



UW-MADISON EXTENSION
DANE COUNTY

Dane County 4-H Permanent Record & Participation Report Manual

The form is titled "Dane County 4-H Permanent Record 3rd Grade and Above". It includes fields for Name, Address, Date of Birth, and Club. There is a section for "FOR COUNTY COMMITTEE USE ONLY" with checkboxes for Bronze, Silver, and Gold awards, and a section for "PURPOSE OF PERMANENT RECORD" with a table for recording club meetings.

4-H Permanent Record

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 to apply for the Bronze Award, Silver Award, Gold Award, special awards (Achievement Award, Citizenship/Community Service Award, Leadership Award), 4-H scholarship applications, and funding for 4-H Travel Experiences.

The form is titled "Dane County 4-H Participation Report 3rd GRADE AND ABOVE". It includes fields for Name, Address, Date of Birth, and Club. It has a section for "PURPOSE OF 4-H WORK" and a "MEMBER PARTICIPATION RECOGNITION SYSTEM" section with a table for recording participation in various activities.

4-H Participation Report

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

- It is important to update your permanent record each year. If you fall behind, you are only allowed to go back and fill in missing information for the two previous years. For example, if you have been a member for 5 years but have not yet completed your permanent record, you can complete it for the most recent 3 year period. The first two years will not be included or counted. Note- if it takes you longer than 3 years to reach the next level, that is okay as long as you are updating it every year.

Permanent Record & Participation Report Submission Dates for Review

- **For youth:** Each 4-H Club will have their own deadline for award submission collection. This deadline will be in August so the club volunteers can review and sign the submissions before submitting to the county for review.
- **For club leader:** Award submissions, including the Permanent Records and Participation Reports are submitted to the 4-H office by your club leader or designee, not individually. Due Date for Award Submission from club leader or designee: **On or before 4:30 p.m. on the Tuesday after Labor Day.**

All work must be completed by the youth, NOT parents, guardians, leader, or other adult.

Any Permanent Record or Participation Report that isn't written by the youth will not be considered, unless the youth needs special assistance. If assistance is needed by the youth, please provide a written explanation. In the event of a question, the youth may be called for an interview.

Permanent Record and Participation Report Quick Q & A

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

The Permanent Record is:

- an excellent way of recording all 4-H activities
- a way to summarize 4-H achievement in community, club, county, and state activities
- a valuable instrument that encourages 4-H members to keep accurate and complete records
- a 4-H member's "4-H life history" and serves as a necessary resource for special awards, scholarships, and 4-H travel experience funding awards.
 - Note- all special awards and scholarship applications will be **cross-referenced against the permanent record book when they are reviewed. You will not be able to get credit for any 4 H activities not listed in the record book for these applications.**
- useful for 4-H members beyond their 4-H years, for example: job applications, college applications, etc.

Are 4-H members required to complete Permanent Record & Participation Reports?

- Some 4-H clubs require all members to complete Permanent Records and Participation Reports. Check with your Club Leader for your club requirements.
- Dane County 4-H 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?

- Your Organizational Leader or another volunteer in the club may have some forms on hand.
- Forms are also available from the 4-H Office and are free.
 - Please email 4Hinfo@danecounty.gov or call 608-224-3700 before coming to the office to get your forms. The 4-H office (5201 Fen Oak Drive, Madison) is open Mon-Fri 8:00am-4:30pm.

What do 4-H members 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 in October after the forms have been reviewed in September.

Permanent Record & Participation Report General Instructions

- The PERMANENT RECORD and PARTICIPATION REPORT are submitted together for review. These forms are not part of a Project Record Book (green cover).
- 4-H Project Record Books (green cover) are reviewed separately when submitted for awards.
- When submitting your PERMANENT RECORD and PARTICIPATION REPORT for award consideration, you are encouraged to take photos or make a photocopy of the forms for your records.
- Organizational Leaders **MUST** review a member's permanent record before award submission.
- 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.
- Every activity should be listed **ONLY ONCE** in the PERMANENT RECORD. There are only two exceptions to this rule where activities can be listed twice.
 - IF you are a member of a committee (pg 12) and had a leadership role on the committee (pg 14)
 - If you were a member of a committee (pg 12) and participated in the activity (variety of pages).
 - There may be times when a member could list the activity in 3 places, but will need to **choose** to list it in **only two locations**. For example if a member was on the Performers Festival Committee (pg 12), held a leadership role on the committee (pg 14) and was a performer at the Performers Festival (pg 11).
- You are encouraged to list participation on pages even though maximum credit has been met. The information listed will serve as records for future evaluations related to scholarships, travel experiences, and special awards.
 - For example, under "Non-4H activity" (pg 19) only 2 points may be given. However, you may wish to list more activities so that you may receive credit for them on other award applications. In this case, make sure that you do not give yourself more than 2 points even though more activities may be listed.
- Additional pages can be added if the pages in the PERMANENT RECORD are full.
- Spell out the activity completely (no acronyms).
- Leaders - please **do not** initial the Participation Report.

