STATE RECORD BOOK ENTRY CHECK LIST
FOR LEVEL I & LEVEL II PROJECTS
(To be completed by member. County Educator must verify information and sign this form.)

NAME ___________________________ COUNTY ___________________________

PROJECT 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)

_______ All information has been entered into the online submission system.

_______ Oklahoma Report Form

Signatures of: _______ 4-H Member _______ Parent or Guardian
_______ Leader _______ County Extension Educator

_______ One copy of the 4-H story bound in the book and a second clipped to the front of the book.

_______ Name, county and program area on a label in upper right corner of cover or folder.

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

DISQUALIFICATIONS
(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.)

_______ 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, is not typewritten or printed on one side of the paper, or 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.

________________________
Extension Educator’s Signature

Revised 1/2014
The Oklahoma 4-H Report Form

County: 

Name of Project reported in Section I:

For AOP projects, list project reported:

Number of years in this project: Number of years in 4-H:

Name you want used in Publicity:

Complete Home Address
Street, RR, or PO Box:

City, State & Zip Code:

Home Telephone:

Cell Phone:

Date and Year of Birth (00/00/0000) Age on January 1, current year:

Names or Parents/Guardians:

Name of your local 4-H club or group:

Year in School on January 1, current year (check one)

☐ High school (Grade on January 1, Current Year):

☐ Graduating High School Senior (Expected Graduation Date):

☐ Full-time College Student (Number of hours completed):

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

2nd

Applicants for Level II (Advanced) Projects must complete the following information:

I was named a State Winner in the Project in (year)

Statement by 4-H Member

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

Date (00/00/0000) Signature of 4-H Member

Approval of Report

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

Date (00/00/0000) Signature of Parent or Guardian

Date (00/00/0000) Signature of Local 4-H Leader

Date (00/00/0000) Signature of Extension Staff
Section I-A – Participation in the 4-H Project

What have you done in this project? Limited to the space provided (2 pages).
Section 1-A  What have you done in this project? (cont.)
Section I-B What have you learned in this project?
Limited to space provided – 1 page
Section II – Leadership Experiences
Limited to space provided – 2 pages. Place asterisks (*) beside leadership activities relating directly to the project outlined in Section I.
Section II – 4-H Leadership Experiences (2nd of two pages)
Section III – Citizenship/Community Service
Limited to space provided – 2 pages. Place asterisks (*) beside citizenship/community service activities relating directly to the project outlined in Section I.
Section III – Citizenship/Community Service (2nd of two pages)
Section IV – Awards in all 4-H Projects
Limited to the space provided – ½ page. List the most meaningful awards you have received.

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Type of Award</th>
<th>Level (L,C,D,S)</th>
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</tbody>
</table>

Section V – Non-4-H Experiences
In the space provided (½ page), list your most meaningful non-4-H experiences. May include participation in school, church/faith or community organizations.

<table>
<thead>
<tr>
<th>Year(s)</th>
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</thead>
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</tbody>
</table>
Formatting the Oklahoma Report Form

There is no “right” or “wrong” way to format the information reported in Oklahoma Report Form. However, it is important to report facts as completely and accurately as possible, to demonstrate growth and to make the information easy to read and understand.

General Formatting Guidelines:

✓ Use charts or graphs to illustrate repetitive activities or show time spent on project work
✓ Use short statements to report one-time or short-term activities (include number of times or number of participants as appropriate)
✓ Use short paragraphs to show impact of an intensive program, share 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 and 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?)
✓ Report how you have used your project/leadership skills in other organizations (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, Jr. 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.
✓ Eliminate repetition between sections of the Oklahoma Report Form (ORF). In some cases, one aspect of an activity may be project work and another aspect leadership. Report the project work in Section I-A and the leadership in Section II rather than report all of the information in both sections.

Project related work carried out with/as a part of other groups or organizations

4-H is part of a holistic process that helps to develop life skills in its members. As such, a 4-H member may benefit from membership in more than one youth organization. 4-H members should strive to honestly and accurately report service, experiences or other project work conducted in the name of 4-H as 4-H Project work and other project-related experiences that were done as a member of another youth program as non-4-H work. If a member is not sure if something fits as 4-H project work, they should use the following test:

“If those who were there and saw, heard or benefited from my actions were asked what organization I was representing, the answer determines whether it should be reported as 4-H or non-4-H work.”

Technical tips for the form:

✓ Think of the front page of the ORF 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 that you will not be able to input information into the second page of the section until the first page is full.

As you study the examples which follow, consider not only how the information is presented, but the quality of what is presented in making the member’s role in project work, leadership and citizenship activities clear to the reader.

