



University of California

Agriculture and Natural Resources | 4-H Youth Development Program

California 4-H Record Book Manual *Adult Partner's Guide*



2015 – 2016

This is the one and only California 4-H Record Book. Each county must come into alignment with this book and eliminate all supplemental forms and/or other requirements. Club and County evaluation processes must come into alignment with the State Incentives and Recognition processes by June 30, 2016.

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Looking for forms? They've moved! All forms can now be found on the State 4-H Website:

<http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>

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Purpose of Record Books

History

The California 4-H Youth Development Program (YDP) has a long history of record-keeping as an activity by 4-H members. To move youth on a path toward thriving within their communities, the 4-H Record Book goes through periodic changes to meet the needs of youth and mission of 4-H YDP.



The Purpose of the 4-H Record Book:

- Reflect on your yearly work by documenting your skill development, learning experiences and growth in 4-H.
- Set goals, pursue strategies to meet those goals and shift gears in the face of challenges and obstacles.
- Be awarded for your involvement in 4-H activities. Earn Star Ranks.
- Build competency through creating and preserving your records.
- Help you grow through continued exposure to positive experiences that support your development of the **6 Cs**: competence, confidence, character, caring, connection and contribution.

Positive Youth Development Terms

The California 4-H Record Book incorporates thriving language. Thriving is also called reaching your full potential—and that’s what 4-H is all about—helping you be the best you!

Here are some of the words and terms you will see that you may want to know more about while completing your Record Book:

- **Sparks** are passions and skills that are meaningful and motivating to you. If you do or are something in 4-H or your life that brings you great joy AND you use that thing to make a positive difference in the world—then that’s your Spark!
- **Growth mindset.** The effort that you put into completing the Record Book helps strengthen the connections in your brain. A growth mindset includes viewing challenges as opportunities to learn even if it means changing or not reaching a goal or strategy.
- **GPS** goal management skills. Throughout the 4-H Record Book, you set **Goals**, **P**ursue strategies to reach those goals and **S**hift gears in the face of challenges or obstacles.
- **The 6 Cs:** competence, confidence, character, caring, connection and contribution; all of them are important on your path to thriving.
- **Adult Partners** are adult volunteers or staff members who have been appointed as leaders of a particular activity or group. They can be project leaders, community club leaders, advisors, etc. When a form asks for an adult partner signature, it means an appointed 4-H adult who may or may not be a parent or guardian.

What Changed:

Added definitions of the components of thriving that are mentioned throughout the Record Book Manual and forms.

Adult signatures label changed from “Project Leader” or “Club Leader” to “Adult Partner”. This change is to elevate the concept of youth-adult partnership for members and adults. It also acknowledges that not all of the adults that provide leadership for 4-H work carry only those two titles.

Tips:

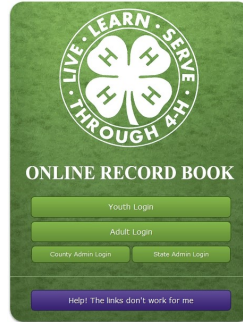
When starting a Record Book project, ensure that members know the terms/definitions used throughout the Record Book and how they apply to all of their 4-H work.

The adult signature on specific forms should be one adult who is **appointed** in the role of the “leader” of the project, club or leadership role. It can be a co-leader, as long as the signer has worked with that member. A parent may only sign forms if they are the appointed leader of the project/club/role being reported.

4-H Online Record Book

http://4h.ucanr.edu/Resources/Members/RecordBook/4-H_ORB/

The 4-H Online Record Book (ORB) is the Record Book of choice. The State 4-H Incentives and Recognition Advisory Committee encourages you to transition to the use of the ORB.



The 4-H Online Record Book:

- Has a social connection! It extends opportunities to stay connected to other club members and leaders online.
- Is a fun and interactive way to log 4-H activities and events.
- Is a more efficient way to keep Record Book information. No more worries about lost pages or misplaced work.

General Information

Your Record Book is YOURS...

4-H Record Books must be completed by the 4-H member – that means you! This includes completing forms, writing the 4-H Story and other records. Adults may assist by guiding, explaining and helping to compile information and proofreading.

...And it Goes Where You Go!

Personal Development Report participation and star ranks transfer from one California county to other counties. Former participation in other states can be counted in the California 4-H Record Book PDR form as long as you write it down.

Record Books are OPTIONAL!

Record Books cannot be required for participation in 4-H activities and events. They also cannot be required for you to be elected as an officer or other leadership roles. [A 4-H Record Book or parts may be required to receive participation awards \(such as star ranks, medals or pins\) that are based on Record Book achievements.](#) Some members only complete the Personal Development Report to keep track of their Star Ranks.

Autographs, please!

You'll need to get signatures on some forms from an **adult partner** after they review the 4-H work you have documented in your Record Book. Review, discussion and signatures are required on the following forms:

Where?	Who Signs?
First page of Personal Development Report	Youth Member and Adult Partner
Last page of <u>each</u> Annual Project Report	Youth Member and Project Leader
Part 1 (Post) of Leadership Development Report	Youth Member
Part 2 (Pre) and Part 2 (Post) of Leadership Development Report	Youth Member and Adult Partner

What Changed:

Reinforced that Record Books MUST be completed by each individual member—not your parent, not your sibling, not your project leader, etc.

The specified “minimum book” was eliminated because it was no longer applicable.

Tips:

Using the Online Record Book helps members to capture all of their work and puts it in the right place.

Help members understand the value of completing parts or all of the Record Book. Examples: To get their annual stripe and pin, they must complete at least one APR.

(See [Steps to Success in 4-H.](#))

If they are working on Star Ranks, the PDR is the best documentation of their 4-H work. For fair, the Steps to Success in 4-H requires Project Completion requirements that includes completing the APR.

Help members understand which reports need signatures, by when and by whom. The chart should help them.

General Information (continued)

Hours of Participation

- You will be asked to record the number of hours spent in 4-H meetings, activities, events, planning/organizing and other 4-H activities in the PDR and the APR forms. Record times as decimals or whole numbers. See the time conversion chart below to help change minutes to decimal hours.
- Do not count hours you are not spending in a 4-H activity. For example, do not count hours while you are asleep at 4-H camp.

TIME CONVERSION CHART
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

Special Accommodations

The core values of the California 4-H Youth Development Program state that we “appreciate, respect and value diversity through a commitment to inclusion of diverse Californians.” If you cannot complete your Record Book in the standard format, 4-H is more than happy to accommodate you. Accommodations are made on a case-by-case basis. Speak with your county Program Representative to make a request.

Questions?

If you have questions while completing your Record Book, ask an Adult Volunteer in your club or county to help you. This Record Book Manual is designed for members and more information can be found in the 4-H Record Book Guide for [Adult Partners](#) as well as on the State 4-H website.

What Changed:

Nothing on this page!

