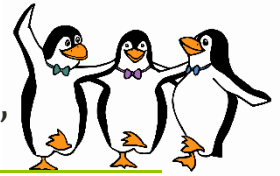


Tips and Tricks - Making Record Book “EASY”



PDR

- Use your PDR to help PLAN your 4-H Year at the beginning of the 4-H year.
- Use a DRAFT PDR to enter your events and activities throughout the year. This will make it much easier to write or TYPE your PDR at the end of the year.
- Write in the totals from your previous record book. It helps to see what you have already accomplished, and what you need to focus on to earn your next star.
- Select the categories you want to use to achieve your goal and highlight them on your draft PDR (pay attention to the ones that are required (*) for the next goal, too, to plan ahead).

APRs

- Write down dates of events and project meetings so you have a record of when your project meetings were. Try color coding projects, events, and activities to make tracking easier.
- Remember “answer the questions” on your APR entries (What did you do? Where? What did you learn?). Try to keep it as simple as possible, but make sure you answer those questions for each entry.
- Complete the Level and Hours sections for each entry (estimate your time). You can enter more than just project meetings (weigh dates, events related to the project, individual practice or project work, etc.). You must have at least 6 hours of instruction time for each project, and have attended a minimum of 80% of the project meetings held. If you worked with the project leader to “make up” a missed meeting, be sure and list it.
- If you can TYPE it, do! Typing your PDR, APRs and even your expressions pages makes it SO MUCH easier to make corrections when you make a mistake.
- Expenses/Income/Value – even if you didn’t actually spend any money, think about the expenses involved in making, raising or growing the items you completed. What would it be worth if you purchased it at the store? Did you lose money on the project, or did it keep its value?
- It’s okay to say you didn’t like something, or won’t take the project again, but think about what you learned – is this project something you would recommend to others? Be honest and encouraging.

Formatting

- Don’t number your record book pages until the very end, as you will be adding lots of pages.
- Make sure you follow the rules on formatting, as they make it easier for the judges to review your work.

Expressions Pages

Think of this as your “be creative” page. How can you show what you learned, or what you did for this project? You can draw a picture, explain the use of different tools, use photos to tell what you did, or just tell more about your project. TIP: Don’t bother printing out your photos, just transfer them directly to a Word (type) document – you can crop or resize them right on the page, and even add a description or explanation as to why you chose that item or picture.

My 4-H Story

- Your story is an introduction to who you are. Talk about your projects, what you enjoyed, what you learned, who helped you most, or what you want to be when you grow up. Not only will it

be fun to read years later, but you might surprise yourself with how much you've grown, learned, and become since then. Your story should 'tie it all together' so try to hit the year's highlights.

- Pay attention to the required word count for each level, Junior, Intermediate, Senior. The more experience you have in 4H, the more your story should reflect that.
- Put the exact "word count" at the bottom of the last page *HINT: In WORD, use **Quick Parts > Field > NumWords** to add a numeric field that automatically updates the word count, or just add the word count manually (word count is listed at the bottom left of the screen).

ORB – Online Record Book

- Unfortunately, the Online Record Book is no longer available. However, the ORB worked best if you used it all year long, as it helped you put your information in the correct place, and gave you the tools to enter your activities, events, projects, and leadership roles. You can still do that directly into your PDR.
- ORB had a social aspect which many clubs have been using Shutterfly for instead. If your club is using a Shutterfly website, encourage others to use it, too!

Leadership Development

- Use the six C's to think about what you want to accomplish or work on through your leadership role, and how you can contribute to the project or team
- Talk over ways you can help or get involved with your project leader or other adult volunteers

Resumes

- Use past experiences, honors or achievements to fill in your Resume. Think in terms of skills learned, or abilities you have worked on with leadership roles
- Update it and keep it handy for when you begin to look for work in the community.
- Focus on what you really want to do in life and select things from your past PDRs or APRs that show your spark or passion in this area.

Putting it all together

- Use a list of each part needed, so you can PLAN out what to complete each day. Rather than trying to do it all in one day, give yourself enough TIME to complete it at your own pace. If you have 27 things to complete, but only want to finish three things each day, you will need a total of 9 days to finish it. By keeping a list, you can check off each item so you know you are on track, and you and your parents won't be stressed out at the last minute.
- TIP: Allow a few extra days for completion, just in case something comes up you hadn't planned.
- Use a PDR Cheat Sheet to see if there are any events or activities you might have attended, but forgotten to write down for the year
- Ask questions – look for answers in the manual – talk to your club leader, project leader, parent, or mentor if you need help.

