

# RECORD BOOK HANDBOOK FOR CALAVERAS COUNTY 4-H

## PERSONAL DEVELOPMENT REPORT (PDR) CORNER

Where do you count your activities in the new Personal Development Report form? With only 8 sections, it will eventually be easier than the old format, but for now we are all learning. If you participated in these activities, here is how and where they can be counted. Our record book year is July 1<sup>st</sup> to June 30.

### Summer Camp

Attended 4-H summer camp	#3
Camp staff (open to teen members)	#4
Doing cabin skit	#6

### Calaveras Fair (includes Fair events held prior to the Fair such as pygmy goat show, dog show, etc.)

Each project counts as one credit	#2
Attended all or any part of the Fair, 1 credit	#3
Attending the auction or awards ceremony does not count as an additional credit.	

Entered a 4-H class at the Fair: Each project you exhibit counts once in #2 but multiple entries in the same project all count together. For example, you enter one decorated cake = 1 credit #2. You enter 2 decorated cakes, still = 1 credit #2. You enter the gymkhana, the horse show and horse showmanship = 1 credit #2. You enter a turkey, a show bird and poultry showmanship = 1 credit #2. You enter swine showmanship and breeding = 1 credit #2. You win your showmanship class and move up to compete again, still only counts as the 1 credit for exhibiting swine.

Gave a demonstration or a prepared talk	#6
Did barn duty, once or multiple times = 1 credit per species	#4
Interviewed by the paper or radio	#6
Attend Ethics Class, write about it in Annual Project Report	

### Fair Awards

All ribbons and awards should be listed on your Annual Project Report. Only significant awards may be listed for credit on the PDR. Significant, as defined by California 4-H, is the top award. So awards which can be listed for a credit in #7 are 1st place Herdsman award for your species; Junior, Intermediate, Senior or Round Robin Showmanship winner; Horse Show Hi Point and Reserve Hi Point; Best of Show and Reserve of Show; Grand Champion and Reserve Champion Market animal; Outstanding Livestock Exhibitor, Bred By Exhibitor, and County Bred.

### Entering other Fairs or livestock shows

If it is a Fair with 4-H classes, entering your 4-H project in a 4-H class counts in #2. If it is a 4-H show with classes for 4-H members, entering your project counts in #2. If it is an open show with no 4-H class, you can write about it in your Annual Project Report, but the entry does not count on the PDR. If it is an Open show, but has a 4-H Showmanship Class, your entry in showmanship can count on your PDR in #2

### State Leadership Conference/CAL Conference

Attended	#3
Teaching a workshop	#4 or #6
Floor Coordinator	#4

### State Horse Classic

Attended	#3
Exhibited	#2
Hi Point award	#7

*Revised 10/08*

### **State Fair**

Attended	#3
Gave a presentation	#6
Modeled in 4-H fashion show	#2
Entered your project in competition	#2
Best of Show or Hi Point	#7
Junior Task Force for State Fair	#4

### **4-H Displays**

If you set up a display that is not judged or include your project items in a display that is not judged, for example during 4-H Week or at a Community Dinner, then everything you have displayed, even if it represents more than one project, counts as one credit in #2.

### **Event Attended**

All 4-H events and functions other than club or project meetings are reported in #3. 4-H Events refer to gatherings other than local club or project meetings. Include club or county activities, which meet the following requirements:

1. Not a part of a monthly club meeting
2. Requires pre-planning committees
3. Optional attendance for members

- Club trips and parties
- Fund raising events
- County Fairs
- State Fair
- Achievement Night
- Home Arts Expo
- Presentation Day
- Exhibit Days
- County Horse Show
- Buyers' Dinner
- Judging Contests

### **Officers training**

Attended, list with date	#3
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### **Community Club meetings (do NOT count project meetings here)**

Attended. Counts on front page of PDR	
Gave talk, prepared ahead, lasting several minutes	#6
Officer election speech, prepared ahead	#6
Club Officer, count once per year	#4
Talks given as club officer do not also count	
Committee chairperson	#4
Talks given as committee chair do not also count	
Committee member	#4