Tips:

Help members understand how to use the time conversion chart. This comes in handy especially for the little things. A common question is, “If I just received an award and the presentation took one minute, how do I write that in hours?” Answer: 1 minute = .02 hours.

Help members use a calendar, journal or other forms that a member creates to help them keep track of hours spent in 4-H work. Later in this document, you will see that this may be especially important in Leadership Development.

Coach members to develop a system for keeping track of hours spent in a role or activity that requires accumulated hours (Significant Leadership Roles, Healthy Lifestyle Activities, Service Learning, etc). They can do this in a calendar, a log, a journal etc.—whatever works for the member. Hours are recorded in the Record Book as a total, not as short entries.

Formatting Instructions

If you plan to submit your Record Book to any competition, you must follow these guidelines to receive the maximum points for this section.

- The 4-H Online Record Book (ORB) is the Record Book of choice. All ORB default print features are acceptable.
- You may handwrite or use the computer to prepare paper forms.

Paper:

- 8 ½ inch x 11 inch plain white copier paper for most sections. The Title Page may be any color or special paper and still must be 8 ½ inch x 11 inch.
- [Double-sided is okay.](#)
- Photo quality paper is okay only on pages with photographs in the Collection of Work and/or Expression Pages.

Margins:

- [Left margin between 1 inch and 1½ inch. All other margins \(top, bottom, and right\) should be between ½ inch and 1 inch.](#)
- [If used, headers, footers should be inside these margins.](#)
- [Page numbers can be outside the margins.](#)

Typeface:

- Typed or handwritten in black ink.
- Color may be used on the Cover, Table of Contents, Expression Pages and the Collection of Work.
- If handwritten, text must be written legibly. If typed, no less than 11 point in an easy to read font. Font size may differ for headings and emphasis in text.

Divide and Label Sections:

- Use tabs and divider pages to separate sections and improve overall organization. Colored paper may be used as section dividers.

Graphics:

- Graphics, pictures and drawings may only be included on the Title Page, Table of Contents, Expression Pages and the Collection of Work.

Number the Pages:

- Use a logical system that matches your Table of Contents to number the pages of your Record Book. Hand numbering is acceptable due to the significant number of inserted pages. Numbering using printed stickers is okay.

Folder or Binder:

- Use an Acco fastener folder or 3-ring binder, not more than 1” wide. Acco Record Book Covers may be purchased from the [4-H Mall](#) or [Leslie Carman 4-H Supply](#).

Other:

- Do not exceed the page limits for each section.
- Do not use plastic page covers or laminate any pages.

What Changed:

Double-sided pages

Margins

Tips:

The “My 4-H Story” has other formatting guidelines that are specific to that section only, but still follow these minimum guidelines. Be sure to follow the specific guidelines there.

Teach members how to format margins if necessary. The paper forms are automatically set at left-1 inch and right-1/2 inch. My 4-H Story and Resume are not pre-set and will need to be formatted by the member.

Formatting rules should not be used to disqualify a book from competition. Points may be deducted for not following guidelines and comments can be made for suggested improvements.

Inserting Pages in a printed Online Record Book

If you print out your Record Book from ORB, you will still need to assemble the book in the proper order as specified in the Record Book Manual. It will be necessary to create the following pages:

- **Title Page**
- **Table of Contents**
- **Collection of 4-H Work**
- **Expression Pages**
- **Leadership Development Reports**
- **4-H Resume**

And either:

1. Upload them into ORB as photographs in a “.jpg” or “.pdf” format and insert after printing where appropriate

OR

2. Print out separately and insert where appropriate.

Option one (1) is recommended because then all of your Record Book documents will be archived in your Online Record Book.

Remember, you will need to number the pages, so you may want to upload the Table of Contents last.

What Changed:

In ORB, the Leadership Development Reports will need to be uploaded. Star Ranks should calculate correctly from entries in the PDR.

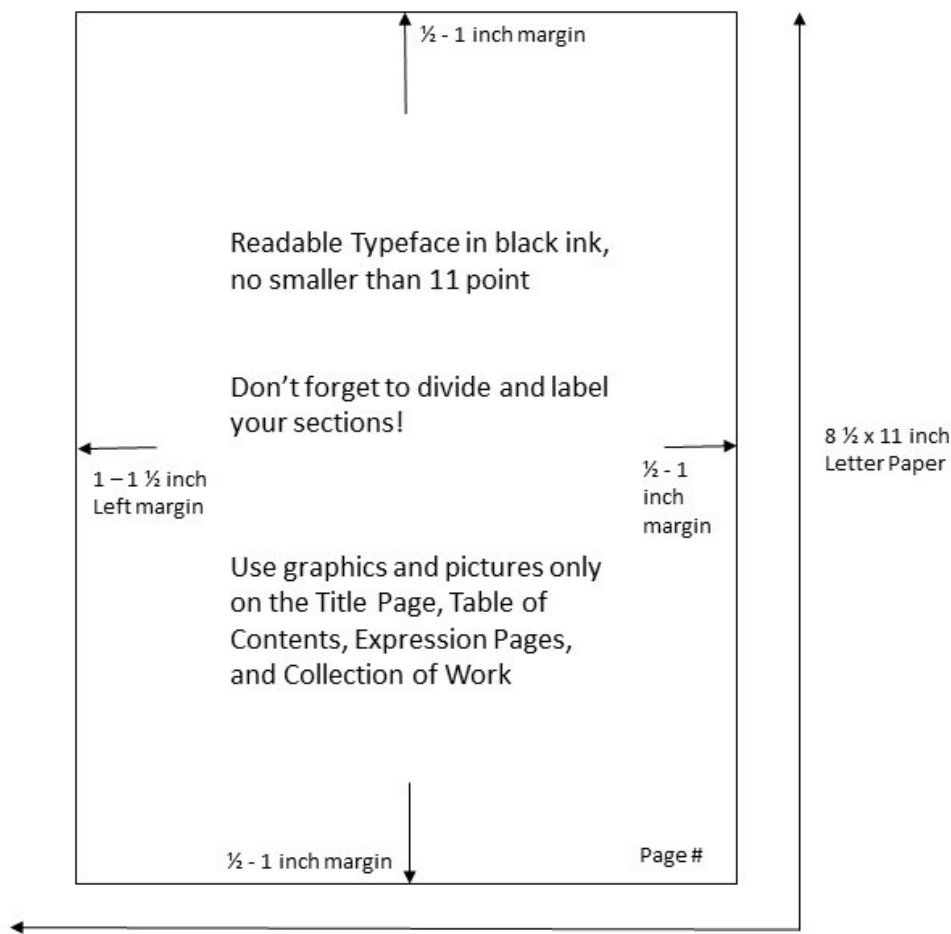
Tips:

Formatting a document using a word processor is part of the learning process built into Record Books. In an quickly-growing digital world, it is important for youth members to become computer literate and feel comfortable editing documents this way.

