

Welcome to
Record Book
Workshop



Chualar 4-H Club

As a true 4-H member...

I pledge:



Head

for Clearer Thinking



Heart

for Greater Loyalty



Hands

for Larger Service



Health

for Better Living



...for my Club, my Community, my Country and my World.

Record Books

✿ *Contest Book*

- ✿ *For Club or County judging*
- ✿ *Awarded Star Rank*
- ✿ *If you qualify for gold you win a gold pin for hat*
- ✿ *Follow state Record Book Manual (see slide)*

✿ *Verification Book*

- ✿ *Used to keep track of work completed*
- ✿ *Awarded Star Rank*
- ✿ *My Story, Personal Development Report (PDR), Annual Project Reports/Expression Page, Market Reports, LDR*

What's in a 'Contest' Record Book?

Your record book to be complete should include the following parts in this order:

1. **Title Page** (your name, 4-H Club, table of contents)
2. **Personal Development Report** or PDR
3. **My 4-H Story**
4. **Annual Project Reports** (one section for each project you are in) Don't forget to add an **Expression Page** to show us what you learned! **Market Reports** if applicable
5. **Collection of 4-H work**
6. **Leadership Development** (*only if you are an officer, Junior/Teen Leader, or hold another 4-H Leadership role*)
7. **4-H Resume** (*For Senior members only ages 14+*)
8. **Summary of Years** (*need to do if you are applying for a Star Rank*)

What's in a 'Verification' Record Book?

- 1. Personal Development Report** or PDR
- 2. My 4-H Story**
- 3. Annual Project Reports** (one section for each project you are in)
- 4. Market Reports** (only if applicable)
- 5. Leadership Development** (only if you are an officer, Junior/Teen Leader, or hold another 4-H Leader role)
- 6. 4-H Resume** (For Senior members only ages 14+)
- 7. Summary of Years** (need to do if you are applying for a Star Rank)

Club Evaluation Form

California 4-H Record Book Evaluation – Club Level

Instructions for how to administer the Club Record Book evaluation are available from the county UCCE 4-H office.

Member Name: _____ Evaluator Initials _____

Age of Member: _____ Circle one: Junior Intermediate Senior
(as of Dec. 31st of program year)

Total Points Earned: _____ Total Points Possible: _____ Award: _____

Scale: 0=no evidence 1=minimal evidence 2=moderate evidence 3=strong evidence

Section 1: Preliminary Information	
	Record Book is assembled in the correct order with all parts included.
	Member followed formatting guidelines listed in the Record Book Manual.

_____ Total Section 1

Section 2: Personal Development Report	
Activities and involvement should be appropriate for the age of the member.	
Did the member:	
	Record participation both inside and outside of 4-H?
	Record events and activities in the appropriate categories?
	List the date, hours, level of participation, activity description, and location for each entry?
	Record events and activities only once?

_____ Total Section 2

Section 3: 4-H Story	
The 4-H Story gives the reader an opportunity to get to know the 4-H member and to read about project activities, leadership and citizenship experiences, both in the 4-H program and in school and community.	
Did the member:	
	Meet appropriate 4-H story word counts? <i>Junior: 250 – 500 words; Intermediate: 500 – 1000 words; Senior: 1000 – 2000 words</i>
	Follow the 4-H Story formatting guidelines?
	Reflect on 4-H experiences from the current 4-H year?

_____ Total Section 3

Section 4: Annual Project Reports	
Project skills and experiences should be appropriate for the age of the member.	
Did the member:	
	Complete at least one APR form?
	Record all required information: date, time, level, location, and learning experience?
	Include project financial records of expenses and income/value?
	Complete an expression page for each APR?

_____ Total Section 4

Section 5: Collection of Work	
Did the member:	
	Select examples of current year's 4-H work that enhance records in the PDR and APR?
	Include flyers, brochures, pictures and letters that represented 4-H activities and experiences?

_____ Total Section 5

This section is only scored for Intermediate and Senior members with Leadership Reports

Section 6: Leadership Development Report (<i>Intermediate & Senior Members</i>)	
Did the member:	
	Complete both sections of Part 1 (Pre and Post)?
	Complete both sections of Part 2 (Pre and Post) for each "significant leadership role" listed in the PDR? (If no "significant leadership roles" are listed, the member does not complete the LDR, but may have other leadership experiences in the PDR.)
	Describe their leadership roles and personal goals for the year in "Pre" forms?
	Reflect on experiences at the end of the year in "Post" forms?

_____ Total Section 6

This section is only scored for Senior members

Section 7: Resume (<i>Senior Members only</i>)	
Did the member:	
	Create a unique personal development statement?
	Describe the skills they have gained through their leadership experiences?
	Describe the skills they have gained through their citizenship experiences?

_____ Total Section 7

Total Points: _____

County Evaluation Form

California 4-H Record Book Evaluation – County Level

Member Name: _____ Club: _____

Age of Member: _____ Circle one: Junior Intermediate Senior
(as of Dec. 31st of program year)

Total Points Earned: _____ Total Points Possible: _____ Award: _____

Presentation and Layout

Select one option. No points are awarded.

- Record Book is printed in the ORB format.
 Record Book is printed using the CURRENT year's forms, on traditional paper forms. (Use of old forms is reason for disqualification).

