



University of California
Agriculture and Natural Resources

4-H Youth Development Program

TEHAMA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM RECORD BOOK

PERSONAL DEVELOPMENT REPORT (PDR) “TIP” SHEET

Record Books – current and last completed year’s work

This guidance document is to help identify the appropriate categories for your 4-H activities. You may have additional activities that are not listed here. Please remember that the current California 4-H Record Book Manual is the official guidance document <http://4h.ucanr.edu/files/218972.pdf>.

WHAT GOES WHERE?

Where do I place everything I have accomplished this year in my Personal Development Report? Here is a helpful tool for recording 4-H events and activities, but first make sure to read these important guidelines:

- Only items under “Events Attended” can be counted in one additional category, as well as the Events Attended category. Don’t count any other activity twice!
- Some events and activities may be applicable for multiple categories. It is your responsibility as the youth member to choose what category it will be best to record it in to help earn your next star ranking. Check out the requirements in the star ranking system at the beginning of the year to see where you need to focus.
- If you participate at an event activity in multiple roles, be sure to clearly differentiate the roles to ensure that the evaluator understands your specific contributions. We don’t want the person that scores your book to think you accidentally double counted one activity.
- You may only record up to two significant activities outside of 4-H in categories 2, 4, 5, 6 and 7.

The following outline matches the Personal Development Report. If you attended an event or accomplished something listed in a category, make sure you put it in that same numbered section on your PDR form for appropriate credit.

2. 4-H Project Skill Activities

This included exhibits (non-judged and judged), showmanship knowledge contests and judging contests.

(We cannot count jackpot shows as they 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.)

- Project Exhibited at Livestock Breeding & Market Prospect Show (2 market animals in the same species count as one)
- Project Exhibit at Fur & Feathers 4-H Fair (2 animals in the same species count as one)
- Showmanship (1 species, per event)
- Judged at Livestock Judging Day
- Judged at Life Skills Judging Day
- Fashion Revue Participant
- Favorite Foods Day Participant
- Entered Educational Display at Still Exhibits Fair (1 per project)
- Exhibited at County/State Fair Show (2 market animals in the same species count once; this includes “Bred & Fed” class)
- Exhibited at County/State Fair Show (2 breeding/show animals in the same species count once)
- State Archery Shoot
- State Sport Shooting Match
- County-wide Archery Shoot
- Presentation Day (1 per project)
- 4-H Open House (if project based exhibit)

3. Events Attended (must actively participate)

This includes all 4-H events that you actively participated in outside of regular club meetings.

Project events do not count here, but should be recorded in your Annual Project Report "APR". If there are different events for each level of competition you attend, i.e. County, Sectional, State Presentation Day, make sure you put all separately that you participated in.

- Northern Youth Summit
- State Leadership Conference
- 4-H Open House
- Club Officer Training
- 4-H Awards Night
- 4-H Office Approved Fundraisers at Club & County Levels
- Fur & Feathers 4-H Fair
- Tehama District Fair: 4-H Market Animal Class or 4-H Showmanship Class (1 per project)
- Presentation Day (County, Section, and/or State)
- Fashion Revue (County and/or State)
- Still Exhibits Fair
- 4-H Youth Camp
- Livestock Breeding & Market Prospect Show
- Favorite Foods Day
- Life Skills Judging Day
- 4-H Family Fun Night

4. Leadership Development

This includes committee work, as a chair or member, leading a 4-H group activity, and significant leadership roles. These entries can include all leadership roles from project, county, section, as well as state.

Intermediate and Senior Members must complete the Leadership Development Report to receive credit to receive their Gold or Platinum Star Rank with leadership positions that serve at least 20 or more hours of leadership contribution. Project committees do not count if it is doing project work.

- Leader Development Project (All Star or B.L.A.S.T Member)
- Club Officer
- Junior/Teen Leader
- Committee Member (refreshments, county event planning, set up, clean up, server, decorations, window display, feature booth at fair)
- Evaluator at County and/or Sectional Presentation Day
- Camp Youth Director
- Camp Teen Staff
- County Event Planning Meetings (Fashion Revue, Fun Night, Club Officer Training, etc)
- Committee Chairperson
- State Ambassador

5. Citizenship and Community Service

This includes event attendance or participation in community service projects, service learning projects, and civic/citizenship affairs while representing 4-H.