If you want to learn more about formatting through Microsoft Word, try searching tutorial videos on YouTube for the version of Word that you have. If you are a student (or have a “.edu” email address) you can download most Microsoft Office programs for free.

For those who are computer savvy, try suggesting or offering a formatting workshop to help out members of your club or county.

If a member already started the JTLDR in ORB, please transition to the new LDR in paper and upload it.



Organization Overview

A California 4-H Record Book contains the following items.

Section 1: Preliminary Information

- Title Page
- Table of Contents

Section 2: Personal Development Record

- Complete one Personal Development Report (PDR) form each year.

Section 3: My 4-H Story

Section 4: Projects*

- One Annual Project Report (APR) form for every project you have completed.
- One expression page for every project.

Section 5: Collection of 4-H Work

Section 6: Leadership Development Report (Intermediate and Senior Members Only)

- Complete one Leadership Development Report (LDR) Part 1(Pre) and Part 1(Post) per year.
- Complete one Leadership Development Report (LDR) Part 2(Pre) and 2 (Post) per leadership role, per year.

Section 7: 4-H Resume (Senior Members Only)

- Senior members create a 4-H Resume that highlights their skills, leadership and citizenship development throughout their 4-H career.

All of your previous years reports can be inserted at the back of the current year's book, in reverse chronological order (that means by year and the year you started is in the back and you work forward to the current year in the front) or you can have a separate book for each year—the option is up to you. Some county competitions want to see all of your previous records—so be sure to find out what your county wants before you compete.

Are you a Junior, Intermediate, or Senior Member?

Ages 9 through 10	Junior Member
Ages 11 through 13	Intermediate Member
Ages 14 through 19	Senior Member

What Changed:

The numbers for each section are slightly different. We added Section 7 (4-H Resume) and reordered the categories so that they follow age progressions. All members can complete Sections 1 through 5, then Intermediate and Senior members complete through Section 6, and Senior members complete through Section 7.

There are age progressions for which members complete which forms. The LDR is only completed by Intermediate and Senior members. The Resume is only completed by Senior members.

Tips:

The Record Book belongs to the member. They can choose to complete as little or as much as they want.

The Record Book may not be used as a requirement for things that is not related to. For instance, you cannot require a complete Record Book to apply for an All Star, although you may require a PDR and a 4-H Resume.

If a member is planning to submit a book to competition, in order to get the most points, they do need to complete a whole book.

Section 1: Preliminary Information

Title Page

A title page includes your full name, 4-H Club, your county and the program year. The title page may be a color other than white paper, use graphics, photos and larger text. The title page must not exceed one standard page.

Table of Contents

A table of contents lists the order of the 4-H Record Book sections. Include the titles of the section headers and page numbers. A 4-H Record Book is organized into the following sections.

Section 1: Preliminary Information.....page numbers

Section 2: Personal Development Report.....page numbers

Section 3: My 4-H Story..... page numbers

Section 4: Projects.....page numbers

(This section includes Annual Project Reports and Expression Pages. Each project may have its own subsection or all of the projects may be contained within one section)

Section 5: Collection of 4-H Work..... page numbers

Section 6: Leadership Development Report(s).... page numbers

(Intermediate and Senior Members Only)

Section 7: 4-H Resume.....page numbers

(Senior Members Only)

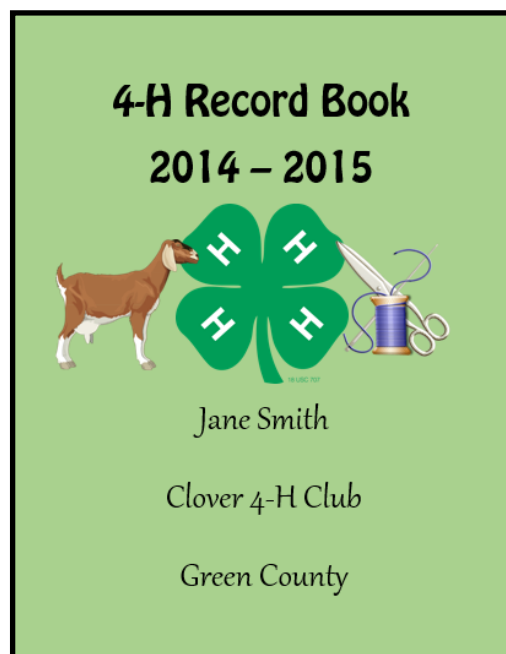
What Changed:

Nothing on this page, other than the order of the sections, which was explained on page 7.

Tips:

When it comes to personalizing a Record Book, encourage members to get creative but stay organized. For example, use colorful tab dividers between each section. Encourage members to think about where it might be best to stay organized and where there is room to be creative (title and expression page(s) versus a PDR).

*“Strive for excellence, not
perfection.”
~ H. Jackson Brown Jr.*



Section 2: Personal Development Report (PDR)

- Record participation and activities both inside and outside of 4-H for the current program year.
- When you attend a 4-H event, record it as a 4-H Event Attended.
- **If you did something at that event that meets the requirements in another area(s), you can record that as well, BUT that activity can only be counted in one category—it's your choice.**
- Record activities in the most appropriate or needed category for Star Ranks.

Example:

Sectional Field Day—Event Attended

At Field Day you gave a presentation on how to create a service learning project. You could count this presentation as a Communication Skill. If you won a gold seal/medal for your presentation, you would list that award in Honors and Recognition.

Additional Space

You may add pages or lines to each category as needed.

Level of participation

In categories 2 through 8, identify your level of participation in each activity.

The levels are:

I = Individual, **L** = Local Club/Unit/Project, **C** = County/Area/District, **M** = Multi-county/Section, **S** = State, **N** = National/Multi-State, **G** = Global

Star Ranks

- Star ranks are designed to encourage you to participate in a wide variety of activities and to provide you with an opportunity to set (and reach!) your goals.
- Each category lists the Star Rank requirement.

Activities Inside and Outside of 4-H

- You may record up to two significant activities outside of 4-H in categories 2, 4, 5, 6 and 7.
- **ONLY outside of 4-H activities may be counted in category 8.**
- **All** activities must meet the instructions and guidelines for each category.

Activities from the Previous Year

- If you have not recorded an activity or event from a previous program year, you may record it on the current year's PDR.
- You must have proof of participation and the approval of an **adult partner**.
- Record all information as you would for activities and events of the current year (date, activity, location, and level).
- In ORB, you may go back to a previous year's record and add the activity.

What Changed:

The statement explaining “double dipping” or “double counting” has changed to a positive statement, instead of a “Don’t” statement. There are cases when a member may get to count an activity AND an event from the same event, like with State Field Day. If a member attends State Field Day and participates in Presentation Day, they may count attending SFD in Category 3 (Events Attended) in addition to counting their presentation in Category 6 (Communication Skills).

In Category 8 (Healthy Lifestyle Activities), only outside of 4-H activities may be counted.

Tips:

Help members make choices about where an activity goes to help them earn maximum Star Rank credits—if that's important to the member.

