



# California 4-H Record Book Forms

*For Junior, Intermediate, and Senior Members*



2020 – 2021

**These are the most current forms. Please discard all previous forms.**

## Section 2: Personal Development Report

<b>County:</b>  <b>Name of 4-H Club or Unit:</b>  <b>Program Year:</b> <b>Total Years in 4-H:</b> <span style="margin-left: 250px;"><i>(Include years as a primary member)</i></span> <b>Name:</b>  <b>Birth Date:</b>  <b>Age on December 31:</b> <b>Grade in School:</b> <span style="margin-left: 20px;"><i>(of the program year listed above)</i></span>  <b>Address:</b>  <b>City:</b> <b>State:</b> <b>Zip:</b>  <b>Email:</b> <b>Phone:</b>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Your picture <i>(optional)</i></p> </div>
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<p><b>Club Meetings Attended This Year</b></p> <p>During the current year, 80% meeting attendance is required for any achievement rank.</p> <p style="text-align: center;"><i>SPIN clubs: use project meeting attendance.</i></p>	Meetings Held	Meetings Attended	Hours Attended	Percent Attended

<b>I have personally prepared this report and believe it to be correct.</b>	
Member's Signature:	Date:
<b>I have personally reviewed this report and believe it to be correct.</b>	
Parent/Guardian Signature:	Date:
4-H Adult Volunteer's Signature:	Date:



# Star Ranks

Record what you accomplished during the year. To qualify for any of the achievement rank awards, you must attend 80 percent of both the local club and the project meetings held during the year. To obtain any of the ranks, you must complete the asterisked (\*) categories as a part of your total effort.

- Bronze Star:** Complete at least 5 of the 8 categories listed.  
**Silver Star:** Complete at least 6 of the 8 categories listed.  
**Gold Star:** Complete at least 7 of the 8 categories listed.  
**Platinum Star:** Complete at least 7 of the 8 categories listed.

Star Ranks are designed to encourage members to participate in a wide variety of activities over a number of years. The bronze, silver, gold, and platinum stars build on past achievements.

Categories of Participation <i>Transfer credits from previous years to the column headed "Total From Past Years."</i>	Total Past Years	Total This Year	Total All Years	Number of Different Categories Required			
				Bronze 5 Required	Silver 6 Required	Gold 7 Required	Platinum 7 Required
1. Projects Completed				2*	4*	8*	12*
2. Project Skill Activities				4	8	15	20
3. Events Attended				12	25	40	60
4. Leadership Development				10	20	30*	40*
Significant 4-H Leadership Role (requiring 20 hrs. or more of work)				(0)	(0)	(2*)	(4*)
5. Civic Engagement & Community Service				10	20*	30*	40*
6. Communication Skills				12*	24*	36*	48*
4-H Presentations				(4*)	(7*)	(10*)	(15*)
7. Honors and Recognition				5	10	15	20
8. Healthy Lifestyle Activities				10	20	30	40

\* Required for Star Rank

Numbers contained within parenthesis are included in the total category number (not an extra requirement).

## Star Rank

4-H Member must be currently enrolled in the 4-H Youth Development Program.

**Present Rank:**       None       Bronze       Silver       Gold       Platinum

**Rank Applying for:**  None       Bronze       Silver       Gold       Platinum

Approved    Not Approved

4-H Club/Unit Leader's Signature

Date



1. Projects Completed This Year				
Star Requirements: Bronze 2, Silver 4, Gold 8, Platinum 12				
Total Past Years: _____		Total This Year: _____		Total All Years: _____
<i>During the current year, 80% average attendance across all projects is required for any achievement rank.</i>			Meetings Held	Meetings Attended
			Total Hours	Percent Attended
1.				
2.				
3.				
4.				
5.				
6.				
<b>TOTALS</b>				
<b>AVERAGE</b>				

Include your specific involvement (attended, competed, presented) and the level of participation:  
**I** = Individual, **L** = Local Club/Unit/Project, **C** = County,  
**M** = Multi-county/Area, **S** = State, **N** = National/Multi-State, **G** = Global  
**You may add lines or add a page for each category, if needed.**

