The reason we are creating an Oklahoma 4-H Centennial History Book is to chronicle the history of Oklahoma 4-H. We realized that no comprehensive history of Oklahoma 4-H exists; as a result, many of the important events and key people in 4-H may be lost if we do not archive this information now.

The stories that need to be written for the Oklahoma 4-H Centennial History Book are stories about people, events, places of significance to 4-H, and how 4-H has changed the lives of those who have been involved with the program. Oklahoma 4-H began as corn clubs around the state; the first 4-H club in Oklahoma is believed to have started in 1909 with 50 boys in Tishomingo, Okla. Today, Oklahoma 4-H involves more than 158,000 Oklahomans.

Three key points for the Oklahoma 4-H Centennial History Book include:

• The tentative theme for the book is the impact 4-H has had on Oklahoma and its people
• The book must have Oklahoma-specific 4-H stories
• Authors include students, 4-H members, Extension Educators and 4-H alumni

The book will cover the past 100 years of Oklahoma 4-H through its Centennial year in 2009.

We need your submissions for this project. Whether stories, interview nominations, or photographs, your input to this project is vital for its success.
History Book Submission Guidelines

• Provide a story of 750 words or less on a person, event, or place significant to 4-H

• Title submission “Your County” with the author or authors listed at the close of the submission as “Contributed by:”

• Submissions should be in 12 point type, double spaced, with 1” margins (top, bottom, left and right sides) submitted in a Word (.doc) or Rich Text Format (.rtf) document. Do not add columns or spacing for photographs. Text should be typed with only paragraph indentions in formatting.

• Quoted material must be cited. Use parenthetical references in text rather than footnotes. Be sure to include at the close of your text a full bibliography for your material.

• E-mail your submission to Jessica Stewart (jessica.stewart@okstate.edu) with “Your County History” as the subject line. Also send a hard copy of your submission to:

  Jessica Stewart
  Attn: Centennial History
  205 4-H Youth Development Bldg.
  Stillwater, OK 74078

• The Oklahoma 4-H Centennial History Book committee reserves the right to select stories for publication. If stories are not selected for use in the Centennial History Book, stories may be used for other media purposes.
History Book Photography Guidelines

• Black and white or color photographs are permissible. Glossy photos should be 4x6 or larger. No photos smaller than 3x5 can be accepted.

• If photos are “one of a kind” photos, please make a copy prior to submission. Copies should be professional reproductions and not copier (such as XEROX) copies.

• Scanned and digital photos may be submitted on disk. **Scanned and digital photos MUST meet the following criteria or they cannot be used:**
  
  • Resolution must be 300 dots per inch or higher
  • 4x6 or 5x7 photos should be scanned at 250 percent and 8x10 at 100 percent
  • Photos should be in RGB or grayscale mode
  • File extensions (type) must be TIFF, JPEG or EPS
  • Name each file with the county name and image number (i.e. YOURcounty1, YOURcounty2)
  • Label your disk with the county name

• Label photos in pencil with your county name. If photo backing is slick and a pencil will not adhere, use a piece of Scotch brand Magic tape adhered to the back of the photograph and mark accordingly. Do NOT use ink.

• **Photo captions should be included.** Captions should be numbered to correspond with the photographs and should be thorough but concise. Captions should not be more than 50 words and typed in 12 point font and submitted in Word or Rich Text Format formats. Details and anecdotes are acceptable. Include who to attribute to photo to if known. This includes the photographer as well as the owner of the photo.

• **Secure permission for use of photographs not in the public domain or property of the Extension Service.** A sample permission form is available on page 11. Keep one copy of the permission form for your files and submit the original with your photographs.

• Do not paperclip photos to submission. Submit photos to:

  Jessica Stewart  
  Attn: Centennial History  
  205 4-H Youth Development Bldg.  
  Stillwater, OK 74078
Sample Permission Letter

Dear ________________:

Oklahoma 4-H, a youth development program that reaches more than 158,000 Oklahomans, is working with 4-H members, alumni, Extension Educators and others throughout Oklahoma to develop a limited edition Oklahoma 4-H Centennial History Book. The book will be a high quality volume of pictures with descriptive captions and historical text in commemoration of 100 years of the Oklahoma 4-H Program.

As a contributor to this project, I am requesting your permission to reproduce your photographs/illustrations as listed below. These photographs/illustrations may also be used in promotional materials such as brochures, advertisements, and posters for the book. Your contribution will be acknowledged in the volume. Please sign your name at the bottom of the page to indicate your consent to reproduction of your photographs/illustrations.

Sincerely,

PERMISSION FOR USE OF PHOTOGRAPHS/ILLUSTRATIONS

Photograph/Illustration Description:

Permission granted by:___________________________________________ Date:____________________________

Authorized Signature:___________________________________________________________________________