

Record Book Q and A

Submitted by clubs 2/08 – answers composed by Record Book Committee 3-26-08

A. TRAINING QUESTIONS

1. Are you offering any training sessions on how to do a record book?

Yes! We are having a county record book training session on May 19th, 2008 at 7pm at the 4-H office in Pleasant Hill

2. How do I put my book together?

Read the 4-H Record Book Manual, talk to your Club Record Book Coordinator and attend the County Training Session.

3. When are Record Books Due?

Check with your Record Book Coordinator. Record Books submitted for County Judging are due to the county office October 6th, 2008. Most Clubs have an earlier deadline for Club Judging. This is typically at the beginning or middle of September.

B. OVERVIEW QUESTIONS

3. What are Record Books used for?

- 4-H Record Books give members an opportunity to reflect on their yearly work.
- 4-H Record Books rewards members for participation in 4-H activities by allowing them to accrue “points” that are used to earn star ranks
- 4-H members learn record keeping skills through a standard format.

4. How do I start a record book?

- a. Talk to your club Record Book Representative
- b. Go to the state website <http://www.ca4h.org/4hresource/ir/recordbook/> and download a 4-H Record Book Manual
- c. Start keeping records of events, activities, committees, participation and project activities.

5. Is there a different Record Book for Primary Members?

Yes! Primary Members complete the Primary Record Book forms located on the above web site. The format is fairly open and younger members can supplement the book with picture pages, stories or illustrations as is age appropriate. Primary Books are reviewed by the club but are not judged at the county level.

6. What types of things do I put in a Record Book?

A record book documents your work in 4-H for one year. The county 4-H year runs from September 1, 2007 – August 31, 2008.

- During the year keep track of the activities you participate in, presentations, animal expenses, awards, etc. These things will be recorded in the PDR (Personal Development Report).
- Thoughts about the year will go in your 4-H story.
- Pictures can go in your project report or on your picture pages

- Copies of Newspaper articles or flyers that you create or have written can go in your record of supplemental work
- Keep accurate records about what you do in your project meetings and project expenses and record this information in the Annual Project Report.

7. What is a Star Rank?

Record Books are used to accrue points toward Star Ranks. Member star ranks are Bronze, Silver, Gold and Platinum. Different stars require different numbers of points in different categories.

Our County also offers an Emerald Star (county community service), Platinum and Ruby Stars (leadership) and County All-Star. These stars are earned through county programs outside of club record books.

8. What are the requirements for a complete record book?

- A minimum completed club 4-H Record Book consists of the following items.
 1. Section 2: Personal Development Report (PDR)
 2. Section 3: My 4-H Story
 3. Section 4: Projects - One project report form for every project completed
- Review the Club Evaluation Template #1 found at <http://www.ca4h.org/4hresource/ir/recordbook/> It shows you what sections are required for each seal.
- For State Competition you will also need
 - State 4-H Judging Cover Page
 - County Check Sheet
 Both forms are available at <http://www.ca4h.org/4hresource/ir/recordbook/competition.asp>

9. Can I see an example of a completed Record Book Format?

There are 4 example record books at <http://www.ca4h.org/4hresource/ir/recordbook/> under the Training Resources heading found toward the bottom of the page. Please keep in mind that these are State Winner Senior Level Books. The level of 4-H involvement or ability may not be appropriate for your age or grade level.

10. Do we supply or make our own book? Is a blank one supplied or purchased?

Use an acco type fastener folder or 3-ring binder (1 inch maximum). You may use your own or you may purchase a binder from Leslie Carmen 4-H supplies or National 4-H supply. Your Record Book Coordinator may have some in stock that you may purchase. The program year, members name, county, 4-H club, and address must be included on the cover.

11. Do I have to do a 4-H Record Book?

Doing a record book is not required but encouraged. If you want to get star ranks and other awards then you need to do one. Some projects require a Project report to participate in County Fairs etc. Primary members complete a record book that is more age appropriate.

12. How are record books judged?

(Excerpt from 4-H Record Book Manual 2008, page 37)

Levels of Competition

▪ **Club Level**

4-H Record Books are first reviewed at the local level by 4-H Community Club/Unit Leaders and Project Leaders. Club level judging is based on the Danish system where 4-H Record Books are judged against a standard. Seals are awarded based on the members 4-H project work, personal growth and the book organization. Through their personal achievements and 4-H participation, members may earn Star Rank recognition.