### **Ironstone Concours d'Elegance**

Attended	#3
Assembled gift bags	#4
Baked cookies for gift bags	#4
Gave a demonstration or presentation	#6
Brought a display	#2
Sang or presented awards	#6
Greeter	#6
Organized voting, counted ballots	#4

**Livestock Field Day or Agriculture Awareness Day**

Attended	#3
Gave demonstration	#6
Competed in judging classes	#2
Set up or clean up committee	#4

**4-H Week**

Wore uniform/club shirt to church or school <b>and</b> gave a prepared talk	#6
Gave talk in class about 4-H, inviting to join	#6
Put up poster display	#2

**Project meetings**

Attended. Counts on Annual Project Report	
Jr/Teen Leader counts once per project	#4
Talks/demos given as Jr/Teen leader do not also count	

**Achievement Awards**

Presenter or gave speech, count once per event	#6
County Winner	#7
Record Book Medalist	#7
Record Book Certificate, list on your Annual Project Report	
Bronze, Silver or Gold Star	#7
Club Outstanding Achievement Award	#7

**Community Service (you may count 2 outside of 4-H)**

Brought food for food basket	#5
Made decorations for holiday dinner	#5
Donated or wrapped toys or clothing	#5
Sorted or delivered holiday baskets	#5
Volunteered at a community holiday dinner	#5
Chaired a service activity for your club	#4

**Christmas Parade**

Decorated/assembled a club/project entry	#4
Rode on float or walked in parade with your project or club	#6 or #2

**Club & Project meetings**

Gave prepared talk about a 4-H activity	#6
Gave a demonstration or illustrated talk	#6
Organized holiday party or games	#4
On a committee for party/games/refreshments	#4
Assisted with club fundraiser	#4
Recruited a friend to join 4-H, write in 4-H Story	

**Buyers' Dinner/4-H Club Community Dinner**

Sold tickets	#4
Rolled silverware, wrapped potatoes	#4
Decorated, set up, served, clean up	#4
Attended	#3
Entered a cake or poster in contest	#2
Door Greeter	#6
Brought a project display to Dinner	#2

Gave a prepared talk at club meeting about dinner (other than committee member) #6

**County Record Book Workshop, Attended** #3 count once

**Project activities** such as attending the Nasco fitting clinic, feed seminar or a field trip to purchase project animals are not 4-H events attended. Write about them in your Annual Project Report.

**Sub-Regional, Regional or State Presentation Day**

Attended	#3
Gave a presentation, any type	#6
Organized, part of committee	#4
Earned medal	#7
Room/Door Monitor	#4

**4-H Home Arts Expo**

Attended	#3
Project entered, 1 credit for each entry	#2
Completed the judging classes	#2
Won medal	#7
Set up or clean up committee	#4

**State Fashion Revue**

Attended	#3
Entered	#2
Completed the judging classes	#2
Medalist or higher award	#7
Ribbon for entry, write in Annual Project Report or story	

**Pre-weigh for Any Fair**

Attended with your animal - Write about in Annual Project Report

**Calaveras County Fair**

Attended	#3
Entered with your 4-H project	#2
Won a significant award (see list for Calaveras Fair)	#7
Attended Ethics Class, write about in Annual Project Report	

**RECORD BOOK BASICS**

Record books help youth learn how to keep personal and business records, improve organizational and communication skills, and maintain records of 4-H, school and community activities. A record book is required for 4-H members who want to enter the Calaveras County Fair, earn a year stripe and pin, achieve a star rank, or compete for a record book award.

The record book is written and completed by the member. This includes filling out forms, writing the 4-H Story, and other processes. Adults may assist by guiding, explaining, helping to compile information, and proofreading but remember – this is the member’s work. It should reflect the member’s abilities, interests and personality.

