

Dane County 4-H Permanent Record & Participation Report Manual

Due Date: On or before 4:30 p.m. on the Tuesday after Labor Day.

Permanent Records and Participation Reports are submitted to the 4-H office by your club leader or designee-**not individually**.



UW Extension
Please Update Change of Address and Club Information Yearly

**Dane County 4-H
Permanent Record
3RD Grade and Above**

NAME		PARENT/GUARDIAN NAME	
ADDRESS (Street, RFD, City, State, Zip Code)			
DATE OF BIRTH		CLUB	
FOR COUNTY COMMITTEE USE ONLY			
ACHIEVEMENT PINS EARNED			
<input type="radio"/> BRONZE	<input type="radio"/> SILVER	<input type="radio"/> GOLD	
DATE	DATE	DATE	
AWARD COMMITTEE SIGNATURE	AWARD COMMITTEE SIGNATURE	AWARD COMMITTEE SIGNATURE	

PURPOSE OF PERMANENT RECORD

The purpose of the Permanent Record is to measure a 4-H member's involvement in club and community activities. This record is used to evaluate participation points earned for Bronze, Silver and Gold pins.

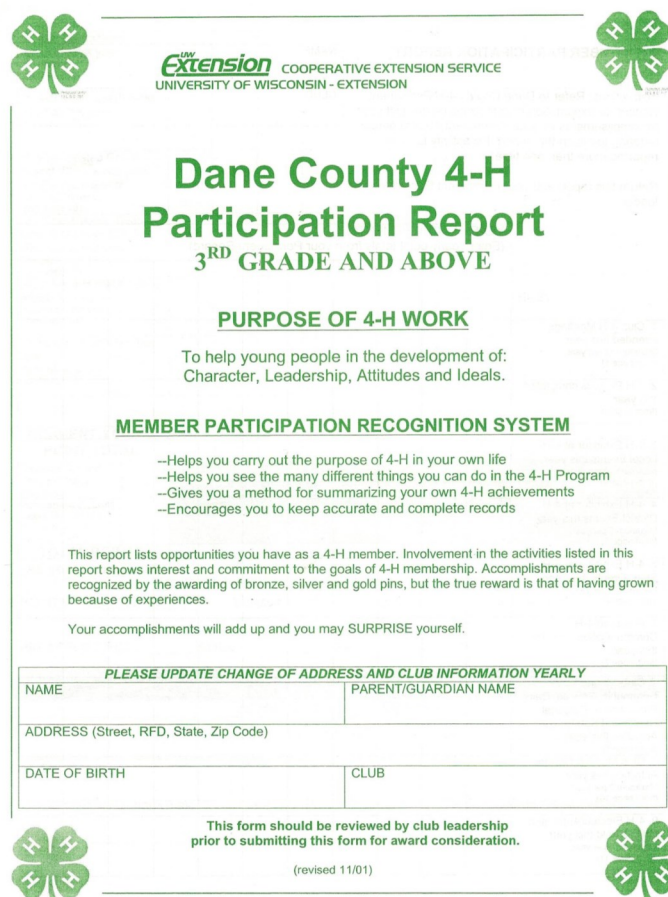
The Permanent Record is a 4-H member's "4-H Life History" and serves as a resource for 4-H trips, awards and scholarships, as well as school and job applications.

CLUB 4-H MEETINGS

YEAR																			
SCHOOL GRADE (based on year listed above)																			
Number of club meetings held this year																			
Number of meetings I attended this year																			

Count 1 point for each meeting attended up to 12 per year.
Enter total on Line 1 of 4-H Participation Report.

(revised 11/01)



UW Extension COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF WISCONSIN - EXTENSION

**Dane County 4-H
Participation Report
3RD GRADE AND ABOVE**

PURPOSE OF 4-H WORK

To help young people in the development of:
Character, Leadership, Attitudes and Ideals.