▪ **County Level**

Members may submit their 4-H Record Books for county competition. Books are judged on the member 4-H work, leadership and citizenship development, and personal growth. County level judging should be based on the Danish system with all books judged against a standard. Judges provide a critique and suggestions for future growth and involvement. Counties may designate awards for 4-H Record Books in specific project categories and age groups based on meeting published standards.

▪ **State Judging**

Senior 4-H members are eligible to enter state competition. State level competition is focused on recognizing 4-H members who have outstanding 4-H Record Books. A Forms, additional instructions, and specific age eligibility may be found at <http://www.ca4h.org/4hresource/ir/recordbook/competition.asp>

13. What is the point of doing a record book?

4-H can be more than just showing an animal. It is about developing Life Skills and developing youth. 4-H offers a variety of ways to be involved and grow. It is also the only way to get ranks and certain awards/advancements. It shows you are truly involved and well rounded.

14. How would a record book be used after 4-H?

Please read pages 4 & 5 of the manual. Many jobs require developing portfolios and resume skills.

C. SECTION SPECIFIC QUESTIONS:

15. For Outdoor Adventures, each child is keeping track of their hiking miles outside of our official project meetings. Is there a place that we can put their excel spreadsheet to show these extra outdoor miles.

You can list the extra hiking activities on your project report. In addition you can put the spreadsheet on the project expression page or under collection of 4-H work

16. Can published articles and pictures be attached?

You can take credit for articles that you have written under the communication section. Pictures can be included in the project expression page, or as part of your Collection of 4-H work. The title page can also include pictures as the background.

17. How do extra activities get counted such as soccer or Girl Scouts?

- These can be counted under section 8 – Life Style Activities. In this section report participation in organized groups or activities such as camps, community or school sports, music, theater and the arts, employment, church, or organizations. *Examples:* music or dance lessons, school or science outdoor camp, horseback riding lessons, church choir, organizational memberships.
- **Each organization, group, activity, or sport counts as one credit per 4-H year.** Girl Scouts counts as 1 activity since it is 1 organization. Different Soccer teams can be counted separately if they are with different organizations (i.e. Club Soccer Team, High School Varsity Team)
- Community Service, Honors and Recognition, Leadership, Communication Skills and Project Skills all have 2 entries that may be completed for outside of 4-H activities

18. Do summer camps that you work for (for free) count as community service?

If you work non-4H camp for free as community service outside of 4-H you can count it as Non-4-H Community Service (You can have 2 of these outside of 4-H community service activities) or count it as a Lifestyle Experience Section #8 If you are a leader it might count as leadership outside of 4-H

19. Will 4-H camp count towards the record book?

Yes it counts as section #3 as an 4-H event attended. It only counts as one event even though it is multiple days. You can also count it once under leadership if you were a counselor *or* Camp Counselor can be written up and counted as a project.

20. For project stories how many pages do they have and what do we include in our 4-H story?

Please read page 25 of the manual

Do not exceed 6 pages.

- Junior (or first year member): 1 - 2 pages
- Intermediate: 2 - 4 pages
- Senior: 3 - 6 pages.

21. Do community service events that are with the same organization count as multiple items if they're completely separate and have different dates?

You can count a re-occurring activity or event each time the activity occurs (e.g. monthly visit to a convalescent home may count each visit).

22. How many times does camp leadership count?

You can count it once under leadership or write it up as a separate project.

23. Where does recognition go if the member only received a merit award, not the highest level?

It can be listed on the project report or highlighted in the project story. Depending on the significance, it could be listed under Honors and Recognition as follows:

- Record significant and notable honors, awards and recognition received in the 4-H YD Program. Do not include ribbons, seals, or certificates on the Personal Development Report (PDR). Include these on the Annual Project Report Form. The intent of this category is to award significant honors, not necessary only the single highest honor.

24. If a member participated in a cook-off Dutch Oven with a 4-H division and won an award, participated in judging where would these be reported?

The member can get multiple points for this (4 in this example)

- a. Depending on the award, the member could list it under Honors and Recognition or their project report (see above).
- b. Showing of cooking skills is counted as an exhibit under Project Skills
- c. Participating in Judging is also counted as Project Skills (both count)
- d. If the event is a 4-H event (such as Food Fiesta) they can also count as event attended