Leading and reciting the flag or 4-H pledge at local 4-H meetings DO NOT count as participating in civic/citizenship affairs (or any other part of your PDR). You are not doing community service if serving at a fundraiser dinner for an organization, but helping that specific organization. 4-H Fundraisers DO NOT count here; they are for personal benefit within 4-H projects, clubs, and county programs; Place them under "4-H Events Attended."

- Speaker at the Board of Supervisors Meeting (if not part of your leadership role)
- Canned Food Drive- Donation Item
- Clothing Drive- Donation Item
- Local Cemetery Cleanup
- Convalescent Home Visits
- Adopt a family – Donation item
- Salvation Army Bell Ringing
- Attended Valley Forge Freedom Foundation Conference
- Volunteered at Voter Registration
- Bike Path Cleanup
- California & Washington Focus

6. Communication Skills

This includes actively participating in planned communication skilled activities in 4-H.

Thank you letters (as it is common courtesy), calling members as part of a leadership role, and Officer Reports DO NOT count here. Be sure to write them in your Leadership Development Report "LDR" if it applies.

- Gave Project Report (prepared ahead)
- Speaker at the Board of Supervisors Meeting (if not part of your leadership role)
- 4-H Presentation (prepared ahead, one per different subject presented)
- Gave Presentation at public gathering
- Evaluator at County/Sectional Presentation Day
- Wrote article for the 4-H "In the Clover" Newsletter (if not part of your leadership role)
- Wrote article for the local newspaper: Red Bluff Daily News/Corning Observer (if not part of your leadership role)
- Represented and informed public at Tractor Supply Co. during Paper Clover Campaign.
- Buyer Letter (Persuasive Essay, 1 letter delivered to multiple recipients counts as one credit)
- Scholarship Interview
- Emcee at County Events(if not part of your leadership role)
- National 4-H Week- Wore Uniform in Public

7. Honors and Recognitions

This includes all high placing awards (1st-2nd) achieved at 4-H Events.

- Top Shooter/Archer per age division
- County Record Book Winner or Medalist
- County Presentation Trophy
- Gold Medalist at County, Sectional, or State Presentation Day
- Fashion Revue Winner
- Fashion Revue Top Model
- 100% Attendance
- Bronze Star
- Silver Star
- Gold Star
- Platinum Star
- B.L.A.S.T Member
- All Star
- Emerald Star
- Diamond Clover Award
- Best in Class
- Ron Knight Memorial Sheep Award
- Junior, Intermediate, Senior 4-H Showmanship
- Chris McClain Senior Swine Showmanship Award
- Market Weight Division 4-H Classes
- 4-H Champion
- 4-H Reserve Champion
- Livestock/Life Skills Judging Day Top Oral Reasons Individual
- Livestock/Life Skills Judging Day High Point Individual
- Livestock/Life Skills Judging Day High Point Team Member
- Archery - State Postal Shoot
- Best of Show
- Best of Division
- Sweepstakes/Reserve Sweepstakes Award
- Outstanding Service Award

8. Healthy Lifestyle Activities

Each organization, group, activity or sport counts as one credit per 25 hours of active participation per quarter, up to four times per year. If an activity is part of your school's class schedule, it does not count here.

- Academic Decathlon
- AWANAS
- Band
- Baseball
- Basketball
- Book Club
- Breed Associations
- Boy Scouts
- California Junior Livestock Association
- California Junior Scholastic Federation
- California Scholastic Federation
- Cheerleading
- Choir
- Church
- Drill Team
- Employment
- Field Hockey
- Football
- Girl Scouts
- High School Rodeo
- Key Club
- Soccer
- Softball
- SPARK or other after school programs
- Spanish Club
- Swim Team
- Track
- Vacation Bible School
- Volleyball
- Wrestling
- FFA
- Grange

For additional information, please refer to the current California 4-H Record Book Manual, contact your Club Leader or the UCCE Office.