Also, compare the example to the objectives for the Recreation and Leisure Arts project to see how and where each objective is addressed.
The Oklahoma 4-H Report Form

County: Clover Year: 2014

Name of Project reported in Section I: Recreation and Leisure Arts

For AOP projects, list project reported:

Number of years in this project: 5 Number of years in 4-H: 5

Name you want used in Publicity: Christine Clover

Complete Home Address
Street, RR, or PO Box:

City, State & Zip Code:
Home Telephone: 555-555-5555 Cell Phone:

Date and Year of Birth (00/00/0000) Age on January 1, current year: 14

Names or Parents/Guardians:

Name of your local 4-H club or group:

Year in School on January 1, current year (check one)

☑ High school (Grade on January 1, Current Year): 9th
☐ Graduating High School Senior (Expected Graduation Date):
☐ Full-time College Student (Number of hours completed):

If I am named a state winner in two project areas, my ranking is: 1st 2nd

Applicants for Level II (Advanced) Projects must complete the following information:
I was named a State Winner in the Project in (year)

Statement by 4-H Member

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

____________________________________  ______________________________________
Date (00/00/0000)  Signature of 4-H Member

Approval of Report

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

____________________________________  ______________________________________
Date (00/00/0000)  Signature of Parent or Guardian

____________________________________  ______________________________________
Date (00/00/0000)  Signature of Local 4-H Leader

____________________________________  ______________________________________
Date (00/00/0000)  Signature of Extension Staff
Section I – Participation in the 4-H Recreation and Leisure Arts 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

2011
Participated in games, activities and workshops promoting healthy lifestyles
Attended craft and hobby workshops
Attended dance workshops
Attended skits and games workshops
Participated in water sports, hunting, fishing or other outdoor activities
Create and exhibit collections of postmarks
Create and exhibit a variety of craft items
Participated in local club training presented by county extension educator
Entered exhibits in county fair

2012
Attended CPR/First aid workshops at the Red Cross
Attended Lifeguard certification training
Attended Sun Safety workshops
Researched therapeutic recreation and create a display
Create a craft kit for use with children
Manned a mini fair booth a district volunteer conference
Competed in district and State events

2013
Collect games, craft instructions and reference materials to create a reference library
Attended team building/ropes course seminars
Attended sports/cheerleading camps
Worked at a fitness/community recreation center
Applied for grants to help purchase community recreation equipment or upgrade facilities
Explored careers in the recreation field
Competed in district and State events
Section I – Participation in the 4-H Recreation and Leisure Arts 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

2011
Participated in games, activities and workshops promoting healthy lifestyles 16 times
Attended 5 craft and hobby workshops
Attended 2 dance workshops
Attended 3 skits and games workshops
Participated in water sports, hunting, fishing or other outdoor activities 22 times
Created and exhibited 3 collections of postmarks at local, county and state fairs
Created and exhibited a variety of craft items at local, county and state fairs
Participated in local club training for recreation leaders presented by county extension educator

2012
Attended CPR/First aid workshops at the Red Cross – 8 hours
Attended Lifeguard certification training – 16 hours
Attended 2 Sun Safety workshops
Researched therapeutic recreation and created a display which was viewed by 125 people
Created a craft kit for use with children
Manned a mini fair booth on games and skits at district volunteer conference

2013
Collect games, craft instructions and reference materials to create a reference library
Attended 1 team building/ropes course seminars
Attended 4 sports/cheerleading camps
Worked at a fitness/community recreation center 15 hours per week
Applied for and received grants totaling more than $5,000 to help purchase community recreation equipment and upgrade facilities
Explored 5 different careers in the recreation field
## Section I – Participation in the 4-H Recreation and Leisure Arts 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

### 4-H Participation

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Total</th>
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<tbody>
<tr>
<td>Craft/hobby workshops attended</td>
<td>3</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>9</td>
<td>28</td>
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<tr>
<td>Craft Items made</td>
<td>7</td>
<td>10</td>
<td>7</td>
<td>15</td>
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<td>Craft Items sold</td>
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<td>0</td>
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<td>15</td>
<td>21</td>
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<td>Craft and Leisure Arts Exhibits</td>
<td>L-1</td>
<td>L-3</td>
<td>L-2</td>
<td>L-4</td>
<td>L-5</td>
<td>L-15</td>
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<td>S-3</td>
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<tr>
<td>Postmarks collected</td>
<td>10</td>
<td>15</td>
<td>15</td>
<td>25</td>
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<td>Postmark exhibits</td>
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<td>L-3</td>
<td>L-3</td>
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<td>S-2</td>
<td>S-3</td>
<td>S-3</td>
<td>S-7</td>
</tr>
<tr>
<td>Games/activities learned</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>8</td>
<td>12</td>
<td>32</td>
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<tr>
<td>Hours spent leading games/songs</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>17</td>
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<tr>
<td>Swimming/water sports (# of hours)</td>
<td>25</td>
<td>40</td>
<td>40</td>
<td>50</td>
<td>75</td>
<td>230</td>
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<tr>
<td>Hunting/fishing (# of hours)</td>
<td>10</td>
<td>15</td>
<td>25</td>
<td>25</td>
<td>40</td>
<td>115</td>
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<tr>
<td>Talks/Illustrated Presentations</td>
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<td>L-10</td>
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<tr>
<td>Share the Fun act performances</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>16</td>
</tr>
</tbody>
</table>

