



TIPSHEET

2019-2020 GLENN COUNTY
4-H RECORD BOOK
Personal Development Report (PDR) TIP
SHEET

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

Record Books – Make sure to update and correct all notes and suggestions from your Key Leader and County Record Book Judging from your previous year. If a member forgets to list an entry in one year and wants to list it in the next year's book, they can. List it the same way and make a note that this was done in XX year.

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:

- Record participation and activities both inside and outside of 4-H for the current program year.
- When you attend a 4-H event, record it as a 4-H event attended.
- If you did something at that event that meets the requirements in another area(s), you can record that as well, BUT that activity can only be counted in one category – it's your choice. **The statement explaining "double dipping" or "double counting" has changed to a positive statement, instead of a "Don't" statement. There are cases when a member may get to count an activity AND an event from the same event.**
- Some events and activities may be applicable for multiple categories. Record activities in the most appropriate or needed category for Star Ranks. 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 judge understands your specific contributions. We do not want the person that scores your book to think you accidentally double counted one activity.
- You may 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.

#1. Projects Completed

Record the projects you have completed. Complete a minimum of six hours of project instruction or more as required by the project leader. During the current year, 80% average attendance across all projects is required to receive an achievement rank.

#2. 4-H Project Skill Activities

Record events or activities that demonstrate your knowledge to an audience or judge. Activities may be recorded even if you are not enrolled in the corresponding project – as long as the skills are related to a 4-H project. 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.**

Participation in these shows should NOT be recorded as a 4-H experience or as an "Outside 4-H" experience. Events that do not comply with 4-H Policy may not be recorded in the Record Book at all.

- Window Display
- Judged at ABA Judging Day (ABA Extravaganza)
- Exhibited at Food Fiesta, Creative Arts & Skills Day
- Educational Display for Project
- Exhibited at Glenn Ag Expo (2 market animals in the same species count once unless competing in different divisions)
- Exhibited at Glenn Ag Expo (2 breeding/show animals in the same species count once unless competing in different divisions)
- Exhibited Animal in the Glenn Ag Expo Online Sale
- Exhibited project in the online Glenn County 4-H Virtual Showcase (1 per project type)

Project Skill Activities Outside of 4-H: Record participation at shows, competitions and contest that relate to a 4-H project skill but are NOT strictly 4-H events or do not have 4-H classes. Examples: Pacific Poultry Breeders Association Show, ARBA National Convention, AKC Dog Shows, and a Quilting Conference.

#3. Events Attended (must actively participate)

Record 4-H events that you attend during the year. Count any regular and virtual 4-H event that you attend outside of regular club 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.

The activities that do **NOT** count here as an event attended are: Chico State Sheep/ Goat/ and Swine Day, Farm Bureau Farm Day, Farm Bureau Crab Feed, and Friends of the Fair Dinner, as they are not specific 4-H events.

- County Event Planning meetings (Star Awards, ABA Day etc.)
- County Committee meeting (Budget, Record Book, Awards and Recognition, etc.)
- Council Meeting
- Northern California Management Board Meeting
- State Leadership Conference
- Club Officer Training
- Star Awards & Leaders' Appreciation Event
- Club Achievement Night
- Food Fiesta, Creative Arts & Skills Day
- Anything But Animals (ABA) Extravaganza
- Interview Contest
- County Presentation Day
- Virtual Northern Area (Sectional) Presentation Day
- Virtual State Presentation Day
- County 4-H Fundraiser Dinner
- 4-H Camp Planning Meetings
- 4-H Approved Fundraisers at Club and County Level
- Virtual State 4-H Field Day
- Glenn County 4-H Virtual Showcase
- Virtual Club Movie/Game Night

#4. Leadership Development

Record each project that you lead and each leadership position you hold at the club, county, sectional, state and/or national levels. The duties you perform in leadership roles are considered part of the position and cannot be counted as separate activities for any category on the PDR – *for example, if you have to give a report as a Club Officer, you cannot count your report as a Communication Skill because this reporting is part of your job as an officer.*

Intermediate and Senior members must complete the Leadership Development Report to receive credit. To meet the Star Rank criteria for gold and platinum stars, you must hold significant leadership roles that require 20 hours or more of leadership contribution. Count all of your training, meeting, planning and research hours as well as the hours spent leading toward this requirement. Junior members may earn significant leadership credits if they are a club officer and complete the Leadership Development Report.

