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 StoryWord 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 maximum2 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 ResumeThis section is for Senior members only, refer to page 22 of the member manual.  |
|  | Summary of Years Divider |
|  | Summary of YearsThis 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. |