2. Project Skill Activities				
Star Requirements: Bronze 4, Silver 8, Gold 15, Platinum 20				
Total Past Years: _____		Total This Year: _____		Total All Years: _____
Date	Hours	Level	Activity Title & Brief Description	Location
<b>4-H Project Skill Activities</b> ( <i>Enrolled OR not enrolled in the project</i> )				
<b>Project Skill Activities Outside of 4-H</b> ( <i>List up to two significant project skill activities</i> )				
<b>Total Number:</b>				

### 3. 4-H Events Attended

Star Requirements: Bronze 12, Silver 25, Gold 40, Platinum 60

Total Past Years: \_\_\_\_\_ Total This Year: \_\_\_\_\_ Total All Years: \_\_\_\_\_

Date	Hours	Level	Event Title	Location
<b>Total Number:</b>				

Include your specific involvement (attended, competed, presented) and the level of participation:

**I** = Individual, **L** = Local Club/Unit/Project, **C** = County,

**M** = Multi-county/Area, **S** = State, **N** = National/Multi-State, **G** = Global

**You may add lines or add a page for each category, if needed.**

### 4. Leadership Development

Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40

Total Past Years: \_\_\_\_\_ Total This Year: \_\_\_\_\_ Total All Years: \_\_\_\_\_

**\*Required: Leadership Development Reports completed by intermediate and senior members**

Total Past Years: \_\_\_\_ Total This Year: \_\_\_\_ Total All Years: \_\_\_\_

Gold = 2 Platinum = 4

Met Requirement \_\_\_\_YES \_\_\_\_NO

Date	Hours	Level	Leadership Activity	Location

**Leadership Development Outside of 4-H (List up to two significant leadership activities)**


**Total Number:**

Intermediate and senior level members must complete a Leadership Development Report for specific roles. See the LDR instructions in the Record Book Manual for more details on this requirement.



5. Civic Engagement & Community Service				
Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40				
Total Past Years: _____		Total This Year: _____		Total All Years: _____
Date	Hours	Level	*Civic Engagement Activity*	Location
Civic Engagement/Community Service Outside of 4-H (List up to two significant civic engagement activities)				
<b>Total Number:</b>				

Include your specific involvement (attended, competed, presented) and the level of participation:  
**I** = Individual, **L** = Local Club/Unit/Project, **C** = County,  
**M** = Multi-county/Area, **S** = State, **N** = National/Multi-State, **G** = Global  
**You may add lines or add a page for each category, if needed.**

6. Communication Skills				
Star Requirements: Bronze 12, Silver 24, Gold 36, Platinum 48				
Total Past Years: _____		Total This Year: _____		Total All Years: _____
<b>Required: 4-H Presentations</b> Total Past Years: ____ Total This Year: ____ Total All Years: ____				
Bronze = 4 Silver = 7 Gold = 10 Platinum = 15			Met Requirement ____YES ____NO	
Date	Hours	Level	*Communication Activity*	Location
Communication Development Outside of 4-H (List up to two significant communication activities)				
<b>Total Number:</b>				

## 7. Honors/Recognition

Star Requirements: Bronze 5, Silver 10, Gold 15, Platinum 20

Total Past Years: \_\_\_\_\_ Total This Year: \_\_\_\_\_ Total All Years: \_\_\_\_\_

Date	Hours	Level	Honor or Recognition	Location
<b>Honors and Recognition Outside of 4-H (List up to two significant honors)</b>				
<b>Total Number:</b>				

Include your specific involvement (attended, competed, presented) and the level of participation:  
**I** = Individual, **L** = Local Club/Unit/Project, **C** = County,  
**M** = Multi-county/Area, **S** = State, **N** = National/Multi-State, **G** = Global  
**You may add lines or add a page for each category, if needed.**

## 8. Healthy Lifestyle Activities

Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40

Total Past Years: \_\_\_\_\_ Total This Year: \_\_\_\_\_ Total All Years: \_\_\_\_\_

Date	Hours	Level	Activity or Organization	Location
<b>Total Number:</b>				



## Section 3: **My 4-H Story**

Here's where you'll put the "My 4-H Story" you write for this year. Follow these word count minimums:

Junior (or first year member): 250 – 500 words  
Intermediate: 500 – 1000 words  
Senior: 1000 – 2000 words

Follow these formatting guidelines:

- Double space.
- Print single OR double sided, you choose.
- Use an easy-to-read font such as Times New Roman or Garamond.
- Keep the text size between 12 point and 14 point.