The new forms are designed to be completed on your computer. The easiest way is to download them from the Calaveras County UCCE website in the 4-H section <http://cecalaveras.ucdavis.edu>. They are also on the state 4-H website at <http://ca4h.org/4hresource/forms/index.asp>. You will need Microsoft Word to do this. **IMPORTANT! Save** the forms on your own computer **first**, and type into them in Word or

Adobe. When you are ready, print them on your printer.

If you don't have Word, download them in the PDF format, print them out and write on them in pen. To open a PDF document you will need Adobe Reader which is a free program, available online.

If you don't have access to a computer, there will be some forms available at the 4-H Office but our photocopy budget is limited so we can't print them for everyone. We do want everyone to use the new forms, so if you are not able to find or print them, talk to your club leader or the 4-H Office and get some help!

The new forms available now are: Personal Development Report, Annual Project Report Form, and Junior & Teen Leadership Report. Supplemental forms will be allowed, and only in county books. These will be removed for sectional and state judging.

Primary members use a simpler format to record their activities, which has been designed specifically for younger members. Primary members completing the Calaveras County Primary Member record book forms will receive a year pin and stripe.

### **RECORD BOOK FORMATTING**

The new record book has rules about pages and type. Use plain white paper and black ink. If handwriting, print neatly. If typed, font size is 12-point in Garamond, Arial, Times New Roman, or Helvetica. Font size may be larger for headings and emphasis in text. Text is double-spaced in essay portions and single-spaced on forms. Pages may be double-sided, except for the 4-H Story which must be single-sided. Use a 1 ½" inside-hand (left) margin throughout the book. For the 4-H Story, use 1" margins on top, bottom and right sides. No plastic page protectors are allowed, even on photo pages.

Graphics, pictures, and drawings are only allowed on the title page, table of contents, expression pages, and collection of 4-H work. They are NOT allowed in the 4-H Story.

The cover should be a standard 3-prong or acco type report cover, or a 3-ring binder.

### **NEW PERSONAL DEVELOPMENT REPORT (PDR)**

There are 3 versions of the PDR – mini, short and long. Use the version which gives you the space you need for your entries. You may add lines or a page for any section in which you need more space. The instructions and how you count things are the same for all versions. When you download or print out the form, be sure to read the 3 pages of instructions that come with it.

Page 1 is general information about you and your club meetings. Page 2 has only 8 sections now to record the total numbers of your activities and awards. Pages 3 and up are where you will list each activity. Throughout the year, keep track of all your activities, both in and out of 4-H. Many of them can be counted on your PDR. Every number counted on page 2 must have a corresponding entry on page 3+. The numbers on page 2 are cumulative; they add up beginning with your first year as a regular member (not primary).

### **HOW TO COUNT YOUR ACTIVITIES**

Everything a member does in 4-H can be written in their record book. Some activities count on the PDR, some can be included in the Annual Project Report and they can all be included in the 4-H Story. For items which can be counted on the PDR, be careful to only count each item once. They cannot be counted in multiple categories (e.g. double-counting). However, if a member participates in multiple activities during one event, those separate activities may be counted and attendance at the event also counted. Up to two significant activities outside of 4-H are allowed in categories 4 through 7, while other activities outside of 4-H may be counted in category 8.

**#1. Projects completed:** List each project you participated in during the 4-H year for which you have a completed Annual Project Report. The Annual Project Report form must be signed by your project leader and included in the record book to count. List the number of meetings held, the number you attended or

were excused from and the percentages. The project leader must approve any excused absences and may require make-ups for missed meetings.

**#2. 4-H Project/Skill Activities:** Report activities you did that enhanced your learning experiences such as judging contests, project exhibits (judged, like at fair or not judged, like a display), and showmanship. Count each project exhibited. If you exhibit sheep, crafts and foods (3 different projects) at the fair, it counts as 3 project exhibits. If you exhibit 2 decorated cakes at the fair, it counts as 1 project exhibited. If you exhibit entries that require interaction with the judges like livestock showmanship or at the 4-H Home Arts Expo, count one credit for each entry. Count each time you exhibit the same project. If you exhibit a lamb at Calaveras Fair and then the same lamb at Mother Lode Fair, it counts as 2 exhibits. List the activity, date and location, and the level (project, county, section, state, etc)