4-H Definitions helpful to completing the PERMANENT RECORD

- **Project Area** - 4-H Project Areas are specific areas of interest for 4-H members and volunteers. Project areas cover a wide variety of topics from animals, science, arts, and beyond.
- **Fair Entry/Exhibit** - Project work entries on display at the Fair. These are not listed in the Permanent Record.
- **Leadership** - planning, organizing and executing programs, events, and meetings. Examples of leadership responsibilities include, but are not limited to: setting agendas, leading meetings, leading activities, making phone calls related to organizing events, purchasing supplies, etc.
- **Committee** - small group of people appointed to plan something or advise on an event.
- **Committee leadership role** - See Leadership definition above. Note: Participation as a committee member sharing input is **not** considered a leadership activity.

Directions on completing the Dane County 4-H Permanent Record by page

Page 1 - Personal Information Page and Club meetings

- 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: YY/YY (ex. 24/25, 25/26)

Page 2-4 - 4-H Project Summary pages

- List year as YY/YY (ex. 24/25, 25/26) This is different than noted in book.
- List Enrolled Projects Completed: Project areas are as identified in the WI 4- H Project Guide/4HOnline enrollment. Fair entry descriptions should not be used. Examples of Project Areas are Art, Photography, Swine, etc.
- Completed project means that you learned new skills in that area through project area work. It is not mandatory to show something at the Fair to be considered complete. If youth signed up for project areas and did not engage in learning activities related to that project area, those project areas should not be included in the list.
- Skills Learned: List the major skills learned in each project area. Do NOT include descriptions of fair entries or awards/ribbons/prizes received.

Page 5-6 - 4-H Exhibitors at 4-H Events

- List places where you exhibited at local, club, county, and state events.
- Examples of “Other Project Exhibitor” could be a club fair, communication arts festival, etc. 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.
- Club Fair - youth exhibit items they made during project area learning and share it with others in an organized 4-H club fair, this could be at a club meeting or other local locations (ex. assisted living center, mall, etc.).

Page 7 - Prepared 4-H Communication Activities

- List PREPARED communication activities such as an illustrated talk or demonstration. Activities listed must have been prepared by the youth.
- 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.
- Presentations given at the Dane County Fair Communication Arts Festival should be listed on page 5. If the presentation was shared at a club meeting or other event, it can also be listed on page 7.

Page 8-10 Club-Planned Community Service, Dairy Promotion or Health & Safety Activity + 4-H Promotion*Added in 2024

- List activities in which YOU participated in a CLUB PLANNED community service, dairy promotion, 4-H 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.
- New in 2024, youth may list club planned 4-H promotion activities.

Page 11 - Performers' Festival

- List the type of presentation/act that you participated in at the Dane County 4-H Performers' Festival. This may include singing, playing an instrument, storytelling, juggling, dancing, etc.
- If YOUTH participate in a state music/drama event, record this activity on page 15.
- For those on the Performers Festival Committee, this might be a time when a member could list the activity in 3 places, but will need to **choose** to list it in **only two locations**. For example if a member was on the Performers Festival Committee (pg 12), held a leadership role on the committee (pg 14) and was a performer at the Performers Festival (pg 11). Choose **only two** locations to list this experience.

Page 12 - 4-H Elected/Appointed Offices

- List offices you were elected or appointed to by your club.

Page 12-13 - 4-H Committee Assignments

- List committee involvement. Involvement listed on this page needs to be committees YOUTH served on with other youth. Check "leader" or "member" and indicate if the committee was "club", "county", or "state".
- If you had leadership responsibilities, this should be detailed in the youth leadership section of this record on page 14. See the definition of a committee and leadership on page 3 of this manual.
- Committee members may provide feedback or share ideas. This is not considered committee leadership.
- Committee **Leadership** may include setting agendas, leading meetings, leading activities, making phone calls related to organizing events, purchasing supplies, etc.

