

California 4-H Youth Development Program

4-H Record Book

Summary of Modifications from the 2006 Manual to 2008 Manual

Preface, Introduction, Process & Organization

- Preface: Grammar edits & addition of paragraph explaining primary emphasis.
- Table of Contents renumbered.
- Introduction/Purpose:
 - Reformatted this section into new categories – “History”, “Purpose”, and “Youth Development”
 - Added three pages on justification & rationale – Youth Development
- Separated process and formatting into two separate sections.
- Process:
 - Added text regarding when/where record books may be required
 - Added a list of places signatures are required on forms to verify 4-H work
 - Special Accommodations: Included additional information and examples.
 - Interpretation: Included information on the roles of the Community Club Leader, County I & R Committees, County 4-H Office and State 4-H Office.
- Formatting:
 - Added text separating formatting requirements between a) average 4-H member completing a book at a club level and b) requirements for record book competitions.
 - Formatting for Record Book competitions:
 - Changed line space, font size, and margin requirements.
 - Allow three-ring binders
- Organization:
 - Added the term “Sections” for each 4-H Record Book component.
 - Simplified the overall page; moved detailed information to separate instruction pages for each section.

Section 1: Preliminary Information:

- Added detailed instructions for the title page, table of contents, State Judging Cover Page and County Check Sheet.

Section 2: Personal Development Report

- Moved the instructions in front of the form.
- Added instructions for including additional space on the forms, including inside versus outside 4-H activities, and including items from previous years.
- Form: Included space to record total activities for each category in each category’s box. Widened the date field in all of the boxes to fully accommodate long dates. Ensured the form had a 1 ½” left margin.
- Form: Included a line for grade in school
- All Categories: Added a purpose statement to each category.
- #2 Project Skill Activities: Added “knowledge contests” to the category instructions. Added two lines for members to record up to two outside of 4-H project learning activities.
- #3 Events Attended: Added text for multiple day events
- #4 Leadership Development: Added text for planned a 4-H group activity
- #5 Citizenship & Community Service: Allow re-occurring activities to be counted multiple times. Added text limiting when fundraising activities directly benefiting the 4-H member may be counted. Included approval in the activity description – activities must be planned, publicized and approved. No change to the numbers required for star ranks, but did remove the category requirement for a bronze star.

- #6 Communication Skills: Require presentations for a star rank. Added additional instructions for represented 4-H (in another way).
- #7 Honors and Recognition: Expanded the instructions to include additional examples.
- #8 Lifestyle Activities: Added examples of 4-H activities that count in this category.

Section 3: My 4-H Story

- Modified the outline suggestion into a bulleted list. Added additional prompts.

Section 4: Annual Project Reports

- Included a full page of detailed instructions. Allow a maximum of 4 pages.
- Added detail to recording All Star, Ambassador, or Exchanges as projects.
- Form: Included two boxes on the second page for 4-H members to list citizenship and leadership activities pertaining to their project.
- Moved the signature box to the end of the form.
- Shortened the box asking if they'd take the project again.

Junior/Teen Leadership Development Report

- Included a full page of detailed instructions. Allow a maximum of 6 pages.
- Included 2 pages of "planning" to be completed before the project or activity begins, and 2 pages of "report" to be completed after the project or activity conclude.
- Modified the title to be more inclusive of Leadership Development projects, in addition to the normal Junior and Teen Leadership activities.

Section 5: Collection of 4-H Work

- Included a full page of detailed instructions. Provided additional instructions for each item that may be included.

Section 6: Previous Year Summary Pages

- Added text separating formatting requirements between a) 4-H member completing a book at a club and county level and b) requirements for state record book competition. Only books entering the state competition must summarize previous years into three pages.

Evaluation

- Removed forms and tips sheets related to State Judging. These will be provided on the web in a separate document.
- Will be including multiple club/county evaluation templates on the website.

Revised 1/24/2008