Scale: 0=no evidence 1=minimal evidence 2=moderate evidence 3=strong evidence

Section 1: Preliminary Information

<input type="checkbox"/>	Member followed all directions and Record Book is assembled in the correct order
<input type="checkbox"/>	Title Page includes required information
<input type="checkbox"/>	Table of Contents lists the required sections.
____ Total Section 1	

Section 2: Personal Development Report

Activities and involvement should be appropriate for the age of the member.

Did the member:

<input type="checkbox"/>	List events and activities only one time and in the appropriate categories?
<input type="checkbox"/>	Demonstrate a variety of experiences that developed skills in project(s)?
<input type="checkbox"/>	Attend various 4-H events (club, county or higher levels)?
<input type="checkbox"/>	Serve in age appropriate leadership roles in project, club, county or at a higher level?
<input type="checkbox"/>	Participate in citizenship and community service activities to benefit the community?
<input type="checkbox"/>	Develop communication skills by giving reports (verbal and nonverbal), presentations or online communication representing 4-H to varied audiences?
<input type="checkbox"/>	Participate in significant activities outside of 4-H in school and community?
____ Total Section 2	

Section 3: 4-H Story

The 4-H Story gives the reader an opportunity to get to know the 4-H member and to read about project activities, leadership and citizenship experiences, both in the 4-H program and in school and community.

Did the member:

<input type="checkbox"/>	Meet appropriate 4-H story word counts? <i>Junior: 250 – 500 words; Intermediate: 500 – 1000 words; Senior: 1000 – 2000 words</i>
<input type="checkbox"/>	Describe personal learning experiences in project(s)?
<input type="checkbox"/>	Discuss beginning or advanced leadership experiences and activities working with other members?
<input type="checkbox"/>	Give examples of experiences working with others on citizenship/community service projects?
<input type="checkbox"/>	Show overall growth and share Sparks in 4-H and outside of 4-H?
____ Total Section 3	

Section 4: Annual Project Reports

Project skills and experiences should be appropriate for the age of the member.

Did the member:

<input type="checkbox"/>	Have a variety of project experiences OR have multiple levels of experiences in one project that may be a Spark?
<input type="checkbox"/>	Document required information (date, time, level and location)?
<input type="checkbox"/>	Describe activities and experiences in the project(s)?
<input type="checkbox"/>	Tell what was learned and skills gained in the project(s)?
<input type="checkbox"/>	Share learning experiences with other 4-H members or community audiences?
<input type="checkbox"/>	Include project financial records of expenses and income/value?
<input type="checkbox"/>	Demonstrate a specific concept or knowledge gained in the project(s) on the expression page(s)?
____ Total Section 4	

Section 5: Collection of Work

Did the member:

<input type="checkbox"/>	Select examples of current year's 4-H work that enhance records?
<input type="checkbox"/>	Include flyers, brochures, pictures and letters that represented 4-H activities and experiences?
<input type="checkbox"/>	Illustrate Sparks in the Collection of Work?
____ Total Section 5	

This section is only scored for Intermediate and Senior members with Leadership Reports

Section 6: Leadership Development Report (*Intermediate & Senior Members*)

Did the member:

<input type="checkbox"/>	Describe their leadership roles for the year?
<input type="checkbox"/>	Make a plan at the beginning of the year to develop one or more of the 6 Cs and at the end of the year, reflect on their accomplishment of that C (or not)?
<input type="checkbox"/>	Set goals for each leadership role and reflect on the achievement of those goals?
<input type="checkbox"/>	Determine specific strategies to reach their goals and reflect on the effectiveness of those strategies?
<input type="checkbox"/>	Identify things that might get in the way of reaching their goals and give examples of when they had to shift gears?
____ Total Section 6	

This section is only scored for Senior members

Section 7: Resume (*Senior Members only*)

Did the member:

<input type="checkbox"/>	Demonstrate a professional and creative style and design on the resume?
<input type="checkbox"/>	Create a personal development statement that describes what they stand for and who they aspire to become as a human being?
<input type="checkbox"/>	Describe the skills they have gained through their leadership experiences?
<input type="checkbox"/>	Describe the skills they have gained through their citizenship experiences?
____ Total Section 7	

Total Points: _____

4-H Record Keeping

Why is record keeping important?

Teaches the following skills:

Planning, Organization, Responsibility & Accountability

– Learn to keep track of:

- ✿ What you did (Calendar) *Time management*
- ✿ What you learned (Project Reports) *Learn by Doing*
- ✿ Your accomplishments (PDR) *Success*
- ✿ What money you spent and made (Expenses/Profit) *Business & Life skills*

****Earn pins, stars & stripes for you hat****

*****Can be used for job applications and scholarships \$\$\$**

Make a 4-H Calendar

keep track of meetings, events and purchases

4-H CALENDAR FOR MONTH _____ YEAR _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

NOTE: Here are some items you may want to record in the space above. The blanks may be used to summarize, if you wish.