	<u>Date</u>	<u>Club/County/etc.</u>	<u>Activity</u>	<u>Event</u>
Example:	9/30/07	Level M	Completed judging classes	Livestock Field Day
	1/13/08	Level C	Brought crafts project display	4-H Community Dinner

**#3. 4-H Events Attended:** These are events sponsored and publicized by 4-H other than regular club or project meetings. If your club has a holiday party on their regular meeting night, it does not count here. If the club party is on another date and in addition to the regular meeting that month, it would count. Examples are Calaveras County Fair, State Leadership Conference, 4-H Community Dinner, 4-H Home Arts Expo & Calaveras 4-H Council meetings. If you attend Presentation Day and also give a presentation, you can count your attendance in #3 and the presentation in #6. Events put on by other groups that you attend as a 4-H member do not count here, like holiday parades. If you were representing 4-H, your participation would count in section #6.

**#4. 4-H Leadership Development:** Many activities count here. List offices held, committees you serve on, committee chairperson, junior or teen leader, serving as a judge for a 4-H activity, and if you are part of a group planning an activity. You can't count being the chairperson AND being a member of the same committee. Some committee assignments last all year, such as meeting cleanup, so count it as one committee but list all the times you did it. To receive Junior or Teen Leader credit, you must include the completed Junior & Teen Leadership Report in your record book.

**#5. 4-H Citizenship/Community Service:** Report your participation if you take an active part in a citizenship, service learning or community service activity. Count credits by activity and include the number of hours you participated. Count a recurring activity (such as monthly convalescent hospital visits) as one credit with multiple hours. We have always recorded community service activities, but not necessarily citizenship activities. Citizenship is learning about your country or even local government, touring a historical site, being patriotic, or learning to be a more involved citizen. Leading the club flag salute even counts here. Two activities may be counted which you did outside of 4-H.

**#6. 4-H Communication Skills:** List activities such as presentations given at 4-H events or about 4-H to a non-4-H audience. For a talk to count, it must be planned and prepared in advance and last several minutes. Giving a practice presentation to your family or friend doesn't count but explaining about your project to the public at the fair does count. Count speaking on the radio about 4-H, writing and submitting an article to the 4-H Clover County newsletter or local newspaper or working on a 4-H website. Count representing 4-H at a non 4-H event here. Two activities may be counted which you did outside of 4-H.

**#7. 4-H Honors/Recognition:** List significant honors, awards and recognition. Ribbons and participation certificates do not count here, but they do count on your Annual Project Report. This is for earning a trophy or buckle at fair, a star rank, 100% Attendance, outstanding achievement medals like a Presentation Day gold medal, Home Arts Expo gold medal, Horse Show Hi Point, Best of Show, Best of Breed, County winner or medalist for record book. Open shows with 4-H classes can be counted. If there is no 4-H class, and you win a class, it can be counted in the 'Honors and Recognition Outside of 4-H' area of the form. **Jackpot classes do not count anywhere in the record book, as they are considered gambling and are prohibited from recognition in the 4-H program.**

**#8. Lifestyle Activities:** This section is for all the other activities you participate in outside of 4-H such as scouts, church youth group, employment, sports, band, theater, horseback lessons, etc. One credit per sport may be counted (if you play school volleyball and club volleyball, you take one credit for volleyball). Each organization counts as one credit per year, so if you are in school band and also marched in the parade with band, it counts as one credit for school band. Paying into associations does not count here (i.e. Member of the Holland Lop Assn., Member of the Red Angus Assn., etc.)

## **4-H STORY**

In the 4-H Story, the member writes about their activities and experiences, what was learned, and how they feel about 4-H. The story should be a record of all years in 4-H, emphasizing the current year. The story cannot exceed 6 pages for all ages. Use the following outline to help develop your story.

**Part 1** Introduce yourself - include your age, interests, parents, brothers and sisters, where you live, where you go to school, when and why you joined 4-H.