### Reference Library
- I have collected 15 books, 23 topic sheets and 31 game and craft ideas to form a library to help me when a 4-H recreational activity must be planned on short notice. I continue to add to this as I find additional resources. I have also learned how to search the internet for appropriate group activities.

### Red Cross First Aid Training
- To be better prepared to deal with emergencies at 4-H camps and other recreational events, I participated in a 16-hour Red Cross First Aid training course and received certification in both first aid and CPR.

### Grants
- To help improve our park, I worked with my 4-H Club and local civic groups to apply for three different grants which totaled $5,000 to purchase equipment and supplies for the local community center. Working with the director, we chose a combination of sports equipment, games and improved seating.

### Project-Related Activities with non-4-H Groups

<table>
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<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Total</th>
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<tbody>
<tr>
<td>Sports training/participation (hours)</td>
<td>150</td>
<td>200</td>
<td>375</td>
<td>450</td>
<td>500</td>
<td>1,675</td>
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<tr>
<td>Sports/cheerleading camps attended</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>22</td>
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<tr>
<td>Dance classes/ workshops attended</td>
<td>32</td>
<td>45</td>
<td>50</td>
<td>50</td>
<td>72</td>
<td>249</td>
</tr>
<tr>
<td>Dance recitals/performances</td>
<td>2</td>
<td>5</td>
<td>7</td>
<td>10</td>
<td>13</td>
<td>38</td>
</tr>
<tr>
<td>Family recreational activities planned</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>8</td>
<td>18</td>
</tr>
</tbody>
</table>

### Project Related Employment
- My participation in the recreation and leisure arts program provided me with the background and skills needed to work as a summer intern with the YMCA supervising activities for 6-8 year olds. I use my project-related skills 20 hours per week during the summer months. I also serve as a volunteer youth league basketball coach which takes about 10 hours per week during the school year.
Section I-B What have you learned in this project?
Limited to space provided – 1 page Scoring: 5 points

2011
Learn rules of a variety of games
Learn various skits, games and dances to share with others
Learn CPR/First Aid techniques
Leadership Skills

2012
Learn to lead
Learned age group appropriate activities
Learned ways to create team spirit
Learned how crafts and hobbies contribute to productive leisure time
Learned how to involve everyone in an activity as a team

2013
Learned how games and competition teach life skills and sportsmanship
Learned sings of heat/exercise related health problems
Learned how constructive leisure activities contribute to mental and physical well-being

In 2011 I learned:
- Rules of 6 different games and why rules are important in group activities
- How to share skits, games and dances with others
- Simple first aid techniques including how to deal with injuries and poison ivy at camp
- Techniques for getting a group’s attention.

In 2012, I learned
- To lead small group activities
- Age group appropriate activities for young children
- Techniques for creating team spirit
- How crafts and hobbies contribute to productive leisure time by providing a structured way to relax and a sense of completion
- How to involve everyone in an activity as a team by using techniques to divide pre-formed groups and help everyone meet new people

In 2013, I learned
- How games and competition teach life skills and sportsmanship by providing the opportunity to succeed or fail at an activity without internalizing the success or failure
- To recognize signs of heat/exercise-related stress, such as dehydration, shortness of breath, flushing and elevated body temperature and what to do until help arrives
- How constructive leisure activities contribute to mental and physical well-being by providing a positive way to deal with stress
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

Organized games, activities and mixers at county 4-H camp
*Taught workshops on teamwork
*Organized and served as a teen leader for a recreational project club
*Taught Sun Safety workshops for county youth attending 4-H camp
  * Taught first aid workshops for county youth attending 4-H camp
* Compiled game notebooks for local club recreation leaders
*Taught games and crafts to local recreation leaders
* Taught chants and cheers at county officer training to build team spirit
*Lead games/sports at community events
* Organize 4-H group visit to nursing homes and assisted living centers
  * Taught fitness, stretching and proper training techniques
* Taught aerobics in before/after school programs