- | | | | | |
|------------------|-------------------|---|----------------------|--------------|
| Items made _____ | Born _____ | Expenses _____ | 4-H Events _____ | Other: _____ |
| Remade _____ | Harvested _____ | Sold _____ | 4-H Activities _____ | _____ |
| Collected _____ | Hours labor _____ | Income _____ | Awards _____ | _____ |
| Plan _____ | Purchased _____ | Project mee 1 _____ 2 _____ 3 _____ 4 _____ | | _____ |

(2) 1/83 5,000 (7/83 5,000) 11/84 3,000

List your activities and awards

on your calendar, tables, cell phone

entered county record book

7/7 comm mtg

7/6 officer mtg

8/8 reg judging mtg

8/21 ✓ ✓ ✓

8/11 KRKC - MCF auction voice memo

8/22 off mtg

8/23 officer mtg

8/29 comm mtg

8/27 Drop off cooking

8/31 - Sept 6 MCF

8/2 beef showmanship

8/3 auction

8/5 award ceremony

8/4 sitting clinic

8/4 reggie judging

8/4 livestock judging

n/cf good booth - worked

9/10 leadership workshop 9:00 - 1:30 (4.5)

July 23 Ca Radio special Radio (Beef)

Sept 17 Achievement night

✓ ✓ ✓ Dance

MO CO Fair Results

1st Arts/C Sign

✓ Beef Poster

✓ Sugar Cookie - flower

✓ Sugar Cookie - flower

2nd Sugar Cookie - football

2nd Cake - Dr. Pepper

? 3rd Judging livestock

cooking Woods Sweetened winner

Sold County record book

9-17 ✓ Bronze Star

SBCF

Beef Entries

Exhibit Entries

EXPENSES

Poster

Mo. Co Entries \$70

cookies

cake

bedding

SBCF entries

Organization Overview

A California 4-H Record Book contains the following items:

Section 1: Preliminary Information (Use Page Dividers for each section & project)

- **Title Page**
- **Table of Contents** (Upload last after Assembly & Numbering Pages)

Section 2: Personal Development Record

- Complete one **Personal Development Report (PDR)** form each year.

Section 3: My 4-H Story

Section 4: Projects*

- One **Annual Project Report (APR)** form for every project you have completed.
- One **expression page** for every project.
- **Market Report**

Section 5: Collection of 4-H Work

Section 6: Leadership Development Report (Intermediate and Senior Members Only)

- Complete one Leadership Development Report (LDR) Part 1(Pre) and Part 1(Post) per year.
- Complete one Leadership Development Report (LDR) Part 2(Pre) and 2(Post) per leadership role, per year.

Section 7: 4-H Resume (Senior Members Only)

- Senior members create a 4-H Resume that highlights their skills, leadership and citizenship development throughout their 4-H career.

Section 8: Summary of Years (Verification for Star Ranking ONLY)

Table of Contents

Remember to number each page of your record book

Table of Contents

Title	Page Number
Personal Development Report	1
4-H Story	11
Poultry	13
Swine	19
Food Preservation	27
Welding	31
Outdoor Cooking	35
Arts & Crafts	39
Expression Pages	44
Poultry – Junior Leader	52
Arts & Crafts – Junior Leader	55
Club Officer	58
Summary of Years	61

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Section 2: Personal Development Report...1-9

Section 3: My 4-H Story.....10-13

Section 4: Annual Project Report.....

● Leadership..... 14-17

● Fishing..... 18-21

● Beginning Golf..... 22-25

● Medal Works..... 26-29

● Swine..... 30-44

Section 5: Collection of 4-H Work..... 45-46

● My 4-H Pictures.....47-50

2016-2017 Chualar 4-H

PDR Cheat Sheet (Updated 5/1/2017)

Cheat Sheet For PDR	Date	Level	1. Projects	2. Skills	3. Events	4. Leadership	5. Citizen	6. Communication	7. Honors	8. Life
End Of Year Club BBQ	7/7/2016	C			x					
Club Year Planning Committee	8/23/2016	L				x				
Attended Monterey County Fair	8/31-9/5	C			x					
Exhibits at MCF (Only 1 entry per project)	8/31-9/5	C		x						
Veg Judging at MCF	9/4/2016	C		x					x (If won an award)	
Livestock Judging at MCF	9/4/2016	C		x					x (If won an award)	
Beef Fitting Presentation at MCF	9/4/2016	C			x					
Club Poster for Food Booth	9/4/2016	C		x					x (If won an award)	
Worked MCF Food Booth	9/4/2016	C				x (Choose one)		x (not a presentation)		
MCF Auction Runner	9/3/2016	C					x			
MCF Showmanship	9/1/2016	C		x					x	
MCF Awards Breakfast	9/5/2016	C			x					
MCF Carcass Contest Awards	9/22/2016	C			x					
Achievement Night	9/17/2016	C			x				x (If won an award)	
Earned Star Rank	9/17/2016	C							X (Major Milestone)	
County Dance	9/17/2016	C			x					
Exhibits at San Benito Fair (Only 1 entry per project)	9/28-10/2	C		x						
Attended San Benito Fair	9/28-10/2	C			x					
Livestock Judging at SBF	10/2/2016	C		x					x (If won an award)	
SBF Auction Runner	10/1/2016	C					x			
SBF Showmanship	9/28-9/30	C		x						
SBF Awards Ceremony	10/2/2016	C			x					
National 4H Week (poster/wore 4H Gear)	10/2-10/8	L						x (not a presentation)		
SBF Carcass Contest Awards Ceremony		C		x						
Club Halloween Party	10/25/2016	L			x					
Club Halloween Party Committee	10/25/2016	L				x				
Holiday Cards for Troops Overseas	10/25/2016	L					x			
Salinas Farm Day	11/3/2016	L						x (Yes a presentation)		
Swine Project helping at BV Range for BBQ	11/5/2016	L					x			
Presentation at Chualar Board Meeting	11/17/2016	L						x (Not a presentation)		
Thanksgiving Basket Committee	11/17/2016	L				x (if Chaired)	x			
Poinsettia Committee (sold poinsettias)	12/1/2016	L				x				
Pine Bough Committee (Made pine boughs)	12/11/2016	L				x				
Attended December Club BBQ	12/11/2016	L			x					
Bowl-a-Rama	1/7/2017	C			x					

