

Monterey County Record Book Workshop

by Lockwood 4-H - 2022

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Our Team:

<p>LOCKWOOD 4-H Team</p> <ul style="list-style-type: none"> > Seralyn Colton – Youth Chair & MC > Layla Anthony – Chat Monitor > Katie Colton – Adult Chair <p><u>SPEAKERS</u></p> <ul style="list-style-type: none"> PDR – Misty Hancock My 4-H Story – Jessica Riley APRs – Katie Colton Collection of Work – Seralyn Colton 	<p>County Council, 1st Vice President Carla Ackerman</p> <p>Lockwood 4-H Club Leader Misty Hancock</p>  <p>4-H Program Representative Lorin Hofmann-Lurz</p>
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Pledges




I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all."

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Monterey County encompasses 15 clubs, 800 youths, and approximately 200 adult volunteers:

<ul style="list-style-type: none"> ♣ Aromas ♣ Buena Vista ♣ Carmel Valley ♣ Chualar ♣ Gonzales ♣ Greenfield ♣ Hilltown ♣ King City Rural 	<ul style="list-style-type: none"> ♣ King City Blue Ribbon ♣ Lockwood ♣ Mission ♣ Natividad ♣ Royal Oaks ♣ San Benancio ♣ Spring
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<https://ucanr.edu/sites/ucce/montereycounty/files/306813.pdf> (ucanr.edu)

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“Do I have to do a Record Book?”

Benefits of completing a 4-H Record Book:

- ♣ **Practice Records Management** - Track your activities, events, profits and losses, skill development and learning experiences. In this competency skill you identify, create, classify, archive and preserve records
- ♣ **Reflect on your yearly work** - Document your skill development and learning experiences in a written report.
- ♣ **Measure your achievements and growth throughout your years in 4-H.**
- ♣ **Set goals, pursue strategies to meet those goals, and record how you may have had to shift gears in the face of challenges and obstacles.**



Completing the Personal Development Report in the Record Book provides you an incentive for **participation**, learning, and **achievement**.

We encourage all our 4-H youth to do a **Record Book** to record their project information and reflections, but 4-H Record Books are not required for membership or participation in 4-H activities such as club events, 4-H camps, or conferences.

A **4-H Record Book** may be required to receive participation awards (such as star ranking, medals, or pins based on 4-H Record Book achievements).

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Record Book Workshop

A California 4-H Record Book Contains the following SECTIONS:

1. Preliminary Information

- ♣ Title Page
- ♣ Table of Contents

2. PDR

- ♣ Personal Information
- ♣ Star Rank
- ♣ Categories of Participation

3. My 4-H Story

Your story should tell about your 4-H experience and meet a minimum word count (based on

- ♣ **Junior (or First Year)** 250 – 500 words
- ♣ **Intermediate:** 500 – 1000 words
- ♣ **Senior:** 1000 – 2000 words

4. Projects (APR'S)

- ♣ One Annual Project Report for each completed project (per year).
- ♣ One expressions page for each project.

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Record Book Overview (Sections)

5. Collection of Work

This is where you display your photos, samples and examples of your year. If you listed something in your APR, this is a good place to “show and tell.”

- ✓ Newspaper or Newsletter Articles
- ✓ Flyers or Brochures
- ✓ Letters or Certificates
- ✓ Photographs

See the Record Book Manual for what can be included. Should not be more than 7 pages total.

6. Leadership Development Reports (LDR's)

(Intermediate and Senior Members only)

- Complete one LDR (**Junior/Teen Leaders**)
 - Part 1 (Pre) and Part 1 (Post) per year
- Complete one LDR (**Leadership Roles**)
 - Part 2 (pre) and Part 2 (Post) per leadership role, per year.

7. 4-H Resume (Senior Members only)

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

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SPEAKER:

MISTY HANCOCK

Section 2:

Personal Development Report

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Section 2: Personal Development Report

Gives you a place to keep track of your progress, contact information, age, and even the county and club you are affiliated with.

Page 1 – First Box

California 4-H Record Book 2019-2020

Section 2: Personal Development Report

County:			Your picture <small>(optional)</small>
Name of 4-H Club or Unit:			
Program Year:	Total Years in 4-H <small>(Include years as a primary member)</small>		
Name:			
Birth Date:			
Age on December 31: <small>(If the program year listed above)</small>	Grade in School:		
Address:			
City:	State:	Zip:	
Email:	Phone:		

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PDR Section 2: First Box

County: **MONTEREY**

Name of 4-H Club or Unit: _____

Name: _____


Birth Date: _____

Age on December 31: ____ Grade in School: ____

Address: _____

City: _____ State: ____ Zip: _____

Email: _____ Phone: _____



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Why is my age important?