**Part 2** Tell about your 4-H projects and activities. What goals did you set and which ones did you reach, what have you learned in the program, how have your activities grown in size and scope, describe the things you have tried and found successful and some that were not so successful, how have you arranged for financing, indicate profits, losses and savings. Include major learning experiences, special interests and unusual situations you encountered.

**Part 3** Explain how 4-H has helped you become a better leader and citizen. Describe the most important offices you have held and the committee assignments you have accepted. Tell what you have learned from working with other 4-Hers in leadership positions. Explain how you have learned to accept citizenship responsibilities.

**Part 4** Describe how 4-H participation has helped you, influenced your school and career goals and your use of leisure time. Tell about your future and career plans.

## **ANNUAL PROJECT REPORT FORM**

A separate Annual Project Report form is completed for each project. A project must have at least 4 meetings with at least 6 hours of instruction to count. The form has 6 sections and they all need to be completed.

**Learning experiences** are the record of what you did and learned at project meetings and other activities pertaining to this project. You can also include what you did and learned on your own outside of organized meetings. If you were active in the project, you may need to summarize what you did or choose the most important activities because space is limited. You should state clearly which meetings you attended, which you were excused from, if you made any up and if your absence was unexcused. For each entry, tell what level of participation it represents **I** = *Individual*, **L** = *Local Club or Project*, **C** = *County*, **M** = *Multi-county/Section*, **S** = *State*, **N** = *National/Multi-State*, **G** = *Global*

The **Made, Raised, Grown or Improved** section has space for a list. For swine you could write: built 1 swine pen, raised 1 market hog, improved showmanship skills. For cake decorating you might say: made 4 practice cakes; made 1 decorated cake for 4-H Home Arts Expo; decorated 24 cupcakes; made and decorated 1 cake for Calaveras County Fair; improved baking and decorating skills, etc. Each person's entries will be different.

The **Honors or Awards** section is where you list ribbons, medals and other awards in this project, including those that don't count in the PDR. It may say "none."

**Expenses or Income/Value** should be completed for every project. Most projects have an expense or an income/value. Expenses are your costs for the project. Income/Value means how much money you received in the project or what is the value of your animals and equipment. If you sold a market animal, you had income. But your current animal also has a value. If you made crafts, you would have a materials expense and your finished products have a value. You will need to summarize, for example group all your feed bills together. If you are leasing a horse and don't have feed or care expenses, you need to state this. If your parents pay the expenses, ask what it costs as these are your expenses too.

Answer the questions in the **Will you take this project next year?** section.

Add an additional page for the optional **Expression** section. You can write or draw, use colors, pencil or even crayon. This is where you get to illustrate your project.

There are 2 versions of the Annual Project Report Form: regular (2 pages) and long (4 pages). If you need more room for the Learning Experiences section, Made/grown section or the Expenses & Income section, use the long form. Only these 4 pages plus the Expression page are allowed.

### **JUNIOR AND TEEN LEADERSHIP REPORT**

A Junior Leader is in grades 6-8 and assists an adult leader teaching the project. A Teen Leader is in grade 9 and up and takes a more challenging leadership role. The Teen Leader may assist the adult leader or teach the project themselves with an adult leader supervising. Leadership is doing things for the group, and it is helping the group decide what needs to be done and how. Complete one report for each project in which you are a Junior or Teen Leader. You may receive credit for being a Junior or Teen Leader for more than one project per year.

At the beginning of the year, the Junior/Teen Leader and the Project Leader should meet to discuss the project and define each of their roles. At the end of the year, the Junior/Teen Leader should complete this report and include it in his/her Record Book.

Answer the questions in the space provided. Up to two pages may be added if needed. The report includes

- Description of the project and goals
- Your role, responsibilities, and what you did
- Leadership skills developed
- How you will use these skills in the future
- Comments by the Project Leader

### **COLLECTION OF WORK**

It contains the photo pages plus some options. The materials included in the Collection of Work support the previous sections in showing growth and experience in 4-H. They are on single-sided pages. There are specific page limits. Please, no pedigrees.

