



## LETTERS TO NEW 4-H LEADERS

### Letter 6: 4-H Records and Achievement Programs

#### In this letter you will find:

- ▶ 4-H Records
- ▶ Honors Based on 4-H Records
- ▶ 4-H Achievement Programs



#### Dear Leader,

Two important aspects of the 4-H program that will help both you and your members develop their projects through the year are records and advancement programs.

#### 4-H Records

Because a major goal of 4-H is to help youth develop skills for successful living, the keeping of accurate, organized records is important.

Record keeping should be incorporated as a regular part of club meetings, making it a natural part of the 4-H member's project. Keeping records helps the 4-H member evaluate progress and gives a basis on which to make future decisions. It also helps the 4-H leader plan for club programs and activities. Like a diary, 4-H records are fun to look back on and see what has been learned and how we've changed.

**\*\*\* TIP:** A large calendar is a handy tool for record keeping. Encourage your members to use a calendar with large squares to write down everything they do in 4-H on the day it happens. This would include meetings, contests, and other activities and all transactions concerning the 4-H project (i.e. buying feed, supplies, number of hours spent working on project, any income or savings from the project). This information can then be transferred from the calendar to the 4-H record forms on a later date.

**New!** The 4-H Online Record Book (ORB [Online Record Book](#)) is the Record Book of choice:

- Provides an accessible platform for data collection which is fun, engaging and standardized.
- Provides opportunities for volunteers to mentor youth on a daily basis in a protected social networking site.
- Built-in reporting systems that will improve staff and volunteer efficiencies.
- Intentional measures of success that will demonstrate the impact that 4-H youth and adults make locally and statewide.

Paper record forms are available at your county 4-H office if you do not have access to the online system.

A set of 4-H records should include:

- 4-H Record Folder in which the members keep all 4-H records
- Personal Development Report- This is a condensed record of the member's cumulative 4-H experience for all the years of a 4-H membership.
- 4-H Story. An essay describing the member's 4-H experience during the year.
- Project Records
- Photo Pages of pictures and/or news clippings showing the member's project work. (Optional, but highly desirable.)

There are also Advanced Project Reports for some livestock projects and Leadership Report Forms for junior and teen leaders.

Tehama County evaluates record books each year. The county competition is optional, but it is required that members complete a record book by the club due date to receive credit for that year's 4-H work.

## **Honors Based on 4-H Records**

There are many honors available to 4-H members who have shown outstanding growth in their project, as well as in leadership responsibilities and citizenship activities, as demonstrated through their records. These include:

*County Medals*-Special awards available to junior and senior members in each county for outstanding achievement in a wide variety of project and activity areas.

*California 4-H Star Ranks* - Members learn goal setting and work towards a variety of accomplishments to earn bronze, silver, gold and platinum stars.

## **4-H Achievement Programs**

The Emerald Star is a county rank to recognize individual goal setting and accomplishment beyond the club level. All 4-H members who have completed a minimum of 1 year in a Junior/Teen Leadership Project AND be in 8th grade and above may apply. This star rank is to keep older members involved in a meaningful way in planning, implementing and evaluating a special activity based upon local needs. There is no limit on the number of members who can earn this rank or number of times an individual may apply. For more information contact the 4-H Office at 527-3101.

Tehama County B.L.A.S.T.: **B**ecoming **L**eaders...**A**ll **S**tar **T**rainees. The goal is to select 4-H members annually for their outstanding project work, leadership and community service. Members will work together as a team along with the All Stars to represent the Tehama County 4-H program at civic and community affairs, to share 4-H experiences and to promote 4-H. For more information and qualifications, contact the 4-H Office at 527-3101.

The Tehama County 4-H **All Star** is the highest recognition for 4-H members in Tehama County. It recognizes individuals for their outstanding leadership, community service and project work. Being an All Star is an opportunity for further experience and growth in public speaking, leadership and community involvement. Members must be completing eighth grade to apply. They will have a one year commitment of attending and assisting at countywide events and attending the California State Leadership Conference. For more information on All Star qualifications, please contact the 4-H Office at 527-3101.

***Good luck!***

### **Reference Materials**

*Leadership Report Form*

*Personal Development Report*



### **How can I use the information in this letter?**

1. New activities to plan into our club program:

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2. Other people who could help us and how they might help:

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3. Questions to ask 4-H staff and other leaders:

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Check out our website at <http://cetehama.ucanr.edu> or call 530-527-3101 to reach the staff at Tehama County 4-H Office:

4-H Program Representative - **Lynn Strom**, [lmstrom@ucdavis.edu](mailto:lmstrom@ucdavis.edu)

4-H Secretary - **Spring Severson**, [sseverson@ucanr.edu](mailto:sseverson@ucanr.edu)

Also visit the California 4-H website at <http://www.ca4h.org>