- Ages 9 through 10 **Junior Member**
- Ages 11 through 13 **Intermediate Member**
- Ages 14 through 19 **Senior Member**

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Page 1 - Second Box: Club Meeting Attendance

Club Meetings Attended This Year	Meetings Held	Meetings Attended	Hours Attended	Percent Attended
During the current year, 80% attendance is required for any achievement rank <i>SPIN clubs use project meeting attendance.</i>				

80% attendance is required for any star/achievement rank.

- 1) Total meetings held for the year is usually 10 (Sept./June).
- 2) Total meetings YOU attended.
- 3) Hours Attended is calculated by figuring the hours per meeting, multiplied by the total meetings attended.
- 4) Percent Attended: Number of meetings attended divided by the Meetings Held.

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Page 1 PDR Section 2: Third Box


- YOU SIGN and DATE when completed (your signature means YOU did the work)

I have personally prepared this report and believe it to be correct.	
Member's Signature:	Date:
I have personally reviewed this report and believe it to be correct.	
Parent/Guardian Signature:	Date:
4-H Adult Volunteer's Signature:	Date:

- Your PARENT/Guardian SIGNS and dates once you have completed your record book (... this means they have reviewed your work and you did it correctly).
- 4-H Adult Volunteer Signature (check with your Club Leader).

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TIPS for Success




- Use your PDR to plan your goals for the year.
- If this is your first year, leave the first column (Total Past Years) blank.
- If this is NOT your first year, transfer your totals from your PDR last year before you start this year, so you can see where you need to go! (... which star rank are you?)
- If you forgot to record an activity or event from a previous program year, you may record it on the current year's PDR. Talk to your Club Leader on how to do this.

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Speak OUT!

Who has already earned a Star? Two Stars? Three Stars? When did you join 4-H, and how long have you been a member?



BRONZE SILVER GOLD PLATINUM EMERALD

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PDR: Page 2 – Star Ranking

Let's review this part ...

<small>Record what you accomplished during the year. To qualify for any of the achievement rank awards, you must attend 80 percent of both the local club and the project meetings held during the year. To obtain any of the ranks, you must complete the asterisk (*) categories as a part of your total effort.</small>	
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.

To Qualify for ANY star ranking, you must attend 80% of both the club meetings AND your project meetings held during the year.

To Qualify for the STAR you are working on , you must complete all categories that have an asterisk (*) next to the number ...

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Lightning Scavenger Hunt

You have 10 seconds ... to find each Item!

- | | |
|-------------------------|--|
| 1. A Rubber Duck | 6. A Calendar |
| 2. A Spatula | 7. A 4-H Hat |
| 3. A book about Animals | 8. An Apple |
| 4. A Vegetable | 9. A picture of YOU |
| 5. A Special MUG | 10. The Name of your club
President (type it in the chat) |



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Section 3 – My 4-H Story

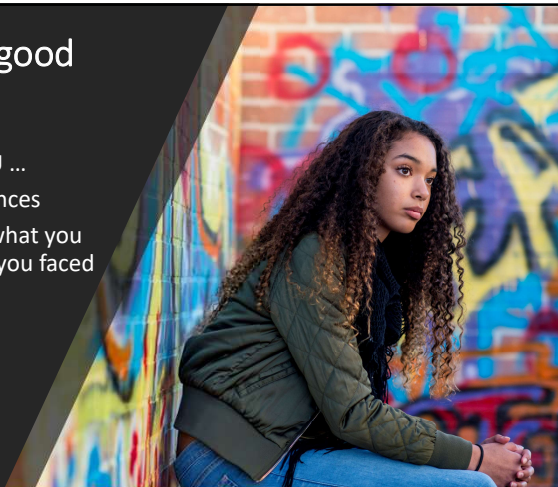


SPEAKER: Jessica Riley

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What makes a good story?

- Your story is about YOU ...
- ... Your current experiences
- ... Projects you are in, what you have learned, hardships you faced
- ... Important goals or achievements.



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Pick a theme”

What do I want to BE when I grow up? What are my plans for the future?