If a member forgets to list an entry in one year and wants to list it in the next year's book, they can. List it the same way and make a note that this was done in XX year.

Personal Development Record (PDR) Categories

1. Projects Completed

- Record the projects you have completed.
- Complete a minimum of six hours of project instruction or more as required by the project leader.
- During the current year, 80% average attendance across all projects is required to receive an achievement rank.

2. Project Skill Activities

Record events or activities that demonstrate your knowledge to an audience or judge. [Activities may be recorded even if you are not enrolled in the corresponding project – as long as the skills are related to a 4-H project.](#)

- **Exhibits:** Record exhibition entries such as animals, foods, crafts or other items. You may receive multiple credits for the same exhibit presented before a new audience at a different event.
 - ⇒ **Judged Exhibits:** Each entry or collection of entries related to one project counts as one credit. For livestock, each species and project shown counts as one credit. All foods entries count as one credit, all photography entries count as one credit, all market chicken entries and all show chicken entries [each](#) count as one credit.
Examples: Fair entries, Fashion Revue, State Photography Competition, educational displays (if judged).
 - ⇒ **Non-Judged Exhibits:** Each show or event counts as one credit regardless of the number of items exhibited.
Examples: Parents' Night, National 4-H Week exhibit, public building display.
- **Showmanship:** Record each time you compete in a showmanship competition as a 4-H member. Each individual showmanship competition may be counted separately.
- **Knowledge Contests:** Record participation in 4-H knowledge bowls, contests or other activities that test your knowledge.
Examples: Horse bowl, Avian bowl, Horticulture Contest, Champion Challenge.
- **Judging Contest:** Record participation in any organized 4-H judging contest where you are judged by a set of standards on how well you judged.
Examples: Livestock Judging Day, Field Day Judging Contests.
- **Project Skill Activities Outside 4-H:** Record participation at shows, competitions and contests that relate to a 4-H project skill but are NOT strictly 4-H events or do not have 4-H classes.
Examples: Pacific Poultry Breeders Association Show, ARBA National Convention, AKC Dog Show, Quilting Conference (QuiltCon).

You may not participate as a 4-H member in jackpot or prospector shows as these shows do not comply with 4-H Policy. Participation in these shows should **NOT** be recorded as a 4-H experience or as an "Outside 4-H" experience. Events that do not comply with 4-H Policy may not be recorded in the Record Book at all.

What Changed:

Moved activities that relate to a project that they are NOT enrolled in, from Communication. Example: a member competes at Presentation Day but is not enrolled in a Public Speaking project. They may record their effort in Category 2 OR Category 6.

Guidelines for fair exhibits have changed a bit. Think of this as counting each **competition** separately, and lumping all the entries for that competition together. Show chicken and market chicken entries are counted separately since entries of show chickens are for one competition and entries of market chickens are for another, separate competition.

Another example: for a photography competition, a black-and-white entry and a color entry are in different classes of the **same competition**, so they are counted as one credit for all photography entries.

Additionally, showmanship is an entirely separate credit. **Each showmanship competition is one credit.** Competing in Novice, then Junior, then Jr. Round Robin in the same fair would be three credits.

FAQ on [Jackpot Shows](#)

3. Events Attended

Record 4-H events that you attend during the year. Count any 4-H event that you attend outside of regular club and project meetings. Multiple day events, such as County Fair and Conferences count as one event. You may receive credit for attending the event as well as completing an activity that fits in another category.

Examples:

California Focus	Fashion Revue
Club Holiday Dinner	Field Days
Achievement Night	Officer Training
Fundraisers	Livestock Clinics
Equine Play Days	Leadership Conference

Example: Attending County 4-H Presentation Day is counted in category 3 (Events Attended) and presenting a demonstration is counted in category 6 (Communication Skills).

A Note about Fairs:

If the fair you attend has a 4-H/FFA class, you can enter it as a 4-H Event Attended, even if the fair is not operated by 4-H. Shows and contests that are **neither** operated by 4-H nor consisting of 4-H showing divisions/classes are NOT considered 4-H events. If the show or contest relates to a 4-H project skill, it may be included in category 2 as a “Project Skill Activity Outside 4-H.”

4. Leadership Development

Record each project that you lead and each leadership position you hold at the club, county, sectional, state and/or national levels. The duties you perform in leadership roles are considered part of the position and cannot be counted as separate activities for any category on the PDR.

- **Committee Chair or Member:** Record the committee where you served.

Examples: Club phone tree, Field Day Set up committee, 4-H Parents’ Night Decorations committee, County Presentation Day Judges Refreshment committee.

- **Lead a 4-H Group Activity:** An activity can be planned ahead or it can be spontaneous, usually on a one-time basis, to benefit 4-H members, volunteers or the community. As long as you took the lead to make it happen, you can count it.

- **Leadership Outside of 4-H:** You may count two of your most significant leadership roles outside of 4-H and record them in this category.

Examples: Student Body President, School Math Tutor, Youth Group Leader

Significant Leadership Roles for Intermediate and Senior Members

To meet the Star Rank criteria for gold and platinum stars, you must hold significant leadership roles that require 20 hours or more of leadership contribution. Count all of your training, meeting, planning and research hours as well as the hours spent leading toward this requirement. You must complete the Leadership Development Report form to receive credit for these roles.

What Changed:

Note on fairs was added to clarify what is considered a 4-H event and what is not. In general, most fairs are de facto 4-H events because they have a 4-H class. Shows run by private organizations that do not have a 4-H class are not 4-H events but can still be counted in Category 2, Outside 4-H.

New ways to count leadership roles. For Intermediate and Senior members, we encourage they take on one or two “Significant Leadership Roles” and they need four to ultimately earn a Platinum Star. Significant Leadership Roles are ones that require 20 hours or more of leadership development. These hours include hours of instruction/leading, meeting with leaders/team members, planning and field trips, contacting experts, thinking time and any other work related to that role. This is meant to encourage members to focus on doing fewer things with greater quality and care, growing in depth rather than in breadth.

Tips:

Members of all ages still enter leadership activities requiring **less than 20 hours** of work in this category for Star Rank credits.

5. Citizenship and Community Service

Record your active participation in a planned, publicized and approved citizenship, service learning or community service activity. Credits are counted by event attended, not separate activities at that event.

If an event or activity is recurring, separately count your participation in each one. **Example:** Record each monthly visit to a convalescent home.

Do not count fundraising activities for personal benefit under Citizenship/Community Service. This includes fundraising activities that support group attendance at county, sectional, state or national 4-H events. You may record this activity under category 3 (Events Attended).

- **Community Service Project:** Record events and activities that serve the common good in the interest of the community or members of the community.

Examples: Canned food drive, beach cleanup, clothes drive, convalescent home visit.