- Leader Development Project (County Ambassador)
- Club Officer
- Junior/Teen Leader
- Committee Chairperson
- County Event Committee Chairperson
- Committee Member e.g.: at club level or higher (refreshments, county event planning, set up, clean up, server, decorations, window display, Corn Maze ticket sales)
- County Event Committee Member
- Monitor at Food Fiesta
- Evaluator or Room Coordinator at County and/or Sectional Presentation Day
- Camp Youth Director
- Camp Counselor
- Virtual Leadership, Healthy Living or Civic Engagement Training
- Virtual Room Host

Leadership Outside of 4-H: You may count two of your most significant leadership roles outside of 4-H and record them in this category. Examples: Student Body President, School Math Tutor, and Youth Group Leader.

#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 separate activities at that event.

Do not count fundraising activities for personal benefit under Citizenship/Community Service. This includes fundraising activities that support group attendance at county, sectional, state or national 4-H events. You may record this activity under category #3: 4-H Events Attended.

- Red Ribbon Week - wore Glenn County 4-H bracelet in public, sponsored by Glenn County Farm Bureau
- National 4-H Week- wore 4-H uniform in public
- Speaker at Board of Supervisors Meeting
- Participated in 4-H club's Make a Difference Day project
- Hi 4-H Trick or Treat Canned Food Drive
- Worked at the Corn Maze Clean Up Day
- Individually provided a door prize for a 4-H event
- Volunteered at a local organization's fundraiser events (Fireman's Dinners, Parent Teacher Organization, etc.)
- Donated gift item(s) to Glenn County 4-H Adopt-A-Family or Hi 4-H Adopt-A-Family
- Farm Bureau Crab Feed 4-H Server (4-H Club level)
- Served at the Senior Citizen Dinner (4-H Club level)
- Donation to Club or County 4-H Coats-for-Kids Drive
- 4-H Club Free Community Dinner

Citizenship and Community Service Outside of 4-H: Count two significant citizenship or community service roles outside of 4-H and record them in this category. Examples: School clothing drive for disaster victims and donating at a blood drive.

#6. Communication Skills

Record communication activities that you participate in at any event inside or outside 4-H. Examples are 4-H presentations, virtual presentations, prepared talks, radio and television appearances, newspaper articles, letters, evaluate at 4-H event, representing 4-H, online communication, ORB spark score surveys. Do **NOT** include thank you letters (as it is common courtesy), calling members as part of a leadership role, and officer reports as communication activities. Be sure to write them in your Leadership Development Report "LDR" if it applies.

- Gave Project Report (prepared ahead)
- Speaker at Board of Supervisors Meeting
- ABA Extravaganza – Food Fiesta Evaluation Presentation
- Presented at County, Northern Area and/or State 4-H Presentation Days (Count each presentation separately)
- Gave Prepared 4-H Talk
- Gave 4-H Presentation (audience greater than 8 people)
- Evaluator or Room Coordinator at County Presentation Day
- Wrote article for the County 4-H RoundUp Newsletter (if not part of your leadership role)
- Sold Tickets for a 4-H event
- Representing and informing the public about 4-H at Corn Maze
- Leading Flag Salute/4-H Pledge at County and/or club level
- Representing and Informing the Public at Tractor Supply Company during Paper Clover Campaigns
- Virtual 4-H Presentation or Talk that you gave
- Camp Counselor Interview
- County Ambassador Team Interview
- Jr. County Ambassador Team Interview
- Scholarship Interview
- Interview Contest
- Oral Reasons at the County ABA Judging Field Days
- Emcee at County Events
- Buyers' letters or video as it is a persuasive essay (One letter sent to multiple recipients counts as one credit, but buyers' letters for different species can be counted separately)
- Completing all the spark score questions on ORB (4 per year).
- Your Record Book 4-H Story excerpt published in the County 4-H RoundUp Newsletter under "Member Spotlight"
- Prepared talk and video and/or prepared project story and photo submission for the Glenn County 4-H Virtual Showcase