See page 17 of the Record Book Manual for more information.

This box is just a placeholder. Replace this page with your story before submitting your book.





## Section 4: Annual Project Report

Submit one form per project. You may expand the boxes and add additional pages if needed.  
What you learned must be specific to you—not what other people learned.

Name		Program Year	
Project		Years in Project	
	Number of project meetings held		% Attended
	Number of project meetings attended		

LEARNING EXPERIENCES			
Explain what you did, what you learned, and the skills you gained in the project.			
<i>Include the level of participation: I = Individual, L = Local Club/Unit/Project, C = County, M = Multi-county/Area, S = State, N = National/Multi-State, G = Global</i>			
Date	Level	Hours	What did you do?   Where?   What did you learn or what skill did you practice?

Number	List things made, raised, grown, or improved.	List honors or awards earned.

List civic engagement activities	List leadership development activities

Expenses and Income/Value			
<i>Summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc.</i>			
Item	Number	Expense	Income or Value
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Totals</b>		\$	\$
<b>Total Profit or Loss</b>		\$	

**If another member was thinking about taking this project next year, what would you tell them about what can be learned in this project?**

**I have personally prepared this report and believe it to be correct.**

4-H Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have personally reviewed this report and believe it to be correct.**

4-H Adult Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5: **Collection of 4-H Work**

Here you have space to show what you've done and learned throughout the year by attaching photos, samples, and examples. Aim for no more than 11 pages, please! (See the Record Book Manual for more details about allowable pages.)

This box is just a placeholder. Replace this page with your own Collection of 4-H Work before submitting your book.



# Section 6: Leadership Development Report

## Part 1 (Pre)

*Completed by intermediate and senior members only*

Name					
Club and Project (if applicable)		Program Year			
<input type="checkbox"/>	Leadership Development Project	<input type="checkbox"/>	Junior Leader <input type="checkbox"/>	Teen Leader	
<input type="checkbox"/>	County Ambassador	<input type="checkbox"/>	Club Officer	<input type="checkbox"/>	State Committee
<input type="checkbox"/>	State Ambassador	<input type="checkbox"/>	Camp Counselor	<input type="checkbox"/>	Other

Complete this page at the beginning of the program year.

**Briefly describe your leadership roles marked above. Discuss ALL of your roles and how they work together to develop your leadership skills. Why are they important to you? (400 word minimum)**

**I. Record the goals you have for your leadership development. Think about all of your leadership roles as a whole and develop your goals with all of them in mind.**

**II. At the end of the program year, which of the 6 Cs (confidence, competence, character, caring, connection, contribution) do you plan to have developed? (300 word minimum)**



## Section 6: Leadership Development Report Part 1 (Post)

Complete this page at the end of the program year.

Through your leadership activities, what spark(s) did you identify? What did you do or practice to improve your leadership skills? What did you learn about leadership? (500 word minimum)

Discuss the 6 Cs (confidence, competence, character, caring, connection, contribution) that you developed this year. Which C(s) did you develop? How do you know that you grew in that C? If you developed a C that you did not plan to, (Part 1) discuss that C as well. (500 word minimum)

**Final Signature**

I have personally prepared this report and believe it to be correct.

Member's Signature:

Date:



# Section 6: Leadership Development Report

## Part 2 (Pre)

At the beginning of the program year, complete one form, Part 2 (Pre) per project or activity where you fill a significant 4-H leadership role. You must complete this form for each significant 4-H leadership credit on your PDR. Significant leadership roles require a minimum of 20 hours of effort.

Project/Activity		Years in Project/Activity	
Adult Volunteer Leader		Number of other members	

List at least 3-5 goals, explain the strategies and shifting gears that apply to this project or activity.

