

Age Division:
_____

University of California

Agriculture and Natural Resources | 4-H Youth Development Program

Glenn County 4-H Record Book Information & Evaluation Advancement Sheet

Name _____ County _____ Club _____

Program Year: **2017-2018** Birthdate: _____ Age: _____ as of December 31st current year

Star Rank: Current rank: _____ Applying for new star rank? Yes No Platinum Gold Silver Bronze

Leadership: Were you an officer during this year? Yes No

Were you a Junior or Teen leader this year? Yes No

If yes, which project(s): _____

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.

The Record Book Order and Set Up:

- **4-H Record Book Folder/or 3 Ring Binder:** Program year, member's name, member's division, county, and 4-H club.
- **Correct Formatting:** Use only the California 2017-2018 4-H Record Book Manual and forms. 4-H Online Record Book print copy (all ORB default print feature are acceptable).

You may handwrite **in black in** or use the computer to prepare paper forms. **Color may be used on the Cover, Table of Contents, Expression Pages and the Collection of Work.** Typewritten pages need to be in at least 11 point font and on plain white copier paper for most sections. Follow these specifications and refer to the Record Book Manual for additional formatting:

- Left margin should be 1- 1 ½" All other margins (right, top and bottom) ½ -1".
- Do not exceed the page limits for each section.
- Use tabs and divider pages to separate sections and improve organization.
- **Do not use plastic page covers or laminate any pages.**

Contents in Order:

- **Glenn County 4-H Record Book Information and Evaluation Advancement Sheet 2017-2018**
 - **Section 1: Preliminary Information**
 - Title Page & Table of Contents (Title page may be in color and include graphics and larger text. Table of contents must list the order of the Record Book sections.)
 - **Section 2: Personal Development Report**
 - Completed with all required signatures.
 - **Section 3: My 4-H Story**
 - Completed with 12-14 point font, double-spaced. Your story can be printed on both sides and should meet the *minimum* word counts for your age division. Do not write more than 2000 words. (Refer to the current State Record Book Manual for age division word guidelines).
 - **Section 4: Projects**
 - This section includes Annual Project Reports and Expression Pages completed with required signatures from each project. Each project may have its own subsection or all of the projects may be continued within one section.

Please reference the current State Record Book Manual for additional requirements and guidelines.
Updated for the 2017-2018 4-H program year: June 9, 2017

- Include one Expression page for each Annual Project Report (i.e., photos, drawings, graphics and/or written story demonstrating something that you learned or how you build your **SPARK(S)** through this project. Not ribbons, certificates, articles, etc.) No more than one page single-sided.
- ❑ **Section 5: Collection of 4-H Work**
 - Should not be more than 11+ pages. You can have a few more than 11 pages, if one brochure or letter is more than one page. Follow the guidelines in the current Record Book Manual.
 - 2 page maximum of Newspaper or Newsletter Articles (Limited to two pages, each side counts as a page), 2 page maximum of flyers or brochures single or double sided, 2 page maximum of letters and/or certificates, and 5 pages maximum of photographs (Limited to five pages, each side counts as a page.)
- ❑ **Section 6: Leadership Development Report(s)**
 - This report is completed by Intermediate and Senior Members only (including Jr./Teen Leaders and Club Officer.)
 - Complete only One Part 1 (Pre and Post) for all of your leadership roles accomplished during the program year.) Complete Part 2 (Pre and Post) for every leadership role held during current year with all required signatures from the leaders. Each Part 2 (Pre and Post) completed counts as a separate credit under category 4 in the PDR.
- ❑ **Section 7: Resume**
 - Senior members only. Maximum of 2 pages (each side counts as a page.)
 - Highlight your 4-H experiences and include a little of your outside of 4-H involvement.

Record Books may be submitted to the County Record Book Evaluation, if Gold Seal is awarded at the club level.

4-H MEMBER SIGNATURE

- ❑ I **would** like my Record Book submitted to the County Record Book Evaluation.
- ❑ I **do not** want my Record Book submitted to the County Record Book Evaluation.

Member Signature: _____ Date: _____

4-H CLUB KEY LEADER SIGNATURE

- ❑ 4-H member was enrolled in the 4-H Youth Development Program during the entire program year for which the 4-H Record Book is being submitted.
- ❑ The Record Book received a Gold Seal at club level.
- ❑ Enclosed is the evaluation sheet from the club level review.

My signature below endorses that I have reviewed this 4-H Record Book and meets the guidelines stated in the current 4-H Record Book Manual and the criteria stated above.

Name: _____ Signature: _____ Date: _____