Personal Development Report (PDR)

4-H Star Ranking this Year

5.1. 2017

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

Category	Past	2017	Total	Bronze	Silver	Gold	Platinum
1. 4-H Projects Completed	1	0	05	2*	4*	8*	12*
2. 4-H Project Skill	2	0	34	4	8	15	20
3. 4-H Events Attended	3	0	114	12	25	40	60
4. Leadership Development (Significant Leadership Role*)		0	6	10	20	30*	40*
		(0)	(0)	(0)	(0)	(2*)	(4*)
5. Citizenship & Community Services	4	0	82	10	20*	30*	40*
6. Communication Skills (4-H Presentations*)	*5	0	12	12*	24*	36*	48*
		(0)	(8)	(4*)	(7*)	(10*)	(15*)
7. Honors & Recognition		0	2	5	10	15	20
8. Lifestyle Activities		0	4	10	20	30	40

Current Rank: None Bronze Silver Gold Platinum

Rank Applying for: None Bronze Silver Gold Platinum

Approved

Not Approved

4-H Community-Club Leader / Unit Leader's Signature

Date

To Get BRONZE

- ② Project Skill
- ① SVF Veg or Livestock Judging
- ③ Event Attended
- ① SVF

- ⑤ Citizenship / Com Service
- ① SVF Auction Runner
- ② SVF Host Orradre Building

My 4-H Story

Instructions

Your 4-H story is an opportunity to reflect on your 4-H experiences that focuses on the current 4-H year. Your story can be printed on both sides and should meet these minimum word counts. Do not write more than 2000 words.

- 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.

The following may help in developing your story:

- Pick a theme and build the story around that theme so the story flows naturally.
- If you are having trouble developing a theme, you may use the following questions to help think about what to say.

Parts of My 4-H Story

Part 1 - About You

- What might be one of your Sparks: interests or passions?
- What are your plans for the future?

Part 2 – 4-H Projects and Activities

- What goals did you set in your projects and which ones did you reach?
- What would you do differently if you were to try it again?
- What skills have you learned in 4-H?
- How have you handled financing your projects, if needed?
- Who was especially helpful to you? How?

Part 3 – Leadership and Citizenship

- How has 4-H helped you become a better leader and citizen?
- What types of citizenship projects or leadership roles have you been involved in?
- How did you work with others to contribute to your community or your school?
- What have you learned from working with other 4-H'ers through your leadership positions?

Part 4 – 4-H's Impact on You

- What kinds of relationships have you had with your 4-H leaders?
- How has your 4-H participation changed how you feel about yourself?
- How has your participation influenced your school and career goals?
- What has being a 4-H member meant to you?
- How has 4-H helped you identify your Spark?

Easy Beginning 4-H Story

What is your name, how old, School?

What club and how many years in 4-H?

What projects did you do in 4-H?

What activities did you do in the club or county?

What leadership activities did you do?

What citizenship activities did you do?

Who were your leaders and how did they help you?

List things that you loved about 4-H

Tell something funny that happened

Annual Project Report (APR)



California 4-H Youth Development Program Annual Project Report

*Submit one form per project.
Members may add additional pages if needed.*

Name	██████████	Program Year	2015-2016
Project	Swine	Years in Project	2
12	Number of project meetings held	100	% Attended
12	Number of project meetings attended		

LEARNING EXPERIENCES			
Explain what you did, what you learned, and the skills you gained in the project.			
<small>Include the level of participation: I = Individual, L = Local Club/Unit/Project, C = County/Area/District, M = Multi-county/Section, S = State, N = National/Multi-State, G = Global</small>			
Date	Level	Hours	Activity Title Location Learning Experience
11/19/2015	L	1	The first meeting, we introduced the Leaders, Jr Leaders ,and Teen Leaders. We were given project expectations. We also talked about about the fair ground rules and cost and there was signups for the in town pigs.
12/14/2015	L	1	Today we talked about purchasing Pigs for the SVF. They want parental help. People that wanted to buy their pig with the club, they had signups. The money for the SVF housing Fees were due and the project fees too.
1/13/2016	L	1	Today the members that are purchasing with the club, the money was due. We talk about the requirements for the SVF housing for the pigs. We collected all forms and talk about choosing a good pig.
2/18/2016	L	1	Today we talked about Healthy Pigs-warmth. That we always have to have fresh water and wind protection and we wormed are pig for the first time with Safeguard. We weighed our feed to see how much we are giving our pigs. Most of are swine club was there pig that day.