MEMBER PARTICIPATION RECOGNITION SYSTEM

- Helps you carry out the purpose of 4-H in your own life
- Helps you see the many different things you can do in the 4-H Program
- Gives you a method for summarizing your own 4-H achievements
- Encourages you to keep accurate and complete records

This report lists opportunities you have as a 4-H member. Involvement in the activities listed in this report shows interest and commitment to the goals of 4-H membership. Accomplishments are recognized by the awarding of bronze, silver and gold pins, but the true reward is that of having grown because of experiences.

Your accomplishments will add up and you may SURPRISE yourself.

PLEASE UPDATE CHANGE OF ADDRESS AND CLUB INFORMATION YEARLY

NAME	PARENT/GUARDIAN NAME
ADDRESS (Street, RFD, State, Zip Code)	
DATE OF BIRTH	CLUB

This form should be reviewed by club leadership prior to submitting this form for award consideration.

(revised 11/01)

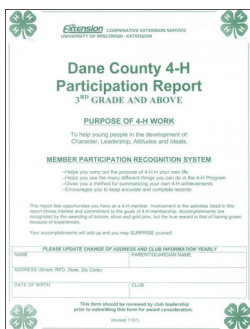
When updating your Permanent Record you can submit no more than three consecutive years. Those three years must include the current year and the two previous years.

What is a Permanent Record?

The image shows a form titled "Dane County 4-H Permanent Record 3rd Grade and Above". It includes fields for member name, address, and contact information. There are sections for "PURPOSE OF PERMANENT RECORD" and "CLUB 4-H MEETINGS" with checkboxes for various activities and awards. The form is designed to track a member's participation and achievements over time.

The Permanent Record is a cumulative report of all your activities throughout your 4-H career. This record is updated annually. It is also required for trips, special awards and scholarship applications.

What is a Participation Report?

The image shows a form titled "Dane County 4-H Participation Report 3rd Grade and Above". It includes fields for member name, address, and contact information. There is a section for "PURPOSE OF 4-H WORK" and a "MEMBER PARTICIPATION RECOGNITION SYSTEM" with checkboxes for various activities and awards. The form is designed to track a member's participation and achievements over time.

The Participation Report is a numerical tally of each category in the Permanent Record.

Why should 4-H'ers fill out Permanent Records & Participation Reports?

The Permanent Record is:

- an excellent way of recording all of their 4-H activities
- a way to summarize their 4-H achievement in your community, club, county, and state
- a 4-H member's "4-H life history" and serves as a resource for 4-H trips, special awards, and scholarships
- a valuable instrument that encourages 4-H'ers to keep accurate and complete records
- necessary for 4-H members as they apply for county, state, and national awards, trips, and scholarships
- useful for 4-H members beyond their 4-H years, for example: job applications, college applications, etc

All work must be completed by the youth not parents/guardians, leader, etc.

Any record book that isn't written by the youth will not be considered. All work must be completed by the youth not by parents/guardians, leader, etc. Any Permanent Record Book & Participation Report that isn't written by the youth will not be considered. If special assistance is needed by the youth, please provide written explanation. In the event of a question, the youth may be called for an interview.

Are 4-H'ers required to do Permanent Record & Participation Reports?

- Some clubs require all members to complete Permanent Records and Participation Reports. Check with your club's Organizational Leader for your club requirements
- The 4-H Office encourages but does not require 4-H members to complete Permanent Records and Participation Reports

Where do I get the Permanent Record and Participation Report?

- Get your forms from your Organizational Leader
 - Both forms are also available from the 4-H Office and are free
- ~Please call ahead before stopping to get your forms 224-3705

What do 4-H'ers get for filling out their Permanent Records & Participation Report?

When you accumulate:

70 points you will receive your Bronze pin

140 points, plus one youth leadership activity you will receive your Silver pin

280 points, plus 3 youth leadership activities you will receive your Gold pin

How do I get my pin?

- Your club leader will return your Permanent Record and Participation Report along with any awards received.