- **Service Learning Project:** Service learning combines service and education to address a recognized need in the community. It involves collaboration with others and includes a time for reflection on the experience. See [The State 4-H Website](#) for more information on how to conduct service learning events. ***You can receive two (2) credits for Service Learning Projects.*** Make one entry for Service Learning Project Learning and Planning and one entry for the Service Learning Project Event—that's when you actually do what you planned.

Examples: Learning about water issues and painting storm drain signs; learning about persons with disabilities and designing a help aid to meet an identified need.

- **Citizenship and Civic Affairs:** Record events and activities in which you are engaging in one or both of the following categories as a part of your 4-H experiences:
 - **Civic Engagement:** Advocacy, activism and discussion on civic issues with informed decision making.
 - **Civic Education:** Government principles, processes and structures; personal roles and responsibilities; history and cultural heritage; global understanding

Examples: attending Citizenship Washington Focus or California Focus, volunteering at a voter registration, completing a Safe Space training.

- **Citizenship and Community Service Outside of 4-H:** Count two significant citizenship or community service roles and record them here.

Examples: School clothing drive for disaster victims, donating at a blood drive.

What Changed:

Defined the difference between community service and service learning. Since service learning is a higher-level activity, it can be counted for two credits. The categories for citizenship activities were updated to match the definitions on the National 4-H Website.

Added Citizenship and Civic Affairs activities to this category.

Tips:

Find ways to encourage members who seem excited about a community service event or cause to do additional research, invite a guest speaker and collaborate to turn it into a service learning project!

For true service learning activities, make one entry (one credit) for the planning/learning stage and another entry (one credit) for the actual doing/contributing stage.

At times, the line between citizenship and community service can seem blurry—and that's okay. Encourage members to discuss the differences but know that it's okay for things to overlap.

6. Communication Skills

Record communication activities that you participate in at any event inside or outside 4-H. **Do not include thank you letters as communication activities.**

- **4-H Presentations:** To be counted as a presentation, you must meet the requirements in the [State 4-H Presentation Manual](#). Any time you speak to a new audience at a new event, record it (repeating at the same event or practicing your presentation does not count).
- **Prepared Talk:** Any time you prepare (in advance of the event or activity) a report or talk, record this here. Officer reports or committee reports are considered part of your role and are not counted.
- **Radio and Television Appearances:** When you appear as a guest representing 4-H before a radio or television audience, record it here. You must be actively involved in the interview or presentation.
- **Newspaper Articles:** Record the number of articles that you write and submit to local/school papers, 4-H newsletters and 4-H websites. If the article was not published, you may receive credit if it is submitted and approved by your **adult partner**. **This does not include articles that are written about you—regardless of who the author is.**
- **Letters:** Record letters that you crafted to teach others about 4-H and/or persuade community members to participate in a 4-H event. If you wrote one letter and sent it to multiple recipients, it still counts as one credit. **Do not include thank you letters.**
Examples: letters to potential buyers, letters to city council or other government representatives.
- **Judge:** Served as a Judge for a 4-H activity or contest.
- **Representing 4-H:** Record events or activities where you represented 4-H to outside groups or community audiences (non 4-H). You must be identified as a 4-H member.
Examples: Speak about 4-H at a school assembly, host an information booth about 4-H at community event
- **On-Line Communication:** Record activities where you created a 4-H website, moderated a 4-H email list, or created a 4-H social networking page.
Examples: Facebook, Twitter, blogs or other social media platforms that you created and moderated on a regular basis. “Liking” or commenting on a post does not count.
- **Communication Outside of 4-H:** Select up to two significant communication activities outside of 4-H and record them in this category.
Examples: give a presentation at a school science fair, create and manage a personal blog, appear as a guest on a radio show about an upcoming performance that you are in.

What Changed:

Thank you notes are important and should be considered an integral part of an activity—not a separate function, so they are not listed for a credit. However, letters to buyers or government representatives can be counted because it’s an educational and persuasive writing exercise. Buyers letters for different species can be counted separately.

Tips:

Not everything a member does to talk about 4-H counts here. For example, if a member is in the fair barn and a fair-goer asks the member a question, the interaction is part of their responsibility at the fair and is not a classification in the communication category.

7. Honors and Recognition

Record all high honors and recognition you have earned! Other project-specific honors and recognition go in your Annual Project Report.

Examples (names and titles may vary):

Grand Champion	Record Book Winner or Gold
Reserve Grand Champion	Gold Presentation Day Winner
100% Club Attendance	State Ambassador
County Ambassador/All Star	Star Ranks
Diamond Clover Award	Golden Clover Award
Emerald Star	Food Fair Winner
Fashion Revue Winner	

- **In standard-based (Danish) 4-H competitions:** The top placements may be counted.

Example: A gold seal or ribbon may be counted if it is the highest placement in a judging where gold, blue, red and white seals are awarded.

- **In peer-to-peer (American) 4-H competition:** The 1st or 2nd place of a division, 1st and 2nd place overall, Grand and Reserve Grand Champion may all be counted.

Examples: 1st place Showmanship or 2nd place Round Robin. Best of: Breed, Class, Division, or Show, Director's Award

- **Honors and Recognitions Outside of 4-H:** Select two significant recognitions outside of 4-H and record them here.

Examples:

Student of the Year
Champion Sports team
Eagle Scout
Honor Roll
Musicianship Award

What Changed:

Not much has changed, though hopefully it is more clear that members may count significant honors, even if it's Reserve Grand or 2nd Place Round Robin.

The intent of this category is to award significant honors, not necessarily only the single highest honor. If a member places 3rd in a Round Robin, and it's significant to them—they should list it!

If a member places 25th one year and the next year places 4th—wow! That would probably be significant because it indicates some extensive effort and persistence to improve—they should list it.

Tips:

Help members to understand the meaning of *significant*; which honors have really meant something to them, and encourage them to list the ones that are most important *to them*.

The labels of “blue ribbon” “gold seal” may not be the award at your fair or event. They are examples only. Just apply the intent of this category to the specifics of your fair or event.

8. Healthy Lifestyle Activities

Record participation in organized group activities related to a healthy lifestyle outside of the 4-H program. The idea of this section is to show that you use your free time actively engaged in healthy leisure. This shows you are a person who is connected to your community. Each organization, group, activity or sport counts as one credit per 25 hours of *active participation*, and can be counted per quarter, up to four times per year. If you did not complete at least 25 hours of active participation, that activity cannot be counted.

Examples:

- Faith-based youth group
- Employment
- Music lessons
- Organization meetings and active participation
- School or community camp (4-H camp is recorded in category 3 “Events Attended”)
- Sports teams
- Extracurricular activities related to school work, such as choir performances, tutoring, etc.

You can list the same sport, music instrument, etc., multiple times as long as the dates entered cover a period of time and you have participated at least 25 hours to receive each credit.

Examples:

If you play an instrument and participate in several performing groups, you may list each group separately as long as each group requires at least 25 hours of practice and performance time.