Annual Project Report (APR)

3/17/2016	L	1	Today are Entry's forms where completed and calculated are pig weight gain. We had to wash are pig too and worm them for the 2 nd time.
4/15/2016	L	1	. Today we were talking about getting ready for the fair. We wormed are pig for the 3 rd time is the last time we worm. They help us write our buyer letters and teached us how to shave a pig. Also we had to choose pen partners.
5/9/2016	L	1	Today they thanked the parents for moving day to the red barns. We went over the supplies we need for the fair and the buyers gift. All the member in are club had to sign up for barn duty.
5/11/2015	L	1	Today we had to weigh are pigs into the fair. They had to put on the ear tags on the pigs. My pig weighed in at 257 the weight range 200-260. They told us that we had to be there at 6:00 in the morning.
5/12/2016	L	1	Today we talked about the first day at fair and we congratulated all class weight champions and reserve champions, everyone did a really good job. I got 4 in my market class.
5/13/2016	L	1	Today we talked about the showmanship show and congratulated all thoses who did well in their class. I got pined the first round and out in the second round. But I still did a good job.
5/14/2016	L	1	Today was Action day at the fair, we gave buyer gifts to our buyers and some people give gift cards. We thank the buyers for their support.
6/6/2016	L	1	Today was the final meeting, project reports were due for the record books Laura thanked all leaders and all volunteers who helped throughout the project.

Project Report Form (Continued)

Number	List things made, raised, grown, or improved.	List honors or awards earned.
1	Market Hog Project	Group 1

List citizenship activities	List leadership development activities
Represented our club in the community	Knowledge of raising a pig and responsibilities
Club barn duty	Teamwork
Most helpful member in our club	Helping around the barns
Decorations	Helping the club

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
Feed	16	\$480.00	\$2,580
Shaving	14	\$112.00	
Other supplies	1	\$228.00	
fees	1	\$189.61	
Swine	1	\$400.00	
Totals		\$1,409.61	\$2,580
Total Profit or Loss		\$1,170.39	

If another member was thinking about taking this project next year, what would you tell him/her about what can be learned in this project?
 I would tell them you learn a lot from raising an animal it is a lot of responsibility, and you get a connection with your animal. It is a lot of fun too.

I have personally prepared this report and believe it to be correct.
 4-H Member's Signature: [Redacted] Date: 6/7/16

Expression Page

Expression Page (Not to be confused with the Collection of Work)

- ✿ Include one Expression page for each Annual Project Report.
- ✿ The Expression page must:
 - Teach the reader something that you learned which was interesting to you
 - How you build your Spark(s) through this project
- ✿ The use of photos, drawings, graphics and/or written story should demonstrate something that you **learned**, which was **interesting** to you, that you are now **teaching** the reader.
- ✿ The design should be age appropriate and creative.
- ✿ Page must be one side of an 8 ½" x 11" piece of paper.
- ✿ You may draw, write, use graphic design elements, or other creative elements, etc.

Expression Page examples

POULTRY

•To have chickens you need a chicken coop. A chicken coop needs to protect your chickens from predators, keep them warm and dry, give them a place to nest, and give them a place to roost. In my poultry project I learned how to make a chicken coop. Here are several important steps.

Then, you build the floors.
After that, you build the walls.

•First you have to purchase materials.

•You nail the walls to the floor and it is now starting to look like a chicken coop!

•Next you do some measuring.

•Finally, you paint the chicken coop.

21

Making Buttercream Frosting

Gather Ingredients

Cream Butter & Shortening

Add Powdered Sugar

Add Flavoring

Scrape Sides

Add Color

Decorate and Enjoy

Collection of Work

Your Collection of 4-H Work supports the other sections of your Record Book. It is an opportunity for you to display what you have done and learned throughout the year through photos, samples and examples. If you listed something in your PDR or APR, this is a good place to show an example of that.

The following items may be included. Items may be compiled in any order and must represent the current 4-H year.

Newspaper or Newsletter Articles

2 pages maximum

Limited to two pages, each side counts as a page. Newspaper or newsletter articles must be written by you or can be about you. If an article is about you, you can't get Communication credits for it, but it's nice to put them in this section. Articles may not be shingled—that means not stacked on top of each other. It's best to make a photocopy of a newspaper article and put the whole sheet of paper in the Record Book. Digital copies or printouts from on-line sources are acceptable. List source and date.

Flyers or Brochures

2 maximum

Limited to two brochures or flyers, single or double sided. Flyers or brochures must feature you or must have been created by you. Brochures may be attached to a standard sheet of paper or hole-punched and inserted. Do not use plastic sheet covers.

Letters or Certificates

2 maximum

Limited to two letters and/or certificates. Letters may either be written by you or about you. Certificates must have been presented to you in the current year.

Photographs

5 pages maximum

Limited to five pages, each side counts as a page. Photographs should show project work, leadership and citizenship activities. They should demonstrate your Spark(s). Captions for each photo should explain what is taking place in the photograph and indicating when and where the photograph was taken. Space used for captions counts as part of the five pages. Pictures may not be shingled—not stacked on top of each other. They must be firmly attached to the page (no “flip-ups”). Digital or computerized photos are acceptable. You may use photo quality paper.