Newspaper Clippings: Limited to two pages written by the 4-H member or about the 4-H member.

4-H Flyers or Brochures: Limited to two pages which the member created or is featured in. The flyer or brochure may be double-sided.

4-H Letters: Limited to two pages written by the 4-H member or about the 4-H member.

4-H Photographs: Limited to five pages. Photo paper may be used. Cropping and captions are recommended. Record books may not use “scrapbooking” on photo pages as it is not allowed in books advancing to sectional judging (three dimensional art, stickers, etc.). The five page maximum is the entire photo section.

### **RETURNING MEMBERS’ PDR NUMBERS**

Following is a chart you can use to convert your “Old PDR” numbers to the “new numbers.” Returning members will also notice that the points required for star ranks has changed and there is a new star rank added, the Platinum Star. Star ranks will be earned based on the new PDR and its requirements. The Record Book Committee, which is 4-H staff, adult and teen leaders, is trying to make this transition as smooth as possible. If you have record book questions, attend the workshops, join the 4-H record book discussion on Yahoo Groups, by visiting [www.groups.yahoo.com](http://www.groups.yahoo.com) and then joining the group called “ca4hrb”. You can also submit your questions to the 4-H Office.

### **WEBSITE**

Record book forms and this guide are available on the Calaveras County 4-H section of the UCCE website at: <http://cecalaveras.ucdavis.edu>.

The forms are also on the California 4-H website at <http://ca4h.org/4hresource/forms/index.asp>.



# Personal Development Report Conversion Chart

Move the “Total All Years” from your Old PDR to the left hand side. Add numbers together and move to the right-hand column. Move the right hand column total to your new PDR under “Total Past Years.” **NOTE:** This conversion chart is only to be used by 4-H members who used the tri-fold Personal Development Form from 2006 and earlier.

Total		Old Personal Development Report		=		Total		New Personal Development Report	
		S. Number of Projects Completed						1. 4-H Project Completed	
		G. Judging Contest (LCRS)						2. 4-H Project Skill Activities	
		P. Project Exhibit							
		Z. Project Showing Contest							
		D. Field Day-Club, County, Region, State						3. 4-H Events Attended	
		E. State Leadership Conference							
		U. Attended Event							
		C. 4-H Camp (Planned)							
		F. Committee Chairperson						4. Leadership Development	
		J. Committee Member							
		K. Junior or Teen Leadership							
		M. Held an Office							
		T. Planned Group Activity							
		Y. Community Pride Service						5. Citizenship/Community Service	
		H. Wrote and Submitted News-club Paper						6. Communication Skills	
		I. Represented 4-H in Some Other Way							
		L. Prepared and Gave Talk							
		N. Radio or TV Appearance							
		R. Gave Demonstration							
		O. Medalist						7. Honors and Recognition	
		V. County Winner							
		W. Other-Individual Achievement							
		X. Other-Group Achievement							
		Q. Participation Other Than 4-H						8. Lifestyle Activities	

# CHECK YOUR RECORD BOOK

To earn a gold seal on your record book, it must contain the Personal Development Report with list of activities, the 4-H Story and the Annual Project Report. Complete all sections on all pages, with all required signature. Refer to the directions on the previous pages. Assemble your book in this order:

## **COUNTY LEVEL**

\*\*\*Please do **NOT** use sheet protectors in your record book. Use dividers between each section\*\*\*

DO NOT INCLUDE pedigrees or ribbons.

