double spaced pages) with member's name, county and program area in the upper right hand corner. The original should bound in the book and the copy stapled to this page.

_____ Name, county and program area in upper right corner of cover or folder

_____ No more than three pages of photos, (except for Photography project, which may have 13 pages.).

The following items will result in disqualification:

*(Write **"OK"** to indicate you have read each statement of disqualification – if any disqualifications exist, corrections should be made prior to submitting book for state competition.)*

The state 4-H Project record Book Judging Committee *will not* review records submitted for district and state awards if any of the following disqualifications are present.

_____Additional pages added to Oklahoma Report Form or adjustments to the line spacing of the form. *Fonts must be no smaller than 12 point; Line spacing must be 6 lines per inch Margins must be no smaller than: Left – 1 ¼"; Right – ½"; Top – 1"; Bottom – ½"* No copier reductions (to gain space) are allowed.

_____ Section IA – more than two pages
_____ Section IB – more than one page
_____ Section II – more than two pages
_____ Section III – more than two pages
_____ Section IV – more than ½ page
_____ Section V – more than ½ page
(Sections IV & V must be on the same page)

_____Story exceeds 6 typed or printed pages; is not on 8 1/2" x 11" white paper, or is not typewritten or printed on one side of the paper, and is not double spaced.

_____Project pictures exceed three (3) 8 1/2" x 11" pages. Exception - Photography project.

_____Project record sheets, newspaper clippings, correspondence have been included.

_____Each project or program area is not in a separate folder containing ORF, story and photo section.

My signature certifies that I have personally checked all of the items listed above and the member meets all eligibility requirements and no disqualifications are present.

_____

SCORE SHEET FOR RECORD JUDGING

(Record Book must achieve a score of 75 or higher to be considered for interview)

Name _____ **County** _____
Project _____

***EXPERIENCES IN 4-H PROJECTS* -(50 points)**	Possible	Score
What member has done in the project (size, scope, learning experiences)	35	_____
Photo section showing growth and involvement in project	5	_____
What member has learned in the project	10	_____
***EXPERIENCES IN 4-H LEADERSHIP* -(20 points)**		
Leadership in main project	15	_____
Other leadership experiences	5	_____
***EXPERIENCES IN 4-H CITIZENSHIP* -(20 points)**		
Citizenship experiences in main project	15	_____
Other citizenship experiences	5	_____
***NON-4-H EXPERIENCES* -(5 points)**		
Church, School, Community	5	_____
***OVERALL RECORD BOOK* – (5 points)** (Organized, easy to read, correct spelling and grammar)	5	_____
TOTAL	**100**	_____

STATE PROJECT AWARDS

INTERVIEW SCORE SHEET

Name _____ **County** _____
Project _____

	Possible	Score
Project Knowledge (subject matter, technical skills)	25	_____
Project Activities (participation record)	10	_____
Project growth (expansion, size, scope)	10	_____
Project Leadership	20	_____
Project Citizenship	20	_____
Interview Ability to organize and express ideas clearly Eye contact and relaxed pleasant manner Appropriate clothing and grooming Proper grammar and diction	15	_____
TOTAL	**100**	_____

Project Record Books

The Oklahoma Report Form

Assembling Your 4-H Project Record

Required Project Record Book Format for State Competition

Ten Steps to a Quality Program

Planning 4-H Record Keeping

Planning for Success

What is Leadership?

What is Citizenship?

Make Your 4-H Record Book Come to Life

Clerical Hints

Definitions

Supporting Photographs

State Record Book Entry Checklist

Score Sheet for Record Judging & Interviews