**MENDOCINO COUNTY 4-H RECORD BOOK WORKSHOP 1p-4p 1/21/2017**

**Referenced Documents --all are available at** [**http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/**](http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/)

**Or search for “California 4H”.**

1. **California 4-H Report for Primary Members Manual & Forms Compatible w/ iSprout**
2. **California 4-H Report for Primary Members Manual & Forms**
3. **California 4-H Record Book Manual Adult Partner’s Guide**
4. **California 4-H Record Book Forms**
5. **Club-Level Evaluation Sheet**
6. **County-Level Evaluation Sheet**

**Welcome to the Mendocino County 4-H Council Incentives and Recognition Committee’s 2017 4-H Record Book Workshop!**

**WHAT IS THE COUNTY COUNCIL?**

* It’s all the Mendocino County 4-H volunteer leaders and Linda Edgington, our 4-H Staff Representative.
* County Council and the County Council officer’s board organizes and puts on County Record Book Judging, County Presentation Day, Extravaganza and other county 4-H activities, and sets Mendocino County 4-H policies.
* The council meets about every three months and every 4-H club is expected to send one to four representatives to Council meetings.
* Read your County 4H newsletter **“The Roundup**” for council meeting dates.
* **If you are a 4H Leader, please consider representing your club at the Council meetings and holding an office on the council executive board!!** It’s a great way to learn about 4H and serve the organization that helps kids become the best they can be!!

**WHAT IS A RECORD BOOK?**

* It is a book that you make that contains a record of things you learn and things you do inside and outside of 4-H.
* Every year, you record the things that you did from the start of the 4H year—**September 1st—through the end of the 4H year—August 31st** in your 4H Record Book.
* You can keep a “sloppy copy” and then copy the information into a nicer form to hand in for evaluation.
* In your record book you will include things like pictures of yourself doing things, and forms that you fill out about your projects and activities and a story that you write about learning experiences that you’ve had in the past 4H year.
* All California 4-H Clubs use the same record book format, forms, and instructions, which are all explained in the **California 4-H Record Book Manual** which can be found at the link above.
* Each year, you add your new record book to your old record books, so by the time some of you leave 4-H you may have a really thick, heavy record book if you joined 4H when you were really little. If you joined 4H as an older kid, middle-schooler or high-schooler, your book may be less thick—but still a really important part of your 4-H life.

**PARTS OF A RECORD BOOK**

* Each record book includes certain sections, depending on how old you are. Instructions for these parts are in the Record Book Manual.
* **Note that you don’t include some parts until you reach a certain age level.**
* Here are all of the parts of your record book in the order that you will include them:
* **Record Book Parts (see Manual for instructions):**
1. **Preliminary Information:** You make these pages. Instructions in Manual.
2. **Personal Development Report:** Forms are available online. Needed for Star Ranks.
3. **My 4-H Story:** You write this story. Helpful ideas are in the Manual.
4. **Projects (Completed):** Annual Project Report (“APR”) form for each project.
	1. **MUST INCLUDE EXPRESSION PAGE** at end of **each** project report form
	2. Must complete at least one APR to get a 4H pin and stripe for the year**.**
	3. Must complete an APR to show project at fair.
5. **Collection of 4-H Work:** See instructions/rules in manual**.**
6. **Leadership Development Report** (Intermediate and Senior members only)
	1. Forms in Manual. For Officers, committee members and project leaders
7. **4-H Resume** (Senior members only) Replaces past years’ work at State evaluations.

**Age levels in 4-H that are mentioned in the manual:**

 **Primary 4-H member:** Under 9 years old by January **1st**

**Regular 4-H Member Levels:**

 **Junior 4-H member** (4th and 5th grades) age 9 thru 10 by January 1st

 **Intermediate 4-H member** (6th thru 8th grades) ages 11 thru 13 by January 1st

 **Senior 4-H member** (9th thru 12th grades) ages 14 thru 19 by January 1st

**WHY SHOULD YOU KEEP AND TURN IN A RECORD BOOK?**

1. **CONFIDENCE**
	1. You see what you’ve done and learned—you “reflect” and it gives you **confidence**!

**Confidence** is the feeling you have when you’re not scared of doing something that you’re about to do!!

1. **INCENTIVES (PRIZES)**
	1. Seals, and gold pins, and stars for your hat for turning in your record book! We adults call them “**incentives**.”
	2. Primary members all get the same prize for their record books: A shiny green round sticker called a “seal.”
	3. Regular members get different prizes depending on how good their record books are and how many activities they’ve been involved in.
		1. If their record books are OK to really good, they get a seal, which is a fancy round sticker to stick in their record book.
			1. They can get a red seal for an OK record book. A really good book gets a blue seal.
		2. Someone who produces a REALLY good record book and is involved in a lot of activities gets a gold seal AND a gold pin for their hat!!
2. **RECOGNITION** for the things that you’ve done
	1. Adults and teen 4H leaders are really proud of you when you make a record book, so we also give you “**recognition**”, which is when we say something like this to the rest of the 4H Club : “We are so proud of you for working hard on your record book and we’re going to give you a prize!” Or we publish your name in the 4H newsletter.
3. **Helps you reflect on your skills when you apply for a job or college.**