On outside of cover, upper right hand corner, affix an adhesive white label (approx. 4" x 2") and type or print:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
\_\_\_\_\_ 4-H Club  
County: \_\_\_\_\_  
Project: \_\_\_\_\_

## **CLUB & COUNTY LEVEL**

1.  **Title Page**
  - Photo of yourself (optional), under photo, print name, age, address, club.
  - Table of Contents (optional second page).
2.  **Personal Development Report**
  - Page 1: All sections filled in. All signatures in place.
  - Page 2: Numbers listed for sections 1-8. Star rank section completed.
  - Page 3 forward: list each activity in the correct section to support your numbers on page 2.
  - Include ALL Personal Development Reports. Include current year on top in reverse chronological order. Be sure all signatures are present.
3.  **4-H Story**: Story should be 1-6 pages in length.. See page 7 of this handbook for formatting instructions and hints for writing your story.
4.  **Annual Project Report**, Place the project you wish considered for county judging in your book.
  - Must include ALL years of **ANNUAL PROJECT REPORT** forms (Form 4-H 1070) for only the project you are submitting your records. May also include supplemental records (Advanced Dairy & Livestock form, Daily Egg Record, Dog Project Record & any additional record book forms) if applicable, however supplemental records do not replace the required Annual Project Report.

"Umbrella" programs such as Leadership, Achievement, Agriculture, Arts & Crafts, Horses & Ponies, etc. may only submit Annual Project Report forms for one specific project. For example: Let's say you are enrolled in the 4-H horse program. You are enrolled in a trail riding project, and separately you are enrolled in a gymkhana project. You must choose which project you will be entering your book under. You cannot include Annual Project Report forms for your gymkhana project AND your trail riding project.

- Organize these forms with current Annual Project Report (APR) on top, followed by any supplemental records for current year. Place **past** years APRs and supplemental records in same order, below current year records in reverse chronological order.
  - All sections completed in the space provided. You may use either the short or long version. No additional pages may be added. Write "N/A" or "None" if you have no entry for the section.
  - The *Expression Page* is optional.
  - Project leader signature for each project in place.
  - Optional: Advanced Livestock Record, for county judging (does not advance to state judging).
5.  **The Junior and Teen Leadership Report** is required for Jr/Teen leader credit. All sections of the form are completed including signature of project leader. Complete a separate report for each project led.
6.  **Collection of Work**. This section is optional. All pages are single-sided.
- Photographs are limited to 5 pages. Cropping and captions are recommended. Photos should emphasize project entered. No more than five pages, one side of page. No shingling (stacking of photos). Should compliment 4-H story and emphasize project entered.
  - Be sure to caption each picture. Current photos are encouraged.
  - You may include up to 2 pages of letters written by or about you (single-sided), 2 pages of flyers or brochures where you are created or are featured, (may be double-sided) and 2 pages of newspaper clippings about or written by you (single-sided).
  - Do not include ribbons, pedigrees, receipts or project manuals. Use dividers between each section. Remember, this is a report, not a scrapbook. The entire record book must be prepared by the member in ink, typed or computer formatted. Check the state requirements.

## WHAT ABOUT PRIMARY MEMBERS (K-3)? Who uses the forms?

\*\*\*Please do **NOT** use sheet protectors in your record book Use dividers between each section\*\*\*

DO NOT INCLUDE: Ribbons, news articles, letters, etc

Primary members (K-3) have their record books judged independently from 4-12 grade books. The record books should be compiled in the order listed on the Primary Member Report Form:

1. Primary Member Report Form
2. Primary Member 4-H Story
3. Primary Member Annual Project Report
4. Optional Photo Story Page – up to 3 pages of photos

Members should enter in only one project (Arts & Crafts, Gardens, etc.).

Primary members must use the *Calaveras County 4-H Clover Star* form and the *Primary Member Annual Project Report* form. These forms can be downloaded from our website: <http://cecalaveras.ucdavis.edu>. They are also available at the 4-H office or from your club leader.

Please remember that many of our primary members cannot yet write, and it is important that parents help these youngsters with writing and completing their sentences. It is perfectly acceptable for parents to write for these younger members, in the members' words.

### Primary Judging Score System

To be eligible to be declared County Winner, your book must score at least 80 points and be declared the highest scoring book. In the event of a tie, areas 3 and 9 of the judging sheet will be reviewed. To be eligible to be declared a Medalist, your book must score at least 33 points. Medalists will be ranked by score, top to bottom. Certificates will be presented to members whose books score 32 points or below.