4-H Record Book Training

Presented By

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4-H

OVERVIEW AGENDA

- Welcome
- Overview 4-H Record Book
- Formatting and Layout
- Personal Development Report
- Project Reports
- Competition
- Review and Closing

- Document Learning Experience by date, learned and level
- Record other information on the back of the page
- Counties may add supplemental forms (which must be removed for sectional/state judging)

Incentives and Recognition Committee

- The Committee reviews, formulates and evaluates programs, such as:
  - ✓ Pins, medals, certificates
  - ✓ Statewide Scholarships
  - ✓ Golden Clover Awards
  - ✓ Record Books

Process of Change

- Initial Work – 4-H I & R Committee
- Period for Public Feedback
- Approval by the State 4-H Office
- Criteria for Change
  - ✓ Consistency and Standards
  - ✓ Ease of Completion
  - ✓ Life Skills Focus
  - ✓ Standards- based Judging

Standardization

- 4-H Program values local flexibility to meet the needs of local populations.

  - ✓ Adds strengths and flexibility to 4-H
  - ✓ Does make standardization hard

- 4-H Record Book forms not required by club & county. Highly recommended.

Purpose of 4-H Records

- Reflect on their yearly work completed
- Maintain records of project and club work
- Demonstrate growth and measure achievements across their years in 4-H
- Improve communication with other people
- Learn time management and organizational skills
- Learn responsibility and develop goal setting skills

Comparisons

- Document comparing the three 4-H Record Books
- New 4-H Record Book:
  - ✓ Used for those 9-19 years old
  - ✓ Contains a PDR, my 4-H Story and Project Reports
  - ✓ Required for older members submitting to sectional/state

Formatting and Layout

- Page 5-7
- Fonts, spacing, paper, page limitations, page covers
- Graphics
- Use of computers
- Adult/parent involvement

HEAD • HEART • HANDS • HEALTH
"Learn by Doing"

Organization

- Folder
- Tabs
- Organization of Book
  - ✓ Title page (optional)
  - ✓ Table of Contents (optional)
  - ✓ State 4-H Judging Cover Page
  - ✓ Personal Development Report (PDR)
  - ✓ My 4-H Story
  - ✓ Projects
  - ✓ Collection of 4-H Work (optional)
  - ✓ Past Years' Materials

My 4-H Story

- Page 8
- Stories should be a record of all years in 4-H with emphasis on the current year
- Page recommendations

"Creativity takes courage." – Henri Matisse

PDR Transition

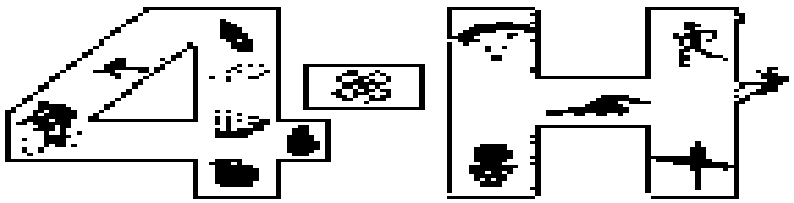
- Move totals from the 26 boxes into the specified category on the new PDR
- Star ranks are maintained, even if

PDR

- Pages 9-20
- Eight boxes to count 4-H participation during the year
- New platinum Star
- Long Form vs. Short Form
- Some categories required for Star Ranking
- Levels of involvement now listed (L= Local, C= County, etc.)

DR #1 4-H Projects Completed

- Only 4-H projects with a completed and signed " Annual Project Report " may be counted
- During the current year, 80% attendance is required for any achievement rank
- To receive credit, the project report must be included in your 4- H Record Book



R #2 4-H Project Skills Activities

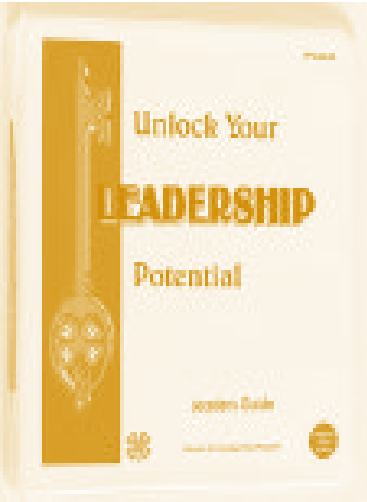
- Record activities that enhanced the member's learning experience in their current 4-H projects
- Judging Contest
- Project Exhibit