Permanent Record & Participation Report Instructions

- The PERMANENT RECORD and PARTICIPATION REPORT are not a part of your Record Book.
- The PERMANENT RECORD and PARTICIPATION REPORT may be placed inside the front cover but should not be inserted into the metal binding.
- When submitting your PERMANENT RECORD and PARTICIPATION REPORT for award consideration, you are encouraged to make a photocopy for your records.
- Organizational Leaders MUST review a member's permanent record.
- Pencil or ink acceptable. Corrections in ink must be made by drawing a straight line through the error and rewriting the entry. All changes must be initialed by the youth.
- You are encouraged to list all participation in all areas even though maximum credit has been exceeded. The information listed will serve as records for future evaluations (i.e. trips, scholarships, etc.)
- **Leaders please do not initial the Participation Report.**

- Page 1 - Fill in personal information on top of page and club meeting information at the bottom of page. Indicate 4-H year and corresponding grade. Years should be listed as: MM/YY
- 4-H Project Summary pages - List all enrolled projects completed each year. Projects are as identified in the WI 4-H Project Guide and not by fair entry descriptions. For example, Shooting Sports is not a project; archery, rifle, shotgun, etc. are the projects. Completed projects are "completed" as defined by your project or Organizational Leader. Fill in all information for each project. You must list major skills learned in each project. Do NOT include awards/ribbons/prizes received.
- 4-H Exhibitors at 4-H Events pages - List places where you exhibited at local, club, county, and state events. Examples of "Other Project Exhibitor" would be: club fair, etc. You are encouraged to list all events that you participated in for future reference. Credit is given for up to 10 local events per year and 3 state events per year. Reinsmanship is considered showmanship. The activities reported are to be those when you were an EXHIBITOR and NOT a participant.
- Prepared 4-H Communication Activities pages - List PREPARED communication activities such as an illustrated talk or demonstration. Activities listed must have been prepared by you. Club Reporter articles are not listed on this page. Club Reporter articles are considered part of the reporter's job duties. If you write articles for your club newsletter, credit will be given for one article per year. Reporter duties are NOT TO BE INCLUDED. Informal club reports/member activity reports on events attended don't qualify.
- Club-Planned Community Service, Dairy Promotion or Health & Safety Activity pages - List activities in which YOU participated in a CLUB PLANNED community service, dairy promotion or health and safety activity. Activities need to be planned by your club and should educate or benefit your club or community. These activities DO NOT INCLUDE listening to speakers or presentations.
- Performers' Festival page - List plays and presentations that you participated in at the Performers' Festival. If YOU participate in a state music/drama event, record this activity on page 15.
- 4-H Elected/Appointed Offices - List offices you were elected or appointed to by your club.
- 4-H Committee Assignments - List committee involvement. Involvement listed on this page needs to be committees YOU served on with other youth. Check "leader" or "member" and indicate if the committee was "club", "county", or "state". Leadership responsibilities should be detailed in the youth leadership section of this record.
- 4-H Youth Leadership Participation - One Youth Leadership activity is required for a silver pin. Three Youth Leadership activities are required for a gold pin. Be specific about the activity. No limitation on size of group.
- 4-H Fair-Related County, State & National 4-H Events - List fair-related participation. Maximum of 10 per year.
- Participation in other Non-Fair 4-H Events - List participation on other county, state, and national NON-FAIR events. Please note that credit will be given for judging contests as follows: 1 point per contest. For example, if you attend a judging contest and you participate in the beef, sheep, and horse judging contests on the same day, only 1 point is given.
- Other 4-H Participation - List other 4-H participation. If other sections exceed total points place additional activities here.
- Non 4-H Activities - List participation in NON-4-H activities.