- Sarah plays the cello in the school orchestra, the pit orchestra for the school musical, a community orchestra and a chamber group. Each group meets at least weekly and they have devoted 25 hours to each group. They may list all four groups as separate credits for Healthy Lifestyle Activities.

If you play a sport year-round and devote at least 25 hours per “quarter” (or 3 months) of the program year, you may list it up to four times per program year.

- Armando plays soccer year-round and practices for 25 hours per season. They can list soccer as a Healthy Lifestyle Activity up to four times (one for each season) in this section and receive four credits.

These activities are not counted:

- Family vacations
- Academic work during school hours and homework (homeschool or traditional school)
- Care for your pets or livestock
- Spectator activities (watching a play, observing a faith-based ceremony or gathering)
- Events/activities that are not consistent with 4-H policy

What Changed:

Only outside of 4-H activities may be counted here. Each credit should correspond to 25 hours of active participation. The intent of this category is to encourage healthy leisure time and holistic wellness. Additionally, for members who play a sport or instrument that keeps them involved all year long, they can list that activity as one credit per every 25 hours of participation, up to 4 times per program year.

The 25 hour benchmark was based on multiple scenarios directly from youth members who participate in other activities outside of 4-H. Members who only do 4-H, may see higher credits in other areas and members with outside activities may accumulate them here. A member’s path to thriving can include opportunities outside of 4-H and still be recognized as positive youth development.

Tips:

The example of “per quarter” is only a guide to limit the number of entries per year (4) for one activity. If a member takes 9 months to accumulate 25 hours, it is still listed. They do not need to complete 25 hours within 3 months.

Section 3: My 4-H Story

Instructions

Your 4-H story is an opportunity to reflect on your 4-H experiences that focuses on the current 4-H year. Your story can be printed on both sides and should follow these word counts:

Junior (or first year member): 250 – 500 words

Intermediate: 500 – 1000 words

Senior: 1000 – 2000 words

Follow these formatting guidelines:

- Double space.
- Print single OR double sided, you choose.
- Use an easy-to-read font such as Times New Roman or Garamond.
- Keep the text size between 12 point and 14 point.

The following may help in developing your story:

Pick a theme and build the story around that theme so the story flows naturally. If you are having trouble developing a theme, you may use the following questions to help think about what to say.

Part 1 - About You

- What might be one of your **Sparks**: interests or passions?
- What are your plans for the future?

Part 2 – 4-H Projects and Activities

- What goals did you set in your projects and which ones did you reach?
- What would you do differently if you were to try it again?
- What skills have you learned in 4-H?
- How have you handled financing your projects, if needed?
- Who was especially helpful to you? How?

Part 3 – Leadership and Citizenship

- How has 4-H helped you become a better leader and citizen?
- What types of citizenship projects or leadership roles have you been involved in?
- How did you work with others to contribute to your community or your school?
- What have you learned from working with other 4-H'ers through your leadership positions?

Part 4 – 4-H's Impact on You

- What kinds of relationships have you had with your 4-H leaders?
- How has your 4-H participation changed how you feel about yourself?
- How has your participation influenced your school and career goals?
- What has being a 4-H member meant to you?
- How has 4-H helped you identify your **Spark**?

What Changed:

Page length recommendations have been changed to word counts, which are more applicable to writing skills.

This also allows members to double or single space (they choose) without it changing the true length of their essay, and the font size is bigger for ease of reading for evaluators.

Notice the formatting guidelines that are specific to this section only. Be sure to follow the specific guidelines in addition to those found on page 6.

Tips:

This is not a rigid list that must be followed, these are just guidelines to get members started. It's more important for members to tell their story than to explicitly answer each of these bullet-ed questions.

Use the county and state evaluation worksheets to see what emphases are placed on the content of the My Story.

Section 4: Annual Project Report (APR) Instructions

Projects are all about learning new things and teaching others. Each year you will participate in at least one project. A minimum of six hours of project instruction or more, as required by the project leader, must be completed.

Completing this Section

This section is used to document your specific project experiences. Place items in the following order for each separate project:

- Annual Project Report (APR) form for every project you have completed.
- Expression page for that project, behind the APR.

Section 4: Annual Project Report Form

- In the Learning Experiences box, record every project-related activity or event where you learned something new or developed a skill related to the project. Write about what you did, where you did it and what you learned or the skill you practiced. Be sure to list the hours of work you dedicated to that event or activity.
- In the second, third and fourth tables in the APR:
 - List things raised, grown or improved, honors and awards, citizenship and leadership activities and keep track of your expenses and income related to that project. To find the value of something you made, you might ask an **adult partner** to help you do some research to find a similar item.

You may not participate as a 4-H member in jackpot or prospector shows as these shows do not comply with 4-H Policy. Participation in these shows should NOT be recorded as a 4-H experience or as an “Outside 4-H” experience. Events that do not comply with 4-H Policy may not be recorded in the Record Book at all.

Each Annual Project Report form completed and signed by the Project Leader counts as a separate project on the PDR under category 1 (Projects Completed). If you are a Junior or Teen Leader:

- And you **are** enrolled in that project, you will complete an APR and LDR (see page 20) for that project.
- And you **are not** enrolled in that project, you will not complete an APR, but you will complete an LDR for that project.

Expression Page (Not to be confused with the Collection of Work)

Include one Expression page for each Annual Project Report. Page must be one side of an 8 ½” x 11” piece of paper. You may draw, write, use graphic design elements, or other creative elements, etc. Get creative!

Demonstrate the following on each Expression Page:

- How you build your **Spark(s)** through this project
- Teach the reader something that you learned which was interesting to you
- Design should be age appropriate and creative

The Expression Pages are not to be used to expand the Collection of Work. Photos, drawings, graphics and/or written story should demonstrate something that you learned, which was interesting to you, that you are now teaching the reader.

What Changed:

Junior/Teen Leadership Development Reports no longer exist (they were replaced with the LDR), and are not included with the APR anymore. Expression pages, however, are still part of this section.

Tips:

Don't forget to list project-related honors and awards earned! Unlike in the PDR Categories 2 and 7, here members can include all shows they attended and awards they earned inside AND outside of 4-H. For kids who show animals year-round, this is a great place to list non-4-H shows (not “jackpots”) and awards they earned at those shows.

Don't forget about leadership and citizenship activities either! These can be repeats of ones listed in the PDR since there are no tallied credits in the APR.

DO EXPRESSION PAGES!

These are mandatory pages for competition and combine creativity with reflection. Encourage members to think about their Sparks!

Section 5: Collection of 4-H Work

Your Collection of 4-H Work supports the other sections of your Record Book. It is an opportunity for you to display what you have done and learned throughout the year through photos, samples and examples. If you listed something in your PDR or APR, this is a good place to show an example of that.

The Collection of 4-H Work should not be more than 11+ pages and follow the standard formatting and paper guidelines except as noted below. You can have a few more than 11 pages, if one brochure or one letter is more than one page.