**MORE ON REFLECTION, CONFIDENCE AND REASONS TO KEEP RECORD BOOKS**

* In your record book, you will be recording things that you’ve done that you might have forgotten if you hadn’t recorded them.
* When you read through your record book after a few years you will see all of the things that you’ve accomplished, and the skills that you’ve learned, and it helps to give you confidence.
* You will probably read back through your record book and see that you’ve accomplished things that maybe you thought you’d never be able to do!
* You will probably see that there were times when you PERSISTED and shifted your goals and something GOOD happened despite things not going as planned.
* This REFLECTION can help you be **confident** that you can get through anything that you need to do by learning and persisting.
* **So remember, keeping a 4-H Record Book can give you four things: CONFIDENCE, PRIZES, and RECOGNITION and HELP GETTING A JOB OR GETTING INTO COLLEGE!!**

**RECORD BOOK FORMS**

1. **Online Record Book @ 4honline.com**

 A lot of kids like to record their learning experiences in their online record book. To do this, you need to set up a profile on **4honline.com**. Each kid can make a password for their online record book. At the end of the year, the completed record book forms can be printed out and used to produce the paper record book.

1. **Paper Record Book Forms** available at <http://4h.ucanr.edu/Resources/Members/RecordBook/>

**TWO KINDS OF RECORD BOOKS: Primary Member** and **Regular-Member** Record Books

1. **“PRIMARY-member**” record books for LITTLE KIDS who were under 9 years old by January 1st .
	1. These are smaller and simpler than the record books that older kids work on.
	2. There are two kinds with links here to forms for kids and manuals for adults: <http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>
		1. One for kids in an “iSprout” project
		2. One for kids **not** in an “iSprout” project
2. **“REGULAR-member”** record books for kids who turned 9 before January 1st.
	1. These will be longer and more comprehensive (have more in them.)
	2. These should be submitted to club leaders at the end of the year for evaluation by club leaders and awards. Your club leaders will announce a due date. **If they don’t, ask them to.**
	3. Instructions for producing a 4-H Record Book are in the **California 4-H Record Book Manual** at at <http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/> . There are two versions of the Record Book Manual:
		1. One for youth members called the **“2016-2017 Record Book Manual”**
		2. One for adult partners/leaders/parents/guardians and teen leaders and members called: **“Record Book Manual for Adult Partners”,** which is the **Record Book Manual** with additional side bars that clarify topics in the manual.
	4. **Forms** necessary to fill out and include in your Record Book are also on the 4h.ucanr.edu website at the link above and also in the online record book.

**REGULAR-MEMBER RECORD BOOKS**

So now you’re a regular member in 4-H, and your mom, dad, project leader, club leader, grandma or aunt or uncle are telling you to do a record book. And you say:

**WHY?????**

Remember:

1. Confidence
2. Prizes
3. Recognition
4. Help with job and college applications

**STAR RANKS**

The 4-H Star Rank system is an incentive to do lots of DIFFERENT kinds of things.

The more things you do, the more stars you’ll get!! But you can’t get stars unless you do different kinds of activities AND turn in a record book **every year** which will show evaluators what you’ve done over the years.

How do you get stars? You fill out and submit the part of your record book called the **Personal Development Report**, which is a record of a lot of the different things you do in your life:

1. 4-H Projects Completed
2. Project Skill Activities
3. 4-H Events Attended
4. Leadership Development
5. Citizenship & Community Service
6. Communication Skills/Presentations
7. Honors and Recognition
8. Healthy Lifestyle Activities

Please look at your handout: “CA 4-H Record Book Forms” p. 3 “Star Ranking”

**READ ALL PARTS OF STAR RANKING FORM** for details on Star Rank requirements.

**YOU CAN GET HELP WITH YOUR RECORD BOOK—but do what you can YOURSELF**

* If you are younger, or new to 4-H, or you just need help reading through the manual and putting your record book together, you can get a parent or leader or another 4H member to help you put your record book together. KIDS SHOULD DO AS MUCH WORK AS THEY CAN BY THEMSELVES.
* Kids 13 or older are usually able to refer to the manual and assemble their record books on their own. If they do, they should write about this in their 4-H Story, because it is something to be proud of!!
* It really helps when older kids or teens who have done record books before help younger or newer members, so older members should try to make times to have workshops to help other members!

**RECORD BOOK EVALUATION (JUDGING) and EVALUATION FORMS**

 **CLUB LEVEL**

* If your club leaders don’t announce a record book due date you should ask them to.
* If you are a parent, leader, or junior or teen leader who has become familiar with the Record Book Manual PLEASE volunteer to be your club’s record book coordinator or put on a club Record Book Workshop and help with your club’s record book evaluations.
* There is a standard Record Book Evaluation Form that all 4H Clubs in California are expect to use for evaluating Record Books [see handout**] available on the website above.**

 **COUNTY LEVEL—**if you get a gold at Club Evaluations. [See Co. Evaluation Form handout**]**

 **STATE LEVEL Record Book Competition—**

* If you were 14 yrs or older by Jan. 1 of the record book year you can submit your record book to the State-Level Record Book Competition—**no need to win or submit Record Book at County Level.**
* Check http://4h.ucanr.edu/Resources/Members/RecordBook/ under “Record Book Competitions” for deadlines and requirements. **When you submit to State, you replace all previous years’ record books with a 4-H resume.** See resume instructions at the state website, also.