California 4-H

Record Book Manual Addendum

July 2012
This addendum has three objectives:

- Provide up-to-date information for Record Book State Competition 2012.
- Correct any errors or omissions in the California 4-H Record Book Manual 2011.
- Provide a little more guidance to completing some of the requirements in the Record Book.

For members who plan to submit a Record Book for State Competition, it is important to follow the guidelines in the California 4-H Record Book Manual 2011 and this addendum. The notations in this addendum supersede the instructions in the Record Book Manual.

In this addendum, the references include the page number of the Record Book Manual, the section, paragraph, sentence, phrase or word that needs to be changed and **bold font the most important word or phrase change.**

### Page 10, Formatting Instructions

Fourth paragraph, addition:
**The 4-H Online Record Book (ORB) is the Record Book of choice. All ORB default print features are acceptable.**

Paper, addition after last sentence:
**For pages with photographs in the Collection of Work and/or Expression Pages, photo quality paper is acceptable on those pages only.**

Margins, change to:
Use a minimum of **1 inch margins on all sides**, all pages. (If used, headers, footers and page numbers may be outside of these margins.

Typeface, third sentence, change to:
If typed, font size must be **at least 11 point** in an easy to read font (e.g. Garamond, Arial, Times New Roman, or Helvetica).

Folder or Binder, change to:
Use an acco type fastener folder or 3-ring **binder, not more than 1” wide.**

Addition:
**Page Numbers:** Use a logical system to number the pages of the Record Book. Hand numbering is acceptable due to the significant number of inserted pages. Another option to neatly number pages is to print page numbers on clear adhesive stickers and affix a sticker to each page after the member is satisfied with the assembly of the book.
Page 11, Organization Overview

Addition:

ORB Inserting Pages Overview
When members print out the Record Book from ORB, he/she will still need to assemble the book in the proper order as specified in the Record Book Manual. It will be necessary to create the following pages and either:

1) upload them into ORB as photographs in a .jpg or .pdf format and insert after printing where appropriate or
2) print out separately and inserted where appropriate.

Option one (1) is recommended because then all of the Record Book documents are archived in the members Online Record Book.

The documents that need to be created outside of the ORB are:
Title Page
Table of Contents
Collection of 4-H Work
Expression Pages
Previous Years’ Records

Page 13, Section 2: Personal Development Report (PDR) Instructions

Items from Previous Years, change to:
Items from Last Year
In some cases, a 4-H member may forget to record an activity on his/her Personal Development Report. The 4-H member may count an item from the last program year in the current year’s PDR if they have sufficient proof of its validity (e.g. record of their attendance, etc.) and approval of the 4-H Community Club Leader. In the current PDR, the 4-H member should list the year/date, the activity and a short explanation for the past year date. Activities from prior years other than the last year cannot be recorded in the PDR. In ORB, you may go back to a previous year’s record and add the activity in the appropriate year.

Page 17, 6. Communication Skills, Bullet # 6, Representing 4-H

Third sentence that begins with “Note:” Delete the last phrase “only during National 4-H Week.”
The sentence should read:
Note: Members may obtain credit for appearing in 4-H identification in public for a variety of events and activities where the member represented 4-H.
Page 17, 6. Communication Skills, Bullet # 7, On-Line Communication

Change sentence to:
Record activities where the member created or supported a 4-H website, moderated a 4-H email list for a 4-H group or activity, created a 4-H social networking page such as FaceBook, Twitter, blogs or other social media platforms.

Page 17, 7. Honors and Recognition, Bullet #2, Significant notable honors....

Addition to last sentence:
...Golden Clover Award, State 4-H Record Book Winner and Diamond Clover Award.

Page 17, 7. Honors and Recognition, Bullet #4, In peer-to-peer (American) 4-H competition....

Delete from Examples: Reserve Grand Champion

Page 25, Section 3: My 4-H Story Instructions

Change first paragraph to:
The 4-H story is an opportunity for members to share experiences in 4-H. The story should be a record of all years in 4-H and emphasize the current year in 4-H. Use the page length recommendations outlined below and printed only on one side of the pages.

Delete: The following outline may help you in developing your story.

Addition, after the line: “Do not exceed 6 pages”:
The following may help in developing the story:
Pick a theme and build the story around that theme. Those members experienced in writing essays, may know to build the 4-H story so that it flows naturally. Those new to writing essays can use the following questions to help think about what to say.
Page 26, Section 4: Annual Project Report (APR) Instructions

Second Paragraph, Completing this Section, item #2 in the list, Delete word (optional)
Item #2 now reads:

2. Expression Page

Section 4-A: Annual Project Report Form:
Delete third paragraph (single sentence) 4-H members may add more lines on the report for additional information. The Annual Project Report may not exceed four pages.

