

Monterey County 4-H Record Book Contest Checklist

Due July 16th, 2024

Record Book with PDR

Check one (age as of December 31st of the current 4-H Year):

Junior (ages 9-10)

Intermediate (ages 11-13)

Senior (ages 14-19)

Name: _____ Club: _____

Address: _____

Birth Date: _____ Year in 4-H: _____ Grade: _____

Please make certain your Record Book is complete with ALL required forms and signatures for County the level contest. This is the proper order for the Record Book organization using the numerical system found in the Record Book Manual. Use only the current manual and forms which may be found at <https://sites.google.com/ucdavis.edu/ca4h-resourcecenter/4-h-basics/record-books?authuser=0>. Special consideration may be submitted by a parent in writing to the 4-H office on a case-by-case basis two weeks prior to the County submission date.

_____ Record Book Checklist (this form) placed on the inside of the book.

_____ Filled out County Contest application online <https://surveys.ucanr.edu/survey.cfm?surveynumber=42816>

_____ **1. Title page:** Must contain the member's name, club, county, and program year, can include graphics/photos/and larger text.

_____ **2. Table of Contents:** Should list PDR, 4-H Story, Each Project, Collection of Work, Leadership Development Report(s) and 4-H Resume (if applicable). Page numbers on table of contents should match on every page.

_____ **3. Personal Development Report (PDR)**

_____ **4. My 4-H Story** - Written or typed. Double-spaced, single or double-sided print, using Times New Roman or Garamond (12 or 14 font). **Junior: 250 – 500 words, Intermediate: 500 – 1000 words, Senior: 1000 – 2000 words**

_____ **5. Annual Project Report** for each project completed this year (*Adult Partner* is the Project Leader's signature). This to include an Expression page.

_____ **6. Collection of 4-H Work**

_____ **7. Leadership Development Report for all leadership activities. Used by all Intermediate and Senior members. Should be completed for all leadership activities (e.g. Jr/Teen Leader, Camp Counselor, Council Co-Officer, Club Officer, and leadership project.) Include both Pre and Post sections for all activities.**

_____ **8. 4-H Resume** – Completed by Senior members only.

_____ **9. Record Book Cover:** Use green 4-H Record Book folder, an acco type fastener folder or 3-ring binder (1 inch maximum). The program year, member's name, county, 4-H club, and address must be included on the cover.

Member's Signature: _____ Date _____

*I have checked this book to make sure it is complete and is ready for the County Contest. This book accurately represents this member's accomplishments and has earned a **Gold Seal at the Club level.***

Club Leader's Signature: _____ Date _____



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