



LETTERS TO NEW LEADERS



Letter 6: 4-H Records and Achievement Programs

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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-Her 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.

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, 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. Record forms are available at your county 4-H office. A set of 4-H records should include:

- 4-H record folder in which the members keep all 4-H records
- Project records
- Personal Development Report- This is a condensed record of the members cumulative 4-H experience for all the years of a 4-H membership.
- 4-H story. An essay, up to six pages to describe the member's 4-H experience during the year.

- Photo pages. Up to six pages of pictures and/or news clippings showing the member's project work. (Optional, but highly desirable.)

University of California Cooperative Extension San Diego County

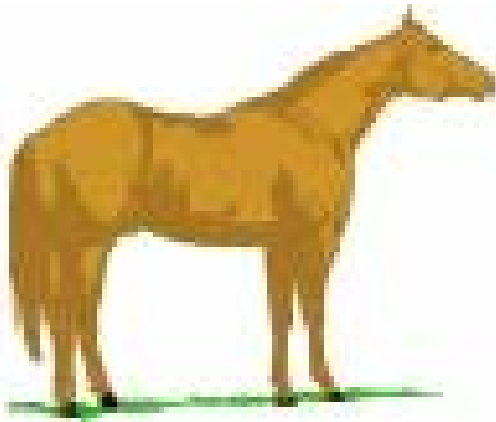
There are also Advanced Project Reports for some livestock projects and Leadership Report Forms for junior and teen leaders.

San Diego County evaluates record books each year. The county competition is optional, but some clubs may require record book completion for certain activities.



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.

Sectional and State Awards

Members who are at least 14 years old by January 1 of the 4-H program year may submit an Incentives and Recognition Application in lieu of a record book. Senior County winners and alternates for each project category can go on to sectional competition. Sectional winners compete at the state level and state winners in each project category win a \$1000 savings bond.

California 4-H Star Ranks

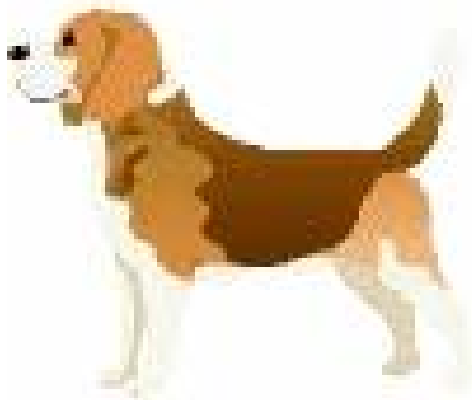
Members learn goal setting and work towards a variety of accomplishments to earn bronze, silver and gold stars. Members who have earned their gold stars are eligible for other star ranks based on leadership activities.

4-H Achievement Programs

4-H has developed achievement programs for the following project areas: horse, rabbits, poultry and dogs.

Achievement programs can be considered or can be developed in other project areas. The achievement program is a guide to help members within a project area. It is arranged in steps with progressively higher skill levels. The 4-H member can work through the steps at his or her own pace. The achievement program is a tremendous help to the leader in planning and arranging project activities. Leaders are encouraged to become familiar with the program at the beginning of the year and make it available to their members. Achievement programs are also a part of the 4-H member's records and should be kept with the cumulative 4-H records.

“Sectional winners compete at the state level and state winners in each project category win a \$1000 savings bond.”



How can I use the information in this letter?

1. New activities to plan into our club program:

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

3. Questions to ask U.C. Cooperative Extension staff and other leaders.



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Reference Materials

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

Annual Project Report

Incentives and Recognition Application

Leadership Report Form

Personal Development Report

Good luck!