What is my favorite thing about 4-H?

Who is my role model or mentor?

What am I interested in? What am I passionate about?




Try using one or more of the “6 C’s”

**Confidence,
Competence,
Character,
Caring,
Connection,
Contribution.**

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If you are having trouble developing a theme, try using the questions in the 4-H Record Book Manual to help you think about what to say ...



Section 3: My 4-H Story Instructions

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?

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Part 1 -

You can ...

Give us the basic opening paragraph ...

“Hello, my name is _____ . I am _____ year old, and this is my _____ year in 4-H.”


There’s nothing wrong with that.

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PART 2 -

Write About Your 4-H Projects and Activities

- ♣ What goals did you set & did you accomplish them?
- ♣ What skills have you learned in 4-H?
- ♣ What would you do differently if you could?
- ♣ How did you handle financing your projects?
- ♣ Who was especially helpful to you? How?



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Part 3 – Leadership and Civic Engagement

These questions will relate to your PDR, so look back if you can't remember what you have accomplished this year!

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



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Use Your Story to Tie It All Together

- Did you learn something in one of your projects? Did you earn an award? Did you participate in 4-H events?
- Read your PDR, and your APRs for help. Think about the events you attended, and the people you met. Did you find a new spark?
- Look at your photos and awards. Was there one that really meant a lot to you this year? Tell us why!
- How do you think 4-H has changed how you feel about yourself? Remember the six C's?



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Make an outline to help you remember

- Take some time to think about all of the things you did this year.
 - Use your PDR and your APR to remember the highlights.
 - Write them down in an outline.
- Me (introduction)
 - My name, age, club and year in 4-H
 - Projects this year
 - Leadership roles
 - Honors or Achievements
 - Goals set / achieved?
 - Photos
 - What I learned, how I grew.
 - What else did I do? Its my story – make it personal



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My 4-H Story

Now, let's talk about ...

WORD COUNT

Minimum / Maximum

Based on ...

Junior: (or 1st year member)

250 – 500 words (1 to 2 pages)

Intermediate:

500 – 1000 words (2 – 4 pages)

Senior:

1000 – 2000 words (3 – 6 pages)

(Please do not go over 2000 words.)

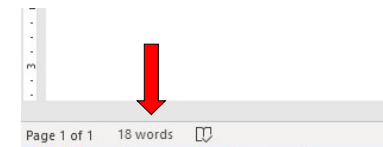
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If you type your story in WORD or on GOOGLE Docs, you can see the word count automatically.

In Google Docs, go to Tools, and select "Word Count"


Or ... Press Ctrl + Shift + C

To do it by hand, once you write your story **count the number of words across the page in one line, then multiply it by the number of lines of words on the page.** This will give you your **average word count** per page.



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Formatting Guidelines



... May be printed on one or both sides of your paper

... should meet the minimum word counts (by age)

... should be double spaced

... should use an easy-to-read font like **Times News Roman** or **Garamond**

... text or font size should be between 12 and 14 point


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Five Things

Name 5 things that ...

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4-H Record Book – Section 4



4-H PROJECTS

Annual Project Reports

(APRs)

SPEAKER:

Katie Colton, Lockwood 4-H

TRY SOMETHING NEW AND CONTINUE LEARNING OUTSIDE OF THE CLASSROOM

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What kinds of projects does 4-H offer?

Depends on the Club ...


A 4-H project could be ANYTHING You can think of!

If your club doesn't offer it ... maybe another one does!

*(Check with your 4-H Representative)

All Projects Need:

- ♣ Adult Volunteer
- ♣ To be something 4-H Youth are interested in ...
- ♣ Offer at least 6 hours of instruction (can be virtual or in-person).



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Projects

Archery	Floral Arrangements	Market Goat	Sheep
Arts and Crafts	Goats	Meteorology	Sports
Babysitting	Gardening	Numismatics	STEM
Bowling	Hiking	Origami	Swine
Civic Engagement	Hippology	Photography	Topiary
Dairy Cattle	Interior Design	Poultry	Upcycling
Dance	Jewelry	Quilting	Visual Art
Dog Care/Training	Knitting	Rabbit	Welding
Entomology	Leadership	Robotics	X-ploring
Fashion	Leathercraft	Scrapbooking	Yoga
Fishing	Livestock Projects	Service Learning	Zoology


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Annual Project Report

One APR for EACH completed project

How many projects can I take?