Expression Page paragraph, complete re-write, delete the paragraph and replace with:

Expression Page
4-H members should include one Expression page, for each Annual Project Report, on which the 4-H member may be creative. Page must be one side of an 8 ½” x 11” piece of paper. The 4-H member may draw, write, use graphic design elements, etc.

Tips for Expression Pages:
- be creative
- convey to the reader your learning experiences in the project
- design is age appropriate

Word of Caution:
The Expression Pages are not to be used to expand the Collection of Work

Page 29, Section 4-B: Junior and Teen Leadership Development Report (JTLDR) Instructions

Delete sixth paragraph (single sentence) The 4-H member may add two pages for a total maximum of six pages to answer the questions on the Junior and Teen Leadership Development Report.
Page 35, Section 5: Collection of 4-H Work

Third paragraph, second sentence, addition:
…and must represent the current 4-H year.

Paragraphs 4 through 7, significant changes throughout, it now reads:

Newspaper or Newsletter Articles 2 pages maximum
Limited to two pages, single-sided.
Newspaper or newsletter articles must be written by the 4-H member or about the 4-H member. Articles may not be shingled. They must be firmly attached to the page. 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 the member or must have been created by the member. Brochure may be attached to a standard sheet of paper or **hole-punched and inserted.**

Letters or Certificates 2 maximum
Limited to two letters and/or certificates, single-sided.
Letters may either be written by the 4-H member or about the 4-H member. **Certificates must have been presented to the member in the current 4-H year.**

Photographs 5 pages maximum
Limited to five pages, single-sided.
Photographs should show project work, leadership, and citizenship activities. 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. 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
Delete second paragraph and replace with all of the following:
The following instructions are for State Judging only: Materials from all previous years in 4-H must be removed and replaced with a summary of your previous involvement in 4-H (the 4-H member may include all involvement as a 4-H member, including primary). These pages must be placed at the back of the 4-H Record Book and must conform to the standard formatting and page guidelines. This section is limited to three pages. Many 4-H members use a bulleted list or table to summarize their previous experience, but any format is acceptable.

Include in your description for each of the three pages:
- dates you were involved
- role you played in the activity
- size and scope of your project/activity
- accomplishments, alone or working with others
- designate level of participation with the appropriate letter:
  - I = Individual: independent, individual activity, not as part of a group.
  - L = Local club, unit, project, club/project committee
  - C = County, area/district, multi-club
  - M = Multi-county, section, or region
  - S = State
  - N = National, multi-state
  - G = Global, international, crossing U.S. boundaries

Page Maximum: Three (3) pages, one-sided, total for all three categories – One page to summarize projects, one page to summarize leadership development, and one page to summarize citizenship development. For Parts A, B and C: members are limited to one side of one page and MAY NOT use both sides of the page.

Part A: Project Summary
On one sheet of paper, describe all of your 4-H project work and project learning experiences throughout your years in 4-H. Show examples of how your project meets the following:
- Participation in 4-H learning experiences such as demonstrations, talks, exhibits, judging events, field trips, tours, workshops, conferences and camps attended, and activities where you taught others.
- Knowledge and skills gained from working on the 4-H projects or activities. Review your total time in this program; consider goals you have had, and summarize the knowledge and skills gained.
- Size and scope of your 4-H projects or activities. Size means anything that can be expressed in quantity. Select examples that show your growth through 4-H participation. Scope refers to range of operation and growth, over time. Use numbers carefully to show size and depth of growth within this program.
Part B: Leadership Summary
On one sheet of paper, describe all of your 4-H leadership experiences and other significant leadership experiences you have had outside of 4-H, in school or community organizations throughout your total years in 4-H. Show examples of how you have:

- Collaborated with others and served as a role model for other members
- Identified and understood roles, attitudes, and tasks necessary for effective leadership
- Worked in a youth-adult partnership
- Worked as a member of a team at club, county, regional, state and national levels
- Assumed responsibility for program planning and implementation
- Served as a Junior or Teen Leader for 4-H projects

Part C: Citizenship Summary
On one sheet of paper, describe 4-H citizenship and service-learning experiences you have had in 4-H and community organizations throughout your total years in 4-H. Citizenship is defined as acting with informed concern for self and others as an individual or group action. Service-Learning has been defined as a type of experiential education (hands-on) that involves young people in both community service and education. Show examples of how you have:

- Been involved in the planning and action on specific community improvement projects
- Collaborated with other community resources to identify and develop programs
- Demonstrated social responsibility
- How your community has benefited or been improved
- How you have worked cooperatively with other community programs or agencies
- What you have learned about the global community

Tips:
- Make it easy to read
- If you use a table or chart, put in reverse chronological order
- This is a summary, edit the list to include those things that demonstrated significant growth and learning
- For examples and ideas of layout, see some past winning books on the Website: www.ca4h.org