Select Goals
<p>Record the goals you have for this project or activity. Think of each goal as a destination. Complete the sentence</p> <p>1. At the end of the 4-H program year, I will improve my &lt;fill in the blank&gt; leadership skill by &lt;accomplishing what?&gt;</p> <p>2. At the end of the 4-H program year, I will improve my &lt;fill in the blank&gt; leadership skill by &lt;accomplishing what?&gt;</p> <p>3. At the end of the 4-H program year, I will improve my &lt;fill in the blank&gt; leadership skill by &lt;accomplishing what?&gt;</p>
Pursue Strategies
<p>What are the steps you will take to reach your goals? Include by when, by whom, and the specific actions you will take.</p> <p><b>Goal #1</b></p> <p>1a. By when?</p> <p>1b. Who will be involved?</p> <p>1c. For items 1c through 1g, what are the steps it will take to reach your goal. List at least 5 steps and include more if more steps are needed. Expand this box as necessary.</p> <p>1d.</p> <p>1e.</p> <p>1f.</p> <p>1g.</p> <p><b>Goal #2</b></p> <p>2a. By when?</p> <p>2b. Who will be involved?</p> <p>2c. For items 1c through 1g, what are the steps it will take to reach your goal. List at least 5 steps and include more if more steps are needed. Expand this box as necessary.</p> <p>2d.</p> <p>2e.</p> <p>2f.</p> <p>2g.</p>



**Goal #3**

3a. By when?

3b. Who will be involved?

3c. For items 1c through 1g, what are the steps it will take to reach your goal. List at least 5 steps and include more if more steps are needed. Expand this box as necessary.

3d.

3e.

3f.

3g.

**Shift Gears**

What are some things that may get in the way of achieving your goals? What can you do to overcome those challenges or obstacles? (300 word minimum)

Goal #1:

Goal #2:

Goal #3:

**Reviewed and Discussed**

I have personally prepared this report and believe it to be correct.

4-H Member's Signature:

Date:

I have personally reviewed and discussed this report with the member.

4-H Adult Volunteer's Signature:

Date:



## Section 6: Leadership Development Report

### Part 2 (Post)

At the end of the 4-H program year. Reflect on the goals and strategies you set in Part 2 (Pre) for each project or activity where you fill a significant 4-H leadership role. Talk about what you did and what you learned to reach your goals. You must complete this form as a companion to Part 2 (Pre) for each significant 4-H leadership credit on your PDR.

<b>Specific Goals (restate your goals from Part 2 (Pre))</b>
Goal #1: Goal #2: Goal #3:
<b>Discuss how you did or did not reach your goals for this project/ program/ experience. (300 word minimum)</b>
Goal #1: Goal #2: Goal #3:
<b>What did you do to reach your goals? What strategies worked? 300 word minimum</b>
Goal #1: Goal #2: Goal #3:
<b>Give examples of when you had to shift gears toward reaching your goals. (300 word minimum)</b>
Goal #1: Goal #2: Goal #3:

<b><i>For the 4-H Adult Volunteer:</i> Please provide feedback and comments on the 4-H member's leadership role.</b>

<b>Reviewed and Discussed</b>	
I have personally prepared this report and believe it to be correct.	
4-H Member's Signature:	Date:
I have personally reviewed and discussed this report with the member.	
4-H Adult Volunteer's Signature:	Date:





# Section 7: 4-H Resume

*Completed by senior members only*

## First Name Last Name

Address, City, CA 9##### | (###) ### - ##### | emailaddress@gmail.com

### Personal Development Statement

One to three sentences that describe what you stand for and what you aspire to become as a human being. It is not a statement of what you want to do, but rather how you want to be in the world.

### Education and Professional Development

Name of School Highest Year Completed to Date

Additional Course Work, Name of School or Organization

### Leadership Skills

Position Title, Group or Program, Month/Year Started – Month/Year Completed

Short description of what you did. Explanation of what you learned or skills you developed.

### Civic Engagement Skills

Position Title, Group or Program, Month/Year Started – Month/Year Completed

Short description of what you did. Explanation of what you learned or skills you developed.

### Other Skills

These can include instruments, dance, sports, or other hobbies you have spent a significant amount of time perfecting.

### Certificates & Honors

- List name of certificates and who issued it