Page 14 - 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. See the definition of leadership on page 3 of this manual.
- A series of leadership roles related to the same subject/group will count as 1 point. For example, 4-H Ambassadors who lead a group or activity at a series of four Cloverbud Days will list Cloverbud Days once on the page for a total of 1 point each year.

Page 15 - 4-H Fair-Related County, State & National 4-H Events

- List fair-related participation. These activities should not duplicate Exhibitor listings on pages 5 & 6.
- Fair events like the 4-H Dance, Clover Store Volunteer, Master Showmanship, 4-H Olympics, etc. can be added on this page.
- Maximum of 10 per year.

Page 16-17 - Participation in other Non-Fair 4-H Events (County, State, National)

- List participation in other county, state, and national NON-FAIR events. DO NOT LIST EVENTS REQUIRED FOR PROJECT WORK, like the education meetings required for Fair.
- Examples of other Non-Fair 4-H Events include county-wide project area learning days/series and events including, but not limited to Science Fright Night, Art Sparks Days, Other 4-H County-wide organized events, etc. If the learning event is required to show at a Fair, it will not be considered on this page.
- A series of meetings on the same subject will count as 1 point. For example, if you attended a series of five county-wide crochet meetings, you will list this once on the page for a total of 1 point.
- Credit 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.

Page 18 - Other 4-H Participation

- List other 4-H participation. Some examples of other 4-H participation may include walking in a parade, social activities, fundraising events, and activity meetings.
- If other sections exceed total points, place additional activities here.

Page 19 - Non 4-H Activities

- List participation in NON-4-H activities.
- If youth participation at a fair was under FFA or another youth organization, it can be listed here.
- We encourage youth to list more activities than the 2 point maximum, if applicable, because it will provide a full picture of their year and the list may be useful when applying for other awards in the future. Make sure that you do not give yourself more than 2 points even though more activities may be listed.

Permanent Record Page Location for Activities and Events

- These lists are not all inclusive.

Count the following events in your Permanent Record:

- Activities in this list require that a member MUST participate ONLY as a 4-H member - not as a member of some other organization.
- Activities listed in this list must be a 4-H event.
- Activities listed in this list may be reported on p. 18 if the suggested page's maximum has already been met.
 - 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. 12
 - Communication Arts Festival p.5
 - Dairy Promotion pp.8-10
 - 4-H Fair Dance p.15
 - 4-H Olympics p.15
 - 4-H State Livestock Quiz Bowl p.16
 - Kiddie Barn - pp.8-10 (if as a 4-H member)
 - 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. 11
 - 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 (club committee) p. 12

Do not count the following events in your Permanent Record on pages 1-18. Those marked with an asterisk may be counted on page 19 IF you actively participated:

- Activities on this list do not require 4-H participation.
- If the event was used to meet an educational requirement for a fair, it may not be listed.
 - *Livestock Associations (State and National)
 - *Badger Kick Off Classic Show
 - *Badger Rabbit Show
 - Barn Duty
 - Beef Weigh-In
 - Beef, Sheep, Swine Qualifying Meetings
 - *Black and White Holstein Show
 - *Dane County Pork Producer
 - Foods Revue
 - *Hoards Dairy Judging
 - Lead Class Sheep - Dane County Fair
 - *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

After filling out your Permanent Record and Participation Report:

1. Please proofread your Permanent Record and Participation Report and be sure your totals are correct.
2. If you are applying for an award, fill out an Awards Request Form and submit it with your Permanent Record and Participation Report. The Awards Request Form can be found on the Dane County 4-H website (danecounty4H.org) on the 4-H Record Keeping, Awards & Grants page.
 - a. You must submit your Permanent Record and Participation Report to apply for a bronze pin, silver pin, or gold pin, special award, funding for travel experiences, or scholarships.
 - b. Do not submit your Permanent Record and Participation Report if you are **only** applying for project pins and/or certificates and not the awards listed above.
3. Be sure that you turn your Permanent Record and Participation Report into your club leader by the due date set by your club.
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. 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.
8. If you have a question about your Permanent Record and Participation Report you may call the 4-H Office at 608-224-3700. Your question will be referred to a member of the Awards Committee and they will help you.
9. Your club leader will return your Permanent Record and Participation Report and any awards received.