PDR #3 4-H Events Attended

- 4-H events are authorized and publicized functions other than regular club or project meetings. Record events not reported elsewhere

PDR #4 Leadership

- Officer
- Committee Chair
- Committee Member
  - Member cannot get credit for committee and chairman for same the committee
- Junior/ Teen Leader
- Planned Group Activity
- Leadership Development Project
- Judged



PDR #5 Citizenship

- Report your participation in hours, where you take an active part in a planned program of community development or service to improve the community or assist members of the community
- The hours column has been added only to indicate the depth of participation

PDR #6
Communication

- Record major communication activities
- Presentations
- Speeches
- Radio/TV Appearances
- Newspaper Articles
- Represented 4-H
- New Technology

PDR #7 Honors

- Record significant and notable honors, awards and recognition received
- Do not include ribbons, seals, or certificates on the Personal Development Report (PDR). Write these on your Annual Project Report Form
- Only the highest awards are listed in this category

Jr./Teen Leader Reports

- Completed at the end of the project
- Count each jr./teen leader role in the PDR (not just one for the year)

PDR #8 Lifestyle Activities

- Report your participation in school or other organization camp, community or school sports, music, theater and the arts, employment, church, organizations or groups
- Each organization counts as one credit per 4-H year
- Report other 4-H participation that doesn't count elsewhere

PDR Counting Non-4-H Participation

- In categories 4-7, members may record up to 2 significant activities outside of 4-H
- Other activities outside of 4-H must be counted in category 8

Expression Page

- One page per project on which the member may be creative
- If completed, page must be one side of an 8 ½” x 11” piece of paper

Collection of 4-H Work

- These materials show growth experience and 4-H work
  - ✓ Newspaper Clippings
  - ✓ 4-H Flyers or Brochures
  - ✓ 4-H Photographs

Sample PDR Activities

- Navigating Your Way Through the New PDR
  - ✓ Which category do each of the 40 items belong to?

Annual Project Report

PDR Categories

1. 4-H Projects Completed
2. 4-H Project Skill Activities
3. 4-H Events Attended
4. Leadership Development
5. Citizenship
6. Communication Skills
7. Honors and Recognition
8. Lifestyle Activities

Brown

Needs to be fixed only says

Requirements on the new PDR

Closing

- Review 4-H Record Book Quiz

Competition and Evaluation

- Provides an incentive to members
- Recognition for outstanding 4-H work
- Feedback and encouragement on 4-H project skills, leadership and citizenship, and record-keeping skills
- Permanent record of 4-H work

CALIFORNIA 4-H
RECORDBOOK

Past Years' Material

- **County:** May be included in the back of the book, depending on county guidelines.

- **State:** Past year materials must be removed for state judging (and replaced with a summary; explained in the next few slides).

EXPLORE
EXPERIENCE
ACHIEVE

Club Judging

- Club level judging is based on the Danish system where 4-H Record Books are judged against a standard
- Seals are awarded based on the member's 4-H project work, personal growth and the book's organization
- Through their personal achievements and 4-H participation, members earn Star Rank recognition

County Judging

- Books are judged on the member's 4-H work, leadership and citizenship, and personal growth.
- County level judging should be based on the Danish system with all books judged against a standard.
- Judges provide a critique and suggestions for future growth and involvement

Club Judging Cont.

Recommended that various levels of points have colors of seals. Such as:

- 91-100 points= Gold Seal
- 76-90 points= Blue Seal
- 61-75 points= Red
- 60 & below points= White

Not required; and may be modified

County Judging Cont.

- Counties may designate awards for 4-H Record Books in specific project categories and age groups based on meeting published standards.
- County Winner pins may be awarded.

State Judging

- Senior members may enter their book at state level judging.
- No prior club or county awards for their 4-H Record Book are required.
- The State Judging Cover Page must be included.
- Past Years' Materials will be summarized in three required pages.
- Emphasize current year activities

State Judging Cont.

- 4-H Record Books receiving at least 90 points shall be declared “State Medalists.”
- State Winners will be selected from Medalists, the exact number based on available award funds for the year

State Judging

- **State Merit Recognition** members receive a certificate.
- **State Medalists** receive a certificate and lapel pin.
- **State Winners** receive a certificate, lapel pin and $500 cash reward.

Forever 4-H