- ♣ Ask !
- ♣ Time Commitment?
- ♣ Money?
- ♣ Age Limitations?
- ♣ Outside of 4-H (school, sports, family, etc.)
- ♣ One Annual Project Report for each project (per year).



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Let's look at an APR ...

Starting at the top

Record Book Forms
2020-2021

Section 4: Annual Project Report

Submit one form per project. You may expand the boxes and add additional pages if needed.
What you learned must be specific to you—not what other people learned.

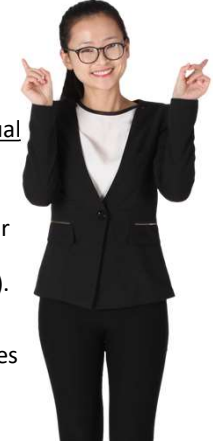
Name	Jimmy Cricket	Program Year	2021 - 2022
Project	Numismatics	Years in Project	1
8	Number of project meetings held	87.5	% Attended
7	Number of project meetings attended		

Example: 7 Meetings ATTENDED ÷ 8 Meetings HELD = .875 ... = 87.5 % Attended

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TIPS for Success

- Keep track of what you learned.
- List Project Meetings, Shows, Clinics, Events, and individual time spent on your project.
- List things made, grown, or raised during the year.
- Keep track of expenses for your market reports, or just for your own experience. Consider the VALUE of supplies or tools you received (even if they didn't cost YOU anything).
- Keep a record of any awards, prizes or money earned.
- What is the project VALUE at the end (... your project does not have to make a profit), but it does have value!



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APR Page 2

Let's review this part ...

If another member was thinking about taking this project next year, what would you tell them about what can be learned in this project?


I have personally prepared this report and believe it to be correct.	
4-H Member's Signature:	Date:
I have personally reviewed this report and believe it to be correct.	
4-H Adult Volunteer's Signature:	Date:

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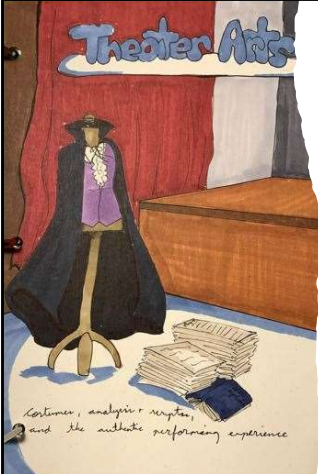
Expressions Pages

- Include one **Expression Page** for each Annual Project Report.
- **Teach** the reader something that you learned or was interesting to you (about the project).
- Draw something and **explain it**
- You **MAY** use photos, drawings, graphics **OR** a story.
- The design should be **age appropriate** and **creative**.
- Can **only be one page** (8 1/2" x 11") paper.

IDEAS:
 Make a list of things you learned **NOT** to do.
 Show your **SPARK!**
 Use a diagram.
 Be creative (draw, write, use graphic design elements, or other creative ideas).
 Share what you know!



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Costumes, analysis, scripts, and the artistic performing experience

Expressions Pages – Examples!

This member made their expressions page into a work of art. It is very creative, and does show some of the important parts of the art of theater (setting up a stage, curtains, costumes, scripts) and it leaves you wondering what the play is about ...

You don't have to draw or be artistic to complete your expressions page, but you should use it to teach the reader something.


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Expressions Page – Example

This one looks like a poster with photos and explanations of how to build a chicken coop.

There is no **WRONG** way to do it ... as long as it is your own work, it only uses one page, and it teaches the reader something about your project.

-



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Expressions Page – Example

This Photography page shares photos the member took and evokes the story behind each photo.

It makes the reader think of the photograph and what else we see ... demonstrating that a good photograph tells a story!

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Expressions Page – Examples!

Take an IDEA ... like a diagram of something you learned about in your project, color it, and then describe what it means.

Add graphics and photos that show what you mean. Use Text Boxes to add your words and place them like pictures. using software like Word or Google Docs with Google Draw

It's simple ... and it's fun!

Your page should be age appropriate.

I love seeing all the creative ideas members come up with!

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SPEAKER Seralyn Colton, Lockwood 4-H

Section 5 – Collection of Work

No more than 5 items, (7 pages) See the latest Record Book Manual for details.

Photos can be Up to 2 pages.

