Buena Vista 4-H Club 2018-2019 Record Book Checklist

Use the 2018-2019 California 4-H Record Book forms and manual which can be found at http://4h.ucanr.edu/Resources/Member\_Resources/RecordBook/ . Other forms may also be found on the Buena Vista Shutterfly Share Site.

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|  | Use a 4-H Acco Record Book Cover or 3 Ring Binder no more than 1” wide | | | | ALL MEMBERS |
|  | ORGANIZATION REVIEW | | | |
|  | Section 1: Preliminary Information Divider | | | |
|  | Title Page including full name, county, 4-H club name and program year. | | | |
|  | Table of Contents including titles of section headers and page numbers. | | | |
|  | Section 2: Personal Development Report Divider | | | |
|  | Personal Development Report (PDR)  All participation areas completed and all signatures except for the Adult Partner/Club Leader signatures that will be added after the record book information is verified. | | | |
|  | Section 3: My 4-H Story Divider | | | |
|  | My 4-H Story  Word count should be Junior: 250-500; Intermediate: 500-1,000; Senior: 1,000-2,000.  Recommend the total numbers of words be noted at the beginning or end of the story. | | | |
|  | Section 4: Annual Project Report(s) Divider | | | |
|  | Annual Project Report (APR)  One form for each completed project (min. of six hours or more as required by project leader).  All form areas completed including signatures. Write N/A in all boxes that don’t apply.  One expression page for each project completed. | | | |
|  | Section 5: Collection of Work Divider | | | |
|  | Collection of Work Items must represent the 4-H year | | | |
|  | - Newspaper/Newsletter  Articles  - Letters/Certificates | 2 pages maximum  2 maximum | - Flyers/Brochures  - Photographs with captions including what, when and where | 2 maximum  5 pages maximum |
|  | Section 6: Leadership Development Report Divider | | | | IF APPLICABLE |
|  | Leadership Development Report (LDR)  This section is for Intermediate/Senior members holding significant leadership positions.  One LDR Part 1 Pre and Post completed and signed.  One LDR Part 2 Pre and Post, for each significant leadership role, completed and signed. | | | |
|  | Section 7: 4-H Resume Divider | | | |
|  | 4-H Resume  This section is for Senior members only, refer to page 22 of the member manual. | | | |
|  | Summary of Years Divider | | | |
|  | Summary of Years  This Summary of Years is required if applying for a star rank. It must include all PDR areas, listing previous years’ entries since a rank was achieved. Do not include the current 4-H year.  If you ranked the previous year, include last year’s completed/signed PDR as the Summary of Years.  Monterey County has created an optional form that may be used. | | | |
|  | Divider | | | | All |
|  | Last Year’s PDR completed & signed. This is used for club verification purposes. | | | |