Permanent Record & Participation Report

Special Instructions

- Activities listed in the first column require that a member **MUST** participate **ONLY** as a 4-H member - not as a member of some other organization.
- Activities listed in the first column must be a 4-H event or an event with a specifically defined 4-H lot/class. (except for activities listed on p. 19)
- Spell out the activity completely (no acronyms).
- Just because an activity is listed on the 4-H website it does not mean that you can count it on your permanent record.
- **“NEW”** refers to the Permanent & Participation report dated 10/2014

Count the following events in your Permanent Record:

- Area Animal Science Days pp.16-17
- Beef Weigh-In Volunteer Worker p. 15
- Clothing Revue p.5
- Clover Store volunteer p. 15
- Club Awards Banquet p.18
- Club Fair p. 5
- Committees p. 11 (p.12 new)
- Communication Arts Festival participation p.7
- Dairy Promotion pp.8-9, (pp.8-10 new)
- 4-H Fair Dance p.15
- 4-H Olympics p.15
- 4-H State Livestock Quiz Bowl p.16
- Kiddie Barn - pp.8/9 (if as a 4-H member) , (pp.8-10 new)
- Master Showmanship p. 15
- Meat Animal Sale set up p. 15
- Mechanical Science Day p. 16
- Media Training p. 15
- 4-H County/District/State Quiz Bowl p.16
- Performers' Art Festival (solo/group) p. 10, (p.11 new)
- Record Book Workshop p. 16
- Sewing Camp p.16
- Shootings Sports Breakfast volunteer p. 16
- State Fair Jr. Show Exhibitor p. 6
- Swine Weigh-in Volunteer Worker p. 15
- Wildlife Ecology Workshop p. 16
- Wreath Sales/fundraising (participant) p. 16
- Wreath Sales (committee) p. 11, (p.12 new)

(activities listed in column above may be reported on p. 18 if suggested page's maximum has already been met.)

Do not count the following events in your Permanent Record on pages 1-19. Those marked with an asterisk may be counted on page 19 IF you actively participated:

- *Livestock Associations (State and National)
- *Badger Dairy Camp Judging
- *Badger Kick Off Classic Show
- *Badger Rabbit Show
- Barn Duty
- Beef Weigh-In
- Beef, Sheep, Swine Qualifying Meetings
- *Black/White Holstein Show
- 4-H Club Herd
- *Dane County Pork Producer
- Foods Revue
- *Hoards Dairy Judging
- *Lancaster Block and Bridle Show
- Lead Class Sheep - Dane County Fair
- *Natural Sciences Quiver
- *Open Shows (livestock, art, etc.)
- *Sheep & Wool Festival
- Small Animal Sale Qualifying Meeting
- Large Animal Sale Qualifying Meeting
- *Dane County Fair Small Animal Sale
- *Dane County Fair Large Animal Sale
- Swine Weigh-In
- *Tri-County Rabbit Show
- *WLBA show (any breed)
- *World Beef Expo or Sweepstakes
- *World Dairy Expo
- *Wisconsin Pork Producers Assoc. (WPPA) Futurity Show

These lists are not all inclusive

I finished filling out my forms for this year....now what??

- 1. Please proofread your Permanent Record and Participation Report and be sure your totals are correct.**
- 2. Fill out an Awards Request Form and submit it with your Permanent Record and Participation Report. The Awards Request Form can be found at <http://fyi.uwex.edu/dane4hyouth/awards/> .**
 - You must submit your Permanent Record and Participation Report to receive a bronze, silver, or gold pin, special awards, trips, or scholarships.**
 - Do not submit your Permanent Record and Participation Report if you are only applying for project pins and/or certificates.**
- 3. Be sure that you turn your Permanent Record and Participation Report in to your club leader by the due date set by your leader.**
- 4. Your Permanent Record and Participation Report will be taken to the 4-H Office by your club leader or designee and given to the Awards Committee.**
- 5. Volunteer evaluators will review your Permanent Record and Participation Report and may provide you with constructive criticism and feedback about your Permanent Record and Participation Report.**
- 6. If your totals are incorrect or if an entry does not meet criteria, the evaluator will cross it out and make the correction in your Permanent Record and Participation Report.**
- 7. If you have a question about your Permanent Record and Participation Report you may call the 4-H Office at 224-3705. Your question will be referred to a member of the Awards Committee and they will help you.**
- 8. Dane County 4-H has no limit on the number of Bronze, Silver or Gold pins that can be awarded per year. Individuals may only receive one level per year starting with Bronze.**
- 9. Your club leader will return your Permanent Record and Participation Report and any awards received.**