Total: 11+ pages maximum

Leadership Development Report (LDR)

California 4-H Record Book 2015-2016

Section 6: Leadership Development Report Part 1 (Pre)

Completed by intermediate and senior members only

Name	[REDACTED]		
Club	San Benancio 4-H	Program Year	2015-2016
<input type="checkbox"/>	Leadership Development Project	<input type="checkbox"/>	Junior Leader
<input type="checkbox"/>	All Star/County Ambassador	<input checked="" type="checkbox"/>	Club Officer
<input type="checkbox"/>	State Ambassador	<input type="checkbox"/>	Camp Counselor
		<input type="checkbox"/>	Teen Leader
		<input type="checkbox"/>	Exchange
		<input type="checkbox"/>	Other

Complete this page at the beginning of the program year:

Briefly describe your leadership roles marked above. Why are they important to you?

I am a club officer and it is important because I am helping my club by relaying the information of our meetings to the members of our club each month.

I. Record the goals you have for your leadership development.
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?

The goals I have are to be a better public speaker. I always get very nervous right before I have to do a presentation or any public speaking.

I plan to have confidence, connection, and contribution developed by being able to talk to people and help the club by telling the members information about our upcoming meetings.

California 4-H Record Book 2015-2016

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 and learn about leadership?

I like to help people and I like to talk. By talking to many people monthly I got to do two things that I love.

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.

The C's I developed were confidence because I worked on my presentation skills, connection because I was responsible for a portion of the membership each month, and caring because I helped others.

Final Signature

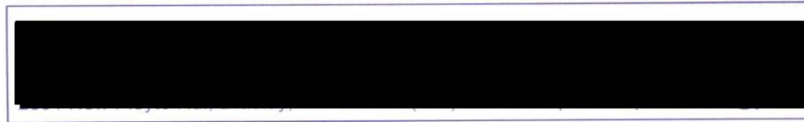
I have personally prepared this report and believe it to be correct.

Member's Signature: [REDACTED]

Date: 6/11/16

4-H Resume

14 Years or older



Personal Development Statement

With a family full of past Ranchers, Farmers, and Firefighters, I aspire to become something bigger and better. I was brought up to follow my dreams and be a leader.

Education and Professional Development

8th Grade Diploma **June 2016**
San Antonio Elementary GPA: 2.8

Leadership Skills

Chairman, Little Caesar's Pizza Fundraiser, November 2014- January 2016

With an adult partner, Planned and organized our club fundraiser. Developed manager organizational skills.

Chairman, Valley View Equine Rescue Clean Up, February 2015- March 2016

Contacted Facility, Organized and worked with a team of youth to spend the day cleaning ranch. Developed group management, organizational and communication skills.

Vice-President, Lockwood 4-H Club, July 2015- Present

Developed problem-solving, group management, organizational and communication skills

Junior Leader (3 projects), Lockwood 4-H Club, July 2015- Present

Worked with adult partners to create lesson plans and activities for meetings, made educational handouts, ran meetings and gave presentations. Developed teaching skills and patience.

Citizenship Skills

Port Pillows, County Fashion Revue, April 2016

Worked in a team setting with minimal supervision to create a device that would assist in comfort and well-being of patients engaged in their fight against cancer.

Nacitone Museum BBQ and Dance Fundraiser, Volunteer, March 2016

Served dinner, assisted attendees, bussed tables, community outreach

Heritage Foundation Stew & Polenta Feed, Volunteer, December 2015

Served desserts, assisted attendees, bussed tables, community outreach

Christmas Cards, Lockwood 4-H, December 2015

Utilized communication skills to support wounded US soldiers who were injured in the defense of our country during the holiday season.

Other Skills

School Strings Program, September 2012-Present

Four years playing Violin

Babysitting, August 2013- Present

All ages 0-10

King City Riding Club, February 2004- Present

Participant for 12 years

Volleyball Team, September 2013-October 2015

San Antonio School

Certificates & Honors

*2016-17 Monterey County 4-H All-Star, June 2016

*State Presentation Day, Platinum Winner, May 2016

*State Fashion Revue, Western Wear Challenge, Gold Medalist, May 2016

*Salinas Valley Fair, Clothing and Textiles, Best of Show, May 2016

*Salinas Valley Fair, 1st place Senior Horse Showmanship, May 2016

*Salinas Valley Fair, Reserve Champion Senior Swine Showman, May 2016

*San Benito Fair, 1st place Intermediate & Senior Goat Showmanship, October 2015

*San Benito Fair, 2nd place Round Robin, October 2015

*San Benito Fair, All Around Horse Show Champion (Buckle), October 2015

Summary of Years

PDR Summary

	Participation Level 2014-2015	Participation Level 2015-2016
1 4-H Projects Completed		
Swine	L	
Beginning 4H	L	
Leadership	L	
2 4-H Project Skill Activities		
Plant Science Judging Contest- State Field Day	S	
Beginning 4H Judging Contest	L	
Educational Poster - SBCF about Rabbits	M	
Swine Showmanship	G	
Beginning 4H - Chalkboard Art	L	
Swine Show Camp	I	
3 4-H Events Attended		
Officer Installation	L	
Achievement Night	C	
County Wide Dance	C	
Awards Banquet	L	
CCL Meeting	C	
Christmas Potluck & Gift Exchange	L	
County Presentation Day	C	
Sectional Presentation Day	M	
Poultry Clinic - Feed Through	C	
Show Pig Clinic - LA Hearne Co	C	
Salinas Valley Fair	C	
State Presentation Day - Field Day	S	
End of Year Party	L	
4H Camp McCadless	C	
San Benito County Fair	M	
4 4-H Leadership Development		
MCF - Food Booth Baking Committee	C	
Chairperson - Teddies for Sheriffs	L	
Leadership Development	L	
Club Officer - Correspondence Secretary	L	
Club BBQ Ticket Committee	L	
Club BBQ Bake Sale Committee	L	
Club BBQ Serving Committee	L	
5 4-H Citizenship & Community Service		
Cookies for Cowboys	C	
Ag Against Hunger Gleaning	M	
Represented 4H - National 4H Week	I	



