



This tip sheet is to help identify the appropriate categories for your Shasta County 4-H activities. You may have additional activities that are not listed here. The 2019-2020 California 4-H Record Book Manual and Adult Partner's Guide is available here <http://4h.ucanr.edu/files/263720.pdf>.

**Record Books – What Goes Where?** What do I include in my Personal Development Report and where do I record these events and activities?

- Record your participation and activities in and outside 4-H for the current program year (July 1, 2019-June 30, 2020).
- When you attend a 4-H event, record it as a 4-H event.
- If you did something at the event that meets the requirement of another category, you can record that as well. Although some events and activities may be applicable for multiple categories you can only count that activity in one category. Record the activity in the category needed for your star ranking.
- You may record up to two significant activities outside of 4-H in categories 2, 4, 5, 6, and 7.

**#1. Projects Completed** – Record the projects you completed. Complete a minimum of six hours of project instruction or more as required by the project leader. During the year, 80% average attendance is required to receive an achievement rank.

**#2. 4-H Project Skills Completed** – Record events or activities that demonstrate your knowledge to an audience or judge. This includes exhibits non-judged and judged, showmanship, knowledge contests, and judging contests. You may not participate as a 4-H member in jackpot or prospector shows as these shows do not comply with 4-H policy.

- Fashion Revue
- Exhibited at Field Day (still exhibits and/or livestock)
- Exhibited at Fair (still exhibits and/or livestock)
- Exhibited at Favorite Food Day
- Judged at Livestock Judging Day
- Archery Shoot
- Shooting Match
- Educational Display for project
- Quiz bowl

Project skills outside of 4-H: Record participation at shows, competitions, and contest that relate to a 4-H project but are NOT strictly 4-H events or do not have 4-H classes. Examples: Breed association shows, Dog shows, and quilting conference.

**#3. Events Attended** (must actively participate) – Record 4-H specific events that you attended during the program year. Count any 4-H event that you attended outside of regular and project meetings. Multiple day events, such as county fair and conferences count as one event. You may receive credit for attending the event as well as completing an activity that fits in another category.

- 4-H club fundraisers (Community BBQ)
- Family kick-Off / Achievement Night
- Leadership Conference
- California Focus
- Council Meeting
- YQCA In-Person Training
- Leadership/Officer Training
- 4-H Information Night
- Livestock Judging Day
- Favorite Foods Day
- Steer Tagging Day
- Presentation Day
- Field Day
- State Field Day
- Livestock Clinics
- Fair (Fairs only count if they have a 4-H class)

**#4. Leadership Development** – Record each project that you lead and each leadership position you hold at the club and county level. The duties you perform in leadership roles and considered part of the position and cannot be counted as separate activities for any category on the PDR. Intermediate and Senior members must complete the Leadership Development Report to receive credit.

- County Ambassador or Support
- Club Officer
- Junior/Teen Leader
- Committee Chairperson
- Committee Member
- Presentation Day room coordinator
- 4-H Camp Teen Staff
- Lead a 4-H Group Activity

Leadership Development Outside of 4-H: Record two of your most significant leadership roles outside of 4-H. Examples: Student Body President, Youth Group Leader, Math Tutor.

**#5. Citizenship and Community Service** – Record your active participation in a planned, publicized and approved citizenship, service learning or community service activity. Credits are counted by event attended, not by separate activities at that event. Do NOT count fundraising activities for personal/club benefit under citizenship/community service.

- Server at Pioneer Lunch
- Server at Friends of the Fair Dinner
- Participated in Donation Drive
- Volunteered at a local organization
- Served water if you DID NOT sell an animal

Citizenship and Community service outside of 4-H: Record two of your most significant citizenship and community service outside of 4-H. Examples: School clothing drive, donating at a Blood Drive.

**#6. Communication Skills** – Record communication activities that you participated in at any event inside or outside of 4-H. Do Not include thank you letters as communication activities.

- 4-H Presentation (audience greater than 8 people)
- Presentation Day
- Prepared talk (project report if prepared in advance)
- Wrote an article for the County newsletter
- Speaker at Board of Supervisors Meeting
- Evaluation Interview
- Oral Reasons at Judging Events
- Representing and informing about 4-H (4-H Information night, Information Booth)
- Served as a judge for a 4-H activity
- Created/Managed 4-H social media page
- ORB Spark Surveys, you must complete All of the “Spark Score Questions” You may receive up to FOUR record book credits for Spark Score Surveys per year.
- Letters about 4-H, Buyers letters, letters to City Council and Government Representatives.

Communication outside of 4-H: Record two of your most significant communication activities outside of 4-H. Examples: Presentation at school science fair, appear as a guest on a radio show about an upcoming performance that you are in.

**#7. Honors and Recognitions** – Record all high honors and recognition you have earned! Other project-specific honors and recognition like seals and ribbons go in your Annual Project Report. You can record high honors and recognition if it is a very big deal to you.

- County Record Book Medalists
- 100% club Attendance
- Club Awards (community service)
- Star Rank
- Emerald Star
- Best of Breed
- Best of Class
- Champion
- 1<sup>st</sup> or 2<sup>nd</sup> in Showmanship
- Round Robin Winner
- Carcass Contest Winner
- Favorite Foods Medalist
- Presentation Day Medalist
- 4-H Council Scholarship

Honors and Recognitions outside of 4-H: Record two of your most significant recognitions outside of 4-H. Examples: Student of the Year, Eagle Scout, Honor Roll.

**#8. Healthy Lifestyle Activities** – Record participation in organized group activities related to a healthy lifestyle outside of 4-H. The idea of this section is to show that you use your free time actively engaged in healthy leisure. This shows you are a person who is connected to your community. Each organization, group, activity or sport counts as one credit per 25 hours of active participation and can be counted per quarter, up to four times a year. If you did not complete at least 25 hours of active participation that activity cannot be counted.

- Youth Group
- AWANA
- Band
- School or Community Sport Team
- Boy Scouts
- Girl Scouts
- School or Community Camp
- Key Club
- Music Lessons
- Employment

These activities are not counted: Family vacations, academic/homework, care for your pets/livestock, or spectator activities.