The Online Record Book allows you to upload additional items; however, when you compile your hardcopy Record Book at the end of the year, you will need to select items so the Collection of 4-H Work does not exceed 11+ pages.

The following items may be included. Items may be compiled in any order and must represent the current 4-H year.

Newspaper or Newsletter Articles **2 pages maximum**

Limited to two pages, each side counts as a page.

Newspaper or newsletter articles must be written by you or can be about you. If an article is about you, you can't get Communication credits for it, but it's nice to put them in this section. Articles may not be shingled—that means not stacked on top of each other. It's best to make a photocopy of a newspaper article and put the whole sheet of paper in the Record Book. Digital copies or printouts from on-line sources are acceptable. List source and date.

Flyers or Brochures **2 maximum**

Limited to two brochures or flyers, single or double sided. Flyers or brochures must feature you or must have been created by you. Brochures may be attached to a standard sheet of paper or hole-punched and inserted. Do not use plastic sheet covers.

Letters or Certificates **2 maximum**

Limited to two letters and/or certificates.

Letters may either be written by you or about you. Certificates must have been presented to you in the current year.

Photographs **5 pages maximum**

Limited to five pages, each side counts as a page

Photographs should show project work, leadership and citizenship activities. They should demonstrate your **Spark(s)**. Captions for each photo should explain what is taking place in the photograph and indicating when and where the photograph was taken. Space used for captions counts as part of the five pages. Pictures may not be shingled—not stacked on top of each other. They must be firmly attached to the page (no “flip-ups”). Digital or computerized photos are acceptable. You may use photo quality paper.

Total: 11+ pages maximum

What Changed:

Nothing on this page!

Tips:

Encourage members to select the articles, flyers, letters, etc. that are most important to them. If they've collected a lot, pairing it down to 11 pages may seem like a challenge. This is a good opportunity for reflection on the program year and what events and achievements really stuck out to them personally.

Don't get overly concerned about the exact number of pages. Adding a couple because of a two-sided brochure and a 2-page letter is okay.

If a member records “buyer's letters” in their PDR Communications section, encourage them to insert a copy of a letter they wrote. This is a great example of how the Collection of Work is used to support the picture they painted of their 4-H year in the rest of the book.

Section 6: Leadership Development Report (LDR) Instructions (Intermediate and Senior Members Only)

This Report is completed by intermediate and senior members only.

Leadership experience provides you with an opportunity to learn about being a competent leader. You will learn valuable leadership skills in the 4-H program by participating in many activities and in different roles.

Work collaboratively with your **adult partners** to set goals, develop lesson plans, teach skills and evaluate the activity or project.

1. Coordinate details such as meeting times, locations, materials and supplies and expenses with the **adult partner**.
2. Communicate with the **adult partner** and members about group expectations, responsibilities and expected outcomes.

This form has two parts and each part has beginning of the year and end of the year components (Pre and Post).

Part 1 (Pre): At the beginning of the year, explain all of your leadership roles and why they are important to you. Set personal leadership goals to be accomplished by the end of the program year.

Part 1 (Post): At the end of the year, reflect on how your experiences throughout the year contributed to your development as a leader.

Part 2: Complete one set (Pre and Post) per leadership activity. Explain how the goals set in Part 1 (Pre) will be accomplished and are relevant to each leadership activity.

- Complete **Part 2 (Pre)** at the beginning of the program year
- Complete **Part 2 (Post)** at the end of the program year

Example:

If you are a Junior Leader and you are the Secretary of your club at the beginning of the year, you will complete:

Part 1 (Pre) once for everything

Part 2 (Pre) one for your Junior Leader role and one for your Secretary role

At the end of the year, you will complete:

Part 1 (Post) for everything

Part 2 (Post) one for your Junior Leader role and one for your Secretary role

To meet the Star Rank criteria for gold and platinum stars, you must hold significant leadership roles that require 20 hours or more of leadership contribution. Count all of your trainings, meeting, planning and research hours as well as the hours spent leading the activity or event. You must complete the Leadership Development Report form to receive credit for these roles.

Each “Part 2, including both Pre and Post” of the Leadership Development Report form completed and signed by an Adult Partner, counts as a separate credit on the PDR under category 4 (Leadership Development).

All Leadership Development Reports are placed in their own section in the Record Book.

What Changed:

This whole form is new! It takes the place of the Junior/Teen Leadership Development Report. This form was designed by youth who wanted to simplify the way they reflect on their leadership opportunities and skills. It was created, piloted and approved by youth. It is shorter and easier to complete.

Part 1 of this form is dedicated to broad, general goals that members want to work on that are not specific to one project/role.

Part 2 is specific to each leadership role.

Tips:

Members only need to complete the LDR if:

- 1) They are working to earn Star Ranks in the “Significant Leadership” sub-category toward a Gold and Platinum Star. A total of 2 are needed for Gold and another 2 for Platinum and are recorded in the PDR for credit.
- 2) They want to record it in the PDR.
- 3) They want to remember their leadership goals and experiences in 4-H.

Section 7: 4-H Resume (Senior Members Only)

A resume is an opportunity to show your strengths, skills, talents and creativity. You want to stand out and be remembered and at the same time present yourself professionally. If you want to be creative in the style and design, try to follow these tips:

- Use no more than 2 different fonts and no more than 3 different sizes of fonts.
- Follow a pattern of font use, heading use and description format
- Leave plenty of white space on the page, consider 1 inch margins all around
- Use bullet points and phrases instead of full sentences except in the Personal Development Statement—use full sentences there.

4-H Record Book Resume:

- Maximum of 2 pages. Each side counts as a page.
- Highlight your 4-H experiences and include a little of your outside of 4-H involvement— highlight the most significant skills you have gained, the ones that you are most proud of.

Include the following:

- ⇒ **Name, Address, Phone, Email in a heading**
- ⇒ **Personal Development Statement:** One to three sentences that describe what you stand for and what you aspire to become as a human being. It is not a statement of what you want to do, but rather how you want to be in the world.
- ⇒ **Education and Professional Development:** Highest grade achieved so far. Trainings and specialized course work.
- ⇒ **Leadership Skills:** Describe skills you have gained through significant leadership roles you have filled. Include date range of experience.

Example:

Co-Chair, County Harvest Festival, August - October 2014:

With an adult partner, planned and organized a countywide event for 500 people. Developed problem-solving, group management and organizational skills.

- ⇒ **Citizenship Skills:** Same format as Leadership Skills.

- ⇒ **Other Skills:**

Examples:

Expert pianist, 10 years of lessons and over 100 recitals

300 hours work experience in housing painting

- ⇒ **Certificates & Honors:** List name of certificate and who issued it.

Example:

Lifeguard/Professional CPR, American Red Cross, August 2015

What Changed:

This whole form is also new! The 4-H Resume is replacing the Summary Pages that used to go in the back of books that members submit to State Competition. The resume is more useful, as it is now being required for several state-level applications AND it teaches members a valuable life skill!