Summary of Previous Years form

For Monterey County Star Rank verification

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

I = Individual, L = Local Club/Unit/Project, C = County/Area/District,
M = Multi-county/Section, S = State, N = National/Multi-State, G = Global

Circle the Star Rank applying for: **Bronze Silver Gold Platinum**

Summary of 4-H Projects #1.		
Program Year(s)	hours	Project Title and Brief Description
2013-2014		Beef
		Foods and Nutrition - Cooking
		Bowling
2014-2015		Beef
		Foods and Nutrition- Cooking
		Bowling
		Swine

Summary of 4-H Project Skills #2		
Program Year(s)	Involvement & Level	Project Title and Brief Description
2013-2014	C	Salinas Valley Fair-Cake pops
	C	Salinas Valley Fair- Steer
	C	Salinas Valley Fair- Beef Showmanship
2014-2015	C	Monterey County Fair- Entered pig
	C	Monterey County Fair- Swine Showmanship- Novice
	C	Monterey County Fair- Swine market class
	C	Monterey County Fair- Entered dessert
	C	Field Day- dessert judging
	C	Field Day- vegetable judging
	C	Field Day- livestock judging
	C	Field Day-entered a cake
	C	Field Day- id contest
	C	Salinas Valley Fair- entered bred heifer
	C	Salinas Valley Fair- Beef showmanship
	C	Salinas Valley Fair -Beef market class
	C	Salinas Valley Fair- entered cooking project
	L	Vegetable Judging-club level

Summary of Years

Summary of 4-H Events Attended #3		
Program Year(s)	Involvement & Level	Brief Description
2013-2014	L	Halloween Party
	L	Club BBQ
	C	Monterey County Fair- attended
	C	Salinas Valley Fair-attended
	C	Salinas Valley Fair-buyers lunch
2014-2015	C	Salinas Valley Fair- Beef Carcass Contest
	C	Halloween Party
	L	Club BBQ
	C	Monterey County Fair- attended
	C	Salinas Valley Fair-attended
	C	Salinas Valley Fair-buyers lunch
	C	Salinas Valley Fair- attended
	C	Salinas Valley Fair-buyer lunch
C	Salinas Valley Fair- Award ceremony	
L	Club Sweatshirt design	

Summary of 4-H Leadership #4			
*Required: Leadership Development Reports completed by intermediate and senior members			
Reminder – each LDR must have no less than 20 hours to qualify for the star rank.			
Total This Year: _____		Total All Years: _____	
Program Year(s)	hours	Involvement & Level	Brief Description
2013-2014		L	Pine Bough Committee
2014-2015		L	Club Officer- Historian
		L	Halloween Party Committee
		L	Pine Bough Committee
		L	Poinsettia Committee
		L	Field Day- Vegetable Judging Committee

Summary of 4-H Citizenship & Community Service #5		
Program Year(s)	Involvement & Level	Brief Description
2013-2014	L	4 th of July Parade made Jello cups to hand out
	C	Salinas Valley Fair- Auction Runner
	L	Decorated Valentines Cards for Elderly
2014-2015	L	Toys for Tots
	L	Decorated Valentines Cards for Elderly
	C	Salinas Valley Fair- hosted Orradre Building
	C	Salinas Valley Fair- auction runner
	C	Monterey County Fair- auction runner

Summary of 4-H Communcation #6		
Required: 4-H Presentations Total This Year: _____ Total All Years: _____		
Place a * next to the 4-H Presentation		
Program Year(s)	Involvement & Level	Brief Description & location
2013-2014	L	Brought Steer to school
	L	*Bowling Presentation*
	C	Monterey County Fair- worked Food Booth
	C	Salinas Valley Fair -Hosted Orradre Building
	C	Salinas Valley Fair-wrote buyers letter
2014-2015	L	Election Speech- Historian
	C	Monterey County Fair- wrote buyer letter
	C	Monterey County Fair- worked Food Booth
	L	National 4-H week
	L	National 4-H week – wore uniform to school
	L	*Beef Presentation at club*
	L	Election Speech- Historian
C	Farm Day- Monterey- Talked to over 900-third graders	

Summary of 4-H Honors and Recognition #7		
Program Year(s)	Involvement & Level	Brief Description and location
2013-2014	C	Salinas Valley Fair- 8 th place novice beef
	C	Salinas Valley Fair- Group 1 Markety Beef
	C	Salinas Valley Fair - 1 st place Cake Pops
2014-2015	C	*Monterey County Fair-1 st Novice Showmanship Swine*
	C	Monterey County Fair- Group 1 hog
	C	Salinas Valley Fair- Group 1 Bred Heifer
	C	Salinas Valley Fair- 1 st place cake
	C	Salinas Valley Fair- 2 nd place poster