Communication Outside of 4-H: Select up to two significant communication activities outside of 4-H and record them in this category. Examples: give a presentation at a school science fair, create and manage a personal blog, 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! Include honors earned at virtual events too. 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 very big deal to you. If you are very, very, very proud of an award or honor, record it!

- Five Presentation Award
- Top Shooter/Archer per age division
- County Record Book Winner or Medalists
- County Event Committee Chairperson Medal
- Home Economics End of the Year Trophy and Medal Winner
- Mary Lanzi Perpetual Clothing Award Winner
- Gomes Family Dairy Award Winner
- Oliver Wilson Beef Memorial Award Winner
- Brad Jasper Perpetual Foods Award Winner
- Gold Medalist at County, Northern Area (Sectional) and/or State Presentation Day
- 100% Club Attendance
- Bronze Star
- Silver Star
- Gold Star
- Platinum Star
- County Ambassador Team Star
- Jr. County Ambassador Team Star
- Emerald Star
- Diamond Clover Award
- Top 1st time Presenter A.W. Bramwell Award
- 1st Place Ribbon for Livestock Showmanship
- Top 4-H Demonstrator Carel Kolousek Memorial Award

- Junior, Intermediate, Senior Virtual Market or Showmanship placing
- Reserve 4-H Champion
- 4-H Champion
- Virtual Supreme Champion
- Virtual Reserve Supreme Champion
- ABA Extravaganza – Food Fiesta Winner
- Proficiency Completion of Level 1
- Proficiency Completion of Level 2
- Proficiency Completion of Level 3

Honors and Recognition Outside of 4-H: Select two significant recognitions outside of 4-H and record them here. Examples: student of the year, champion sports team, Eagle Scout, honor roll, and musicianship award.

#8. Healthy Lifestyle Activities

Record participation in organized group activities related to a healthy lifestyle outside of the 4-H program. The idea of this section is to show that you use your free time actively engaged in healthy leisure. 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 per year. These activities are NOT counted: family vacations, academic work during school hours and homework, care for your pets or livestock, spectator activities, and events/activities that are not consistent with 4-H policy (including Jackpots, watching a play and observing faith-based ceremony or gathering).

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| • Academic Decathlon | • School or community camp (4-H Camp goes in category 3: Events Attended) |
| • AWANA | • FFA |
| • Band | • Football |
| • Baseball | • GATE |
| • Basketball | • Girl Scouts |
| • Book Club | • High School Rodeo |
| • Breed Associations | • Interact |
| • Boy Scouts | • Key Club |
| • California Junior Scholastic Federation | • Soccer |
| • California Scholastic Federation | • Softball |
| • Cattle Sorting Team | • SPARK or other after school programs |
| • Cattle Roping Team | • Spanish Club |
| • Cheerleading | • Swim Team |
| • Choir | • Track |
| • Church | • Vacation Bible School |
| • Drill Team | • Volleyball |
| • Employment | • Wrestling |
| • Field Hockey | • Virtual participation in music lessons, faith-based youth group, etc. |
| • Music lessons | |
| • Extracurricular activities related to schoolwork | |
| • Organization meetings and active participation | |

For additional information, please refer to the 2018-2019 California 4-H Record Book Manual. For questions, contact your 4-H Club Key Leader or the UCCE Office at (530) 865-1107.