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Collection of Work

Here you have space to show what you've done and learned throughout the year by attaching photos, samples and examples.

No more than 5 items, (7 pages) See the latest Record Book Manual for details.

Photos can be Up to 2 pages.


by Seralyn Colton

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Photos

- Your photos should relate to events or projects you are in and be about you.
- Be sure to tell something about the photo – who’s in it, where was it taken and when, and why it is there.
- While you cannot put the actual ribbon in your collection, you CAN take a picture of yourself with your project, holding your ribbon!


This is me on my first Give a Hoot! 4-H workday, which turned out to be a big success. We made 4 owl nesting boxes and put the kids name on the box they helped make.



This is me with all of the who helped make 8 during the second wo.



I made this dragon journal and entered it into the SVF. The back side has a dragon yin and yang, on the inside I hand stitched the paper in. I got a best of show and a \$50 gift card to Tandy Leather!



So, that's what I did this year! I had lots of fun, participated in fair and other club events, worked on my goal towards my emerald star, and

Photos


- Your photos should relate to events or projects you are in and be about you.
- Be sure to tell something about the photo – who’s in it, where was it taken and when, and why it is there.
- While you cannot put the actual ribbon in your collection, you CAN take a picture of yourself with your project, holding your ribbon!

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Newspapers or Newsletter Articles

This is where you display what you have done and learned throughout the year ...

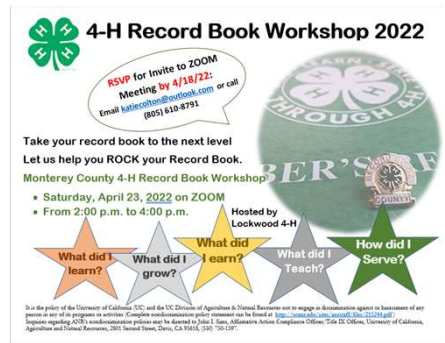
- Limited to two pages, each side counts as a page (2 pages maximum, limited to 1 item)
- Newspaper or newsletter articles must be written by you or can be about you. If an article is about you, you can't get Communication credits for it, but it's nice to put them in this section.
- Articles may not 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.



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Flyers or Brochures

- Limited to one brochure 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 laminate or use plastic sheet covers.



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Letters or Certificates

- Limited to one item – choose the best one (can be letters or certificates).
- Letters may either be written by you or about you.
- Certificates must have been presented to you in the current year.



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... and Photographs

- Limited to 2 pages now, each side counts as a page.
- Photographs should show project work, leadership and civic engagement activities. They should demonstrate your Spark(s).
- Captions for each photo should explain what is taking place in the photograph and indicate when and where the photograph was taken. Space used for captions counts as part of the five pages.
- Pictures may not be shingled (stacked on top of each other like an accordion). You can use graphics as decoration.

By Sarahyn Cotton

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Do's and Don'ts

- Use WORD and paste photos directly into your document.
- Use Text Boxes to add captions
- Remember to explain the photos (where was it taken, who is in the photo, what is it about, why did you include it)
- DON'T put actual ribbons here
- DON'T include judge's sheets or score cards
- DON'T use the actual certificate

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4-H Record Book Resources:

Monterey County 4-H Resources

4-H Record Book Manual (should be 2021-2022) This Record Book Manual is designed for members.

Also,

- PDR Forms (Word or PDF)
- APR Forms (Word or PDF)
- Summary of Years Form
- Cloverbud Report Forms
- and various other Project Report Forms

If you have questions while completing your Record Book, ask an Adult Volunteer in your club or county to help you.

More information can be found on the State 4-H website, 4h.UCANR.edu

State Record Book Competition

[State Record Book Competition - University of California 4-H Youth Development Program \(ucanr.edu\)](http://State Record Book Competition - University of California 4-H Youth Development Program (ucanr.edu))

- Google Doc Record Book Forms
- 202 1-2022 Record Book Manual
- 4-H Resume Template

The Online Record Book (ORB): **As of July 1, 2020, ORB is no longer being used to complete record books.**

However, the latest Record Book Manual does and instructions for how to create an online record book.

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Thank you for joining us!

Record your Attendance for this event under **Category 3: 4-H Events Attended**.

This is a County Level event ("C")

Fill out and return the exit survey.

Questions? Put them in the chat box, or in the survey.

Need more help? Speak to your club record book helper, County Rep., or contact us directly!

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