

California 4-H Record Book Forms Star Ranks Path

For Intermediate and Senior Members Only
Who Have Previously earned at least a SILVER Star

All others must use the
*New Achievement Record Book Manual and
Forms*



2024 – 2025

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

Section 2: Personal Development Report

<p>County:</p> <p>Name of 4-H Club or Unit:</p> <p>Program Year: Total Years in 4-H: <i>(Include years as a primary member)</i></p> <p>Name:</p> <p>Birth Date:</p> <p>Age on December 31: Grade in School: <i>(of the program year listed above)</i></p> <p>Address:</p> <p>City: State: Zip:</p> <p>Email: Phone:</p>	<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto;"></div> <p>Your picture <i>(optional)</i></p>
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Club Meetings Attended This Year During the current year, 80% meeting attendance is required for any achievement rank. <i>SPIN Clubs: use club and/or project meeting attendance.</i>	Meetings Held	Meetings Attended	Hours Attended	Percent Attended

I have personally prepared this report and believe it to be correct.	
Member's Signature:	Date:
I have personally reviewed this report and believe it to be correct.	
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.

IF Platinum Rank has already been achieved, skip this page, and Sections 1-3, and 6-8 are optional.

DO complete Section 4: Leadership & Section 5: Civic Engagement only. Don't forget to complete the other parts of the Record Book: The 4-H Story, Annual Project Project Reports, Collection of 4-H Work, Leadership Development Report, and Resume

I have Achieved my Platinum Star: (circle one)
Yes No

Program Year Platinum Star was Achieved:

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*
How many were Service Learning activities?				(0)	(0)	(0)	(0)
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).

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Star Rank Signature Page

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 (Optional for Platinum Rank holders) 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.				
TOTALS				
AVERAGE				

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 (Optional for Platinum Rank holders) 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
4-H Project Skill Activities (Enrolled OR not enrolled in the project)				
Project Skill Activities Outside of 4-H (List up to two significant project skill activities)				
Total Number:				

3. 4-H Events Attended (Optional for Platinum Rank holders)

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
Total Number:				

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 (Everyone completes)

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 (<i>List up to two significant leadership activities</i>)				
Total Number:				

Intermediate and senior level members must complete a Leadership Development Report for specific roles for significant leadership credits. LDRs are not completed by all members. See the LDR instructions in the Record Book Manual for more details on this requirement.

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5. Civic Engagement & Community Service (Everyone completes)

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
4-H Service Learning Activities (You can receive two credits for Service Learning activity, see Record Book Manual)				
Civic Engagement/Community Service Outside of 4-H (List up to two significant civic engagement activities)				
Total Number: _____				

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 (Optional for Platinum Rank holders)

Star Requirements: Bronze 12, Silver 24, Gold 36, Platinum 48

Total Past Years: _____

Total This Year: _____

Total All Years: _____

Required: 4-H Presentations 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)				
Total Number: _____				

7. Honors/Recognition (Optional for Platinum Rank holders)

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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
Honors and Recognition Outside of 4-H (<i>List up to two significant honors</i>)				
Total Number:				

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 (Optional for Platinum Rank holders)				
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
Total Number:				

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?

List things made, raised, grown, or improved and how many.
List honors or awards earned.

List civic or community service activities
List leadership activities

Income (or Value) and Expenses <i>Summarize all income (such as animals or products sold, value of animals or finished products not sold, exhibit premiums, etc.) and all expenses (such as ingredients, materials, travel expenses, feed, vet supplies/visits, exhibitor fees, etc.).</i>		
Item	Income or Value	Expense
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Profit or Loss	\$	\$

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. See the Record Book Manual for more details about allowable number of 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 (Beginning of Year)

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? (target word count: 300)

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? (target word count: 250)

Section 6: Leadership Development Report

Part 1 (End of Year)

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? (target word count: 400)

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. (target word count: 400)

Final Signature

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

Member's Signature:

Date:

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Section 6: Leadership Development Report

Part 2 (Beginning of Year)

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. What leadership skills do you want to learn or improve? How would you do that? Complete this sentence (or something like it) for each goal.</p> <p>1. At the end of the 4-H program year, I will improve my <fill in the blank> leadership skill by <accomplishing what?></p> <p>2. At the end of the 4-H program year, I will improve my <fill in the blank> leadership skill by <accomplishing what?></p> <p>3. At the end of the 4-H program year, I will improve my <fill in the blank> leadership skill by <accomplishing what?></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>Goal #1</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>Goal #2</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>

2f.

2g.

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? (target word count per goal: 100)

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 (End of Year)

At the end of the 4-H program year. Reflect on the goals and strategies you set in Part 2 (Beginning of Year) 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 (Beginning of Year) for each significant 4-H leadership credit on your PDR.

Specific Goals (restate your goals from Part 2 (Beginning of Year))
Goal #1: Goal #2: Goal #3:
Discuss how you did or did not reach your goals for this project/ program/ experience. (target word count per goal: 100)
Goal #1: Goal #2: Goal #3:
What did you do to reach your goals? What strategies worked? (target word count per goal: 100)
Goal #1: Goal #2: Goal #3:
Give examples of when you had to shift gears toward reaching your goals. (target word count per goal: 100)
Goal #1: Goal #2: Goal #3:

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

Reviewed and Discussed
I have personally prepared this report and believe it to be correct.
<div style="display: flex; justify-content: space-between;"> 4-H Member's Signature: Date: </div>
I have personally reviewed and discussed this report with the member.
<div style="display: flex; justify-content: space-between;"> 4-H Adult Volunteer's Signature: Date: </div>

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 who you are and where you are headed.

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