Summary of Healthy Lifestyle activities #8		
Program Year(s)	Involvement & Level	Brief Description
2013-2014	L	Talent Show at School
	C	Friends of Fred Wakeboarding School
	C	Junior Saver Club- Cal Coast Communiy Bank
2014-2015	C	Friends of Fred Wakeboarding School
	C	Junior Saver Club- Cal Coast Communiy Bank
	L	Jensen Ranch- Horse Camp
	S	California Junior Water Fowl Association

How to Log On

Parents of Youth Member & 4-H Adult Volunteers

1. Obtain your 4hOnline email and password.

- Go to <https://california.4honline.com/> and log into your 4hOnline account.
- If the family does not have a password, click on the radio button, “I forgot my password,” and 4hOnline will email the password to the family email address on record in 4hOnline.

*****Note: enrollment records must be entered into 4hOnline before access to ORB is possible.*****

2. **Youth Login**

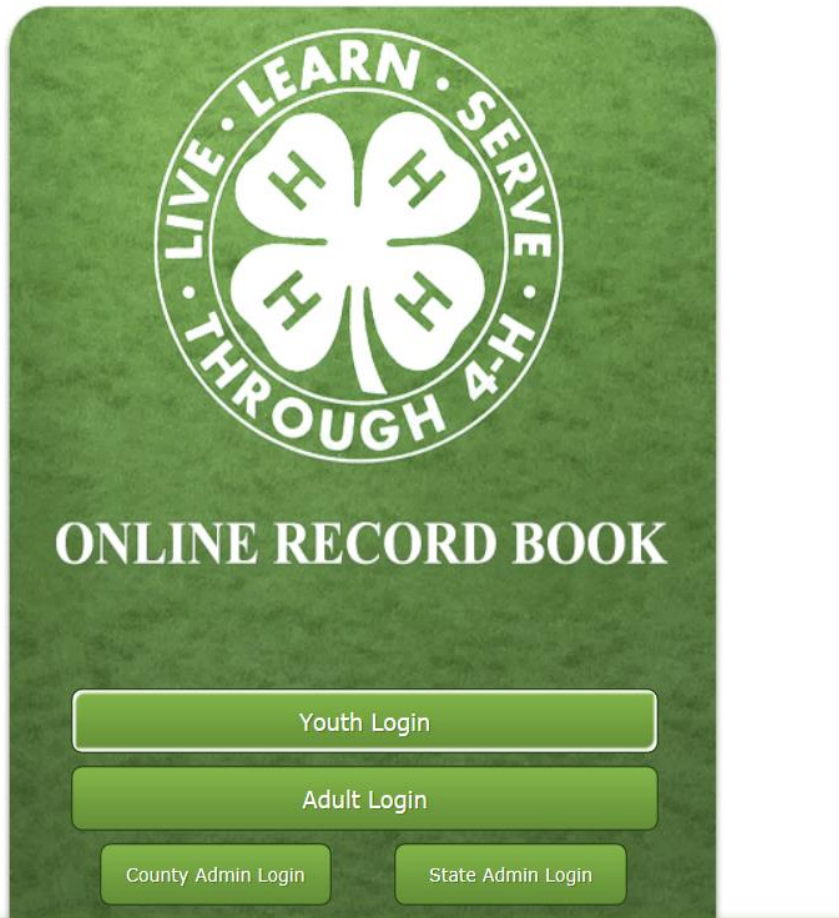
- Now the 4-H member can navigate to <https://4horb.ucanr.edu/login.cfm> and click “Youth Login.”
- Username: Family Account email address from 4hOnline.
- Password: Record Book password set by your parent in 4hOnline. All youth members within the same family account share the same Online Record Book password (e.g., siblings).

3. **Adult Login**

- Once you have the email address and password for 4hOnline, adults may log into the Online Record Book.
- Navigate to <https://4horb.ucanr.edu/login.cfm> and click “Adult Login”.
- Username: Family Account email address from 4hOnline.
- Password: Family Account password from 4hOnline. All adults within the same family account share the same Online Record Book password.

Online Record Book -ORB

- <https://4horb.ucanr.edu/login.cfm>

The image is a screenshot of a web browser window titled '4HOnline - Microsoft Edge'. The address bar shows the URL '4honline.com/Api/Login.aspx?403d40706f7075703d74727565266170696b65'. The page content includes the University of California Agriculture and Natural Resources logo and the text '4-H Youth Development Program'. Below the logo, there are two radio button options: 'I have a profile' (selected) and 'I forgot my password'. There are two input fields labeled 'Email:' and 'Password:'. At the bottom right, there is a 'Login' button.



Record Books

10 Tips I have learned

- ❖ Read the current manual before starting.
- ❖ Keep a detailed list of all events that you attend during the year.
- ❖ Keep an accurate account of each of your project meetings
- ❖ Be sure to keep a record of all expenses for each project.
- ❖ Keep a list of all awards you have received during the year.
- ❖ Start on your 4-H Story early and alter it as you go.
- ❖ Write articles for your Club & County newsletter for record book credit.
- ❖ Be sure to give presentations during the year and prepared talks.
- ❖ Take photos at all events, project meetings, community service activities etc.
- ❖ Check the State website for changes during the year.