4-H Leadership
2011
*Elected as local recreation leader – led games with 32 members at 8 local club meetings
*Arranged carpool for 5 4-H members in my area to visit nursing homes and assisted living centers
*Organized games, activities and mixers at county 4-H camp for 40 members

2012
*Taught workshops on teamwork for 9-12 year-olds in 5 different clubs. A total of 110 members participated in one or more workshops
*Organized and served as a teen leader for a recreational project club which met monthly.
  16 Members learned games, skits, crowd control techniques and practiced those skills at their local club meetings
*Taught Sun Safety workshop 5 times for a total of 80 county youth attending 4-H camp

2013
*Taught 6 first aid workshops for 72 county youth attending 4-H camp. Participants made a simple first aid kit and learned to perform basic first aid and recognize signs of heat stress
* Compiled notebooks with 25 different games, crafts and group activities for 5 local club recreation leaders in the county
*Taught chants and cheers at county and local officer training to build team spirit
* Organize local 4-H group of 45 members to visit nursing homes and assisted living centers 5 different times during the year

Application of 4-H Leadership skills in other settings:
*Taught fitness, stretching and proper training techniques to athletic teams once a week during the school year reaching 150 students
*Served as volunteer aerobics instructor 3 days a week in before/after school care programs reaching 40 children
*Lead games/sports at community events
Section III – Citizenship/Community Service
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

*Assisted with presentation of an after school program
* Gave community action group presentations
* Gave civic club presentations
* Painted and repaired public parks and athletic sports complex
* Raised funds to purchase school playground equipment
* Raised funds to purchase T-ball uniforms
* Tutored elementary students in reading
* Read to youth at public libraries
* Organized craft and recreation activities and games at Senior Nutrition
* Collects games and puzzles and donate to shelters, nursing homes, etc.
* Volunteered at a youth shelter
* Participated in parades
* Organized an exercise class at an assisted living, nutrition site or nursing home

4-H Citizenship/Community Service

2011
*Read to youth and promoted 4-H at public library once a week as a part of the Summer Reading Program. About 25 youth attended each week
*Organized a group of 4-H members from my club to conduct crafts, recreation activities and games at Senior Nutrition site once a week during the summer
*Participated in parades with my 4-H club

2012
*Organized Recreation Project club members to assist with athletic/recreation activities for an after school program in the community (My contribution – 30 hours; the club’s contribution 150 hours)
*Gave community action group presentations
*Researched youth recreational opportunities in the community and gave civic club presentations to 6 groups and a total of 120 people
*Spent 25 hours painting community center and athletic sports complex.

2013
* Organized a 4-H fund-raiser which raised $800 to purchase school playground equipment
* Tutored 5 elementary students in reading every morning before school (75 hours)
* Applied for and received $500 National 4-H Council grant for paint and repairs of local park for Make a Difference Day
* Served as a volunteer basketball coach at local youth shelter – 10 hours per week
* Organized an exercise class at the local Senior Nutrition Site

Application of 4-H Citizenship Skills in another Setting
* Raised funds to purchase T-ball uniforms
* Organized Student Council project which collected more than 100 games and puzzles for donation to shelters, nursing homes, etc. I made deliveries to 3 facilities
### 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

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Type of Award</th>
<th>Level (L,C,D,S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2013</td>
<td>Superintendent’s Honor Roll</td>
<td>L</td>
</tr>
<tr>
<td>2012-2013</td>
<td>Student Council</td>
<td>L</td>
</tr>
<tr>
<td>2011-2013</td>
<td>FCCLA (Secretary – 2005)</td>
<td>L</td>
</tr>
<tr>
<td>2013</td>
<td>Masonic Student of Today</td>
<td>L</td>
</tr>
<tr>
<td>2013</td>
<td>Selected to serve as page in state Senate</td>
<td>S</td>
</tr>
</tbody>
</table>

### Section V – Non-4-H Experiences
In the space provided – (½ page) list your most meaningful non-4-H experiences. May include participation in school, church/faith or community organizations.

**Scoring:** 5 points

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Type of Award</th>
<th>Level (L,C,D,S)</th>
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</thead>
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<tr>
<td>2011-2013</td>
<td>Champion - County Speech Contest</td>
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<tr>
<td>2012-2013</td>
<td>Key Club Member</td>
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<tr>
<td>2013</td>
<td>I Dare You Award Winner</td>
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</tr>
<tr>
<td>2013</td>
<td>Selected to attend Kansas City Conference</td>
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