It highlights skills the member has gained instead of lists of activities.

Tips:

There is an entire page on the State 4-H Website explaining how to make a 4-H resume including examples. To see more, click [here](#).

Coach members to highlight their **skills**, not a laundry list of their activities.

Coach members to choose one or two of their most significant skills and limit the resume to 2 pages.

Coach members to think of the resume as something that would answer the question: "What skills do you have that would help you perform a job or an assignment to the best of your ability?"

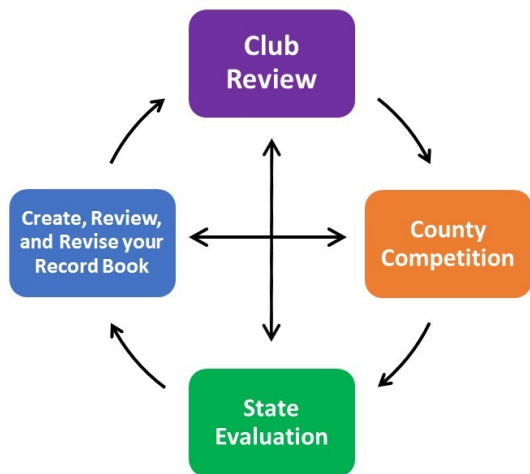
Evaluation and Competition

4-H Record Book competitions measure your leadership development, citizenship activities and personal growth, as well as project involvement. 4-H Record Books may be evaluated at the club, county and state levels.

The Purpose of Record Book Competitions:

- Provide an incentive for you to record your project work and personal achievement.
- Receive feedback and encouragement on your 4-H project skill development, leadership and citizenship development and record-keeping skills. Get recognized for outstanding 4-H work!

After completing your Record Book, you can submit your book to competitions at the club, county and/or state level. Club and county level competitions are **not required for State Evaluation**.



Club Review and Evaluation

Record Books are usually reviewed and may be evaluated by adult volunteers (this varies between clubs). If books are judged, it must follow a Danish system. Star Ranks are awarded at the club level.

County Competition

This level of competition is not the same in all counties so check with your County 4-H Office to find out what your county does.

The State 4-H Incentives and Recognition Advisory Committee **requires** the use of the County Record Book Evaluation Worksheet, posted on the State 4-H website.

State Competition

Only senior members (ages 14 – 18) are eligible to submit Record Books to State Competition. Your book will be evaluated against standards found on the State Competition Evaluation Worksheet.

You **do not need** to win or even enter your County Competition in order to submit your Record Book to State Evaluation. You must complete all of the pre-requisites to submit your book to State Competition.

State Competition deadlines are posted each year on the state website page: <http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/>

Please do not make any changes to the forms, formatting or requirements outlined in this manual. Inaccurate forms are reasons for disqualification from competition. Formatting differences between the paper forms and forms in the Online Record Book are expected and acceptable.

What Changed:

The information on this page has stayed the same, but the graphic was added to show the relationship between all of the competitions and evaluations.

Tips:

Be sure to let your members know about all of these opportunities! Club and county level evaluations are not necessary in order to submit a book to State Competition.

Counties must align their competitions to use the state endorsed County Evaluation Form by June 30, 2016. Find it here: <http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/>

State Competition is only for Senior members because of the rigor of the competition. Different ages and stages benefit differently from competition, and this competition is designed for ages 14-18.

Submitting Your Book to State Competition

If you are a senior member (14-19 years old) you are eligible to submit your book to State Competition! It's a great learning experience, a chance to receive feedback on your record keeping skills and participation in 4-H and it's another opportunity to earn recognition.

Once you've completed your book, there are a few steps you must go through before submitting it to State Competition. All of this information can also be found on the State website at: <http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/>

To be eligible for State Competition, you must complete the [California 4-H Quick Start Record Book Course](#) by June 30th of the year you plan to enter competition. The course must be completed each year. At the end of the course, follow the link to complete the quiz.

If you are planning to submit your Record Book to state competition you must complete [this form](#) and submit it to your County Office by June 30th of the year you plan to enter competition.

The [State 4-H Evaluation Cover Page](#) must be included with your 4-H Record Book entered for state competition. The Cover Page may not be altered. 4-H Record Books missing the Cover Page will be reason for disqualification.

A [County Check Sheet](#) must be included with your 4-H Record Book entered for state competition. 4-H Staff from the County 4-H Cooperative Extension Office, must complete the checklist and ensure the completeness of the 4-H Record Book. 4-H Record Books missing the Check Sheet is reason for disqualification.

Place your completed book and forms into a padded envelope or small box. Send it to your County 4-H Office or directly to the State 4-H Office.

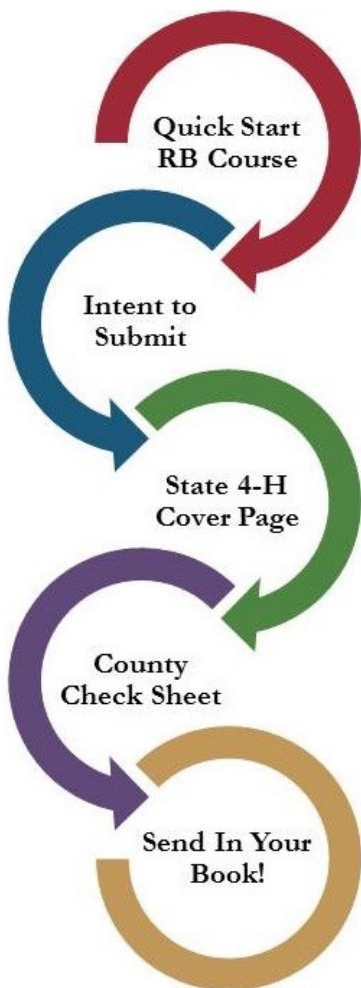
**4-H Record Book
State 4-H Office
2801 Second Street
Davis, CA 95618**

What Changed:

This page is new! It was created by compiling information that was spread throughout the old manual and on the State 4-H Website. Now, it's all in one place and has a colorful graphic!

Tips:

For members planning to submit their books, read this page BEFORE the end of the program year! The Quick Start Course and Intent to Submit are requirements to enter competition and they MUST be completed by June 30th of that program year. These extra steps were added in order to better prepare members for the competition and ensure that everyone was receiving the correct information about State-level Record Books, regardless of what information counties and clubs make available.





4-H Record Book Resources

Primary Record Book Webpage

<http://4h.ucanr.edu/Resources/Members/RecordBook/>

Online Record Book

http://4h.ucanr.edu/Resources/Members/RecordBook/4-H_ORB/

Download 4-H Record Book forms

<http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>

Competition information

<http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/>

Join the 4-H Record Book support group

<http://groups.yahoo.com/group/ca4hrb/>

Questions and comments may be directed to:

California State 4-H Office

2801 2nd Street

Davis, CA 95618-7774

(530)-750-1334

ca4h@ucanr.edu