

CTA Body of Work 2016

Welcome and Introduction

Hi everybody, I am Alyssa Hurtado and in case you don't know, I am one of our county's County Teen Ambassadors for 2015 and 2016. I started in Mission 4-H about four years ago and now I am a part of Hilltown 4-H, the new club to our county. Welcome to my session, I hope you're all having a great day so far. So, today I will be talking about record books and how to put various items into your PDR. If we have extra time at the end, I will be happy to answer any other questions about record books or about being a CTA. Let's get started!

New Record Book (updates)

You may know, you may not know, but there has been a lot of changes made in the past year to the record book manual. I will point these changes out as we go along, but the biggest change is probably the addition of the 4-H resume.

Order of Record Book

Section 1: Preliminary information including the title page and table of contents.

Section 2: Personal Development Report, or the PDR. This is where members record various activities they participated in during the 4-H year. How many of you have a star on your hat? How many want a star on your hat, but don't know how to get it? You can get your stars from completing a specific number of items in your PDR. Really active members will probably have no problem getting a star, as long as they complete a record book.

-Now you can list project skill activities outside of 4-H

Section 3: My 4-H Story, this is a member's chance to brag about their accomplishments from the year. This is a personal essay reflecting on the member's knowledge, achievement, learning experiences, and project work.

Section 4: Project reports, which is a record of each meeting attended for each project a member is in. You can also have an expression page that represents your time in the projects, but that is not mandatory.

Section 5: Collection of 4-H work, which are pages showing growth and experience using pictures, letters, flyers and brochures, newspaper clips, and certificates.

Section 6: Leadership Development Report, or LDR. This is to back up any leadership positions you hold. You complete a form at the beginning of the year with your goals, and another at the end telling how you accomplished your goals. You only have to do one part one (pre) and one part one (post) for all of your roles, but you have to complete as many part twos, both pre and post, as roles that you have.

*Section 7: 4-H Resume, this is for senior members only. This highlights your most significant skills gained and the ones you are most proud of.

Star Requirements

I learned from you earlier that a lot of you either have or want your stars. here are the requirements for receiving your stars. (show blown page and handouts). As you can see, you only need to complete so many categories to receive the different star ranks. And as you strive to get more and more stars, you will have to complete more sections. You may also notice that there are certain that you have to complete in order to get a certain star. For example, to get a bronze star you absolutely have to have completed two projects, 12 communication skills, and four presentations. And of course, you can do much more, but those are the minimums. And you can't just complete those sections, you have to complete at least three more. And what if a member completes the requirements for two star ranks in one year? For example if the don't yet have their silver star, but they qualify for gold, would they get their gold star? The answer is no. a member would just have to wait for the next year to get their gold star.

Member in good standing

In order to actually receive a star, you must be a member in good standing. this means that you have at least 80% attendance to club meetings. And in order to count a project in your book, you must have at least 80% attendance to those project meetings.

Parts of the PDR

Requirements and what goes under for each

part 1: projects completed

In this section you record the projects you've completed throughout the year. In order to count it as a project, there must have been at least six hours of meetings held. During the year, an 80% average for attendance across all projects is required to receive a star rank.

part 2: 4-H project skill activities

In this section, members can record events or activities that demonstrate your knowledge to an audience or judge. Non 4-H activities can be recorded even if you are not enrolled in that project. however, the activity must be related to a 4-H project. Record judging contests, showmanship, and contests that demonstrate knowledge go here.

part 3: 4-H events attended

This is where you record 4-H events that you have attended throughout the year. Record events at club, county, section, and state levels. So any 4-H related events.

Part 4: 4-H leadership development

In this section, record each project that you lead, and leadership roles held at club, county, sectional, state, and national levels. Duties performed in a leadership role cannot be counted for separate activities because they are considered part of your position.

Part 5: 4-H citizenship and community service

This is where you put planned, publicized and approved citizenship, service learning, or community service activity. Like everything in record books, credits are counted by event

attended, not separate activities at that event. Include community service projects, service learning projects, citizenship and civic affairs, and citizenship and community service outside of 4-H.

Part 6: 4-H communication skills

In this section you are to include prepared talks, 4-H presentations, radio and television appearances that you did, newspaper articles and letters that you wrote, and being a judge for 4-H events. This also includes representing 4-H at non-4-H events, creating an online communication method such as an email list or social media account, and outside of 4-H presentations.

Part 7: 4-H honors and recognitions

In this part of your record book you should include All high honors and recognitions. You should include best of shows, gold/platinum seals, and blue ribbons. You can only include highest honors such as these, second and third place ribbons go in other parts of your record book. In addition, include 1st and 2nd places in both division and overall wins and grand and reserve grand champions. Also include up or two outside of 4-H awards or recognitions.

Part 8: lifestyle activities

In this section, record participation in organized group activities related to a healthy lifestyle outside of 4-H. This shows you are a person who is connected to your community. Each activity you participate in counts as one credit for every 25 hours of participation, and can be counted up to four times a year. If you don't complete 25 hours you cannot count it in this section or in your record book.

Keeping up with your Record Book

A lot of people fear record books when it gets down to finishing them and turning them in. That is most likely because they don't keep up with it throughout the year. To help me keep up, I write all the 4-H related events I help with or attend on my family's calendar. We keep our calendar online, but you can keep a paper calendar just as easily. However, you might want to have a calendar that is just for 4-H incase you want to take notes on what you did. (Mention hand out- calendar with county events. They can highlight the events that they attend) Even if you don't write directly in your record book, if you have the date and information, it won't be a hassle to do your record book. Most project leaders have you right on your form at the end of the meeting, which makes it really easy at the end. Even if you type your record book, like I do, you should still write on the paper they give you. Then you can just transfer what you wrote to your document. Another great way to keep up with your record book is to keep a 4-H journal. Whenever you go to a 4-H event or doing something 4-H related, like weighing your animal, write about it in a journal.