

## RECORD BOOK TIPS From JoAnn Overbey, Awards Director

### RECORD BOOK HELPFUL HINTS

If you are interested in submitting your Record Book to the County Level for Judging, please make sure you follow the **Record Book Check Sheet Form Rev 01/07**.

There is also a **SAMPLE PDR form** if you need any further clarification on how to fill out your Personal Development Report (PDR) form. **For any other questions, please contact JoAnn Overbey, Awards Director at 528-8232.**

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### PDR Tips

We learn so much through 4-H experiences each year and one of the ways to pass on what we have learned is by doing Demonstrations. Demonstrations are an easy way to share knowledge with others about something you have learned. It's as simple as "Show-N-Tell" from the days of kindergarten. A Demonstration can be about anything that is a part of your 4-H project.

The most important part of the Demonstration is to make it fun and interesting. Simple ideas like: how to sew on a button, how to change a flat tire or the best way to frost cupcakes are only some thoughts.

Once you have decided on a topic then just add in the necessary parts and you're ready. Remember to start your Demonstration with a proper introduction of your name, the name of your club, the number of years in 4-H and the title of the Demonstration. Make your 1<sup>st</sup> poster board with the steps you're going to cover in your Demonstration. Then discuss each step. As you talk to the group, look around to include the people listening. After you have completed your talk remember to conclude the Demonstration by reviewing what was on the 1<sup>st</sup> poster board. Then thank the audience and ask if there are any questions. If someone does ask a question then repeat the question before answering it. Most Demonstrations are 5-10 minutes long. Remember to have fun. One way is to do a Demonstration with a friend or as a group.

Do you know how many times the same Demonstration can be done and still count for your PDR. **Four times.** How and when does it count? Well, each audience must be different in order for the same demonstration to continue to count. For example, in your project meeting, the general 4-H meeting, Presentation Day and if you receive a gold medal, you can do it again at Sectional for the Regional Competition. Wow.  
***What topic can you come up with?***

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**Here is another Record Book Tip:** Effective this new 4-H year - 7/1/08 - 6/30/09, the **Personal Development Report** has a few changes to it. One of the most important changes each Member/Leader/Parent needs to be aware of is that the State 4-H office has put back in the requirement for 4-H Presentations in order to receive any Star Rank. The requirement is:

**Bronze Star = 4 Silver Star = 7 Gold Star = 10 Platinum = 15**

**- Continued -**

## **RECORD BOOK TIPS**

### **From JoAnn Overbey, Awards Director**

#### **Here is another Record Book Tip - Continued -**

What is a 4-H Presentation you might be asking? Well maybe the easiest way to help you understand is think "Demonstration". It needs to be about a project you are enrolled in. It needs to have props - posters things like that. Maybe you are in the Foods/Nutrition project and your Demonstration/Presentation is going to be how to make a "Bake-Less Cookie." You would assemble your props, make up some posters and show your audience how you would "make" these bake-less cookies. Or maybe you are in the Beef project, and you are going to demonstrate using the various grooming tools what they are used for and how you would use them. Or in the Gardening Project - show, and talk about, how to put a terrarium together. Once you have put your Presentation/Demonstration together, you can receive credit for each "**DIFFERENT**" audience you present to.

This means you would receive credit for: doing it at the club level, at the County level at Presentation Day, at the Regional Level if you received a Gold and maybe even at the State Level. You can also do it before a community group - maybe the Kiwanis Club or the Rotary Club or your school PTA. You might be able to use it for a presentation you need to do for school.

I know that several clubs require each project to do a Demonstration at least once a year at the General Membership meeting. This would count - even though it is in a group setting as a Presentation/Demonstration. Remember: Doing it for practice in front of your family does not count as one of your audiences! Keep in mind - a "Prepared Talk" is different from a "Presentation/Demonstration".

Please contact me with any questions you might have about this. I can be reached in the evenings at 528-8232. JoAnn Overbey - Awards Director

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#### **Club Officers - Committee Chairperson - Jr. / Teen Leaders**

Can you count reports given, talks at a project meeting or club meetings, attending officer meetings on your Personal Development Form?

The answer is:

If you are a Club Officer, a Jr./Teen Leader or a Committee Chair, activities you perform under those titles listed above cannot be counted on your PDR.

You would get one credit under # 4 - Leadership Development. What does that really mean?

As an Officer - any officer reports you give or officer meetings you attend are considered part of your position and you cannot count as separate items for any category on the PDR.

If you are a Committee Chair it is the same thing. Any reports or meetings you attend are considered part of the duties of the chair and you cannot count any separate items on your PDR. - **Continued -**

## **RECORD BOOK TIPS**

### **From JoAnn Overbey, Awards Director**

#### **Club Officers - Committee Chairperson - Jr. / Teen Leaders - continued**

If you are a Jr. / Teen Leader - any reports or duties you perform at either your project meetings or club meetings are considered part of your job function and cannot be counted as separate items on the PDR.

I realize this is different from what many of you are doing and what club leaders are allowing but our county wants to make sure we are following the guidelines set up for the new Personal Development Form.

Please contact me in the evenings with any questions you might have. My phone number is: 528-8232. JoAnn Overbey - Awards Director

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#### **Are you looking for ideas for Citizenship/Community Service to earn those Star Ranks?**

Now that there are required numbers to earn your Silver (20), Gold (30) and Platinum (40) here are the three categories that generally will apply.

- \***Volunteering** - time to help others
- \***Giving** - of supplies or money to help others
- \***Educating** - oneself about community issues

For those animal projects, think about activities that fit within these three categories:

- \***Community service activities** - repairing fences, horse therapy, volunteering at animal shelters, collecting supplies, etc.
- \***Helping members learn about issues involved in the industry, what they can do to help find solutions, and educate others.**
- \***Help members learn about the history of the industry.**

Do remember though that in order to take credit on your PDR for a Citizenship/Community Service project it must be a planned, publicized and approved citizenship, service-learning or community service activity. Publicized means that it must be announced and open to no less than your club level - which means the activity must be announced and open to other 4-H members.

Please do not hesitate to contact me with any questions about this. JoAnn Overbey - Awards Director (evenings) 528-8232

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#### **Leadership Development / Junior or Teen Leader**

This category is #4 on your Personal Development Form. And did you know that in order to earn your Gold or Platinum Star you must earn the required number of points. It's 30 for Gold Star rank and 40 for Platinum Star rank. There is also a requirement for Junior or Teen Leadership points.

You may earn these points in a lot of different ways - not just by being a Club Officer. Why not look this list over - maybe you are closer than you think to reaching your goal!  
**- Continued -**

## **RECORD BOOK TIPS**

### **From JoAnn Overbey, Awards Director**

#### **Leadership Development / Junior or Teen Leader - Continued**

Leadership Development covers a lot of different things that you probably are already doing in 4-H.

**You can be an officer** - at the club level or maybe your project is large enough that it wants to have officers. I don't think that Project Leaders realize that if they have a good size project they could also have officers. This will enable more members to receive credit as an officer.

**Committee Members and Committee Chairs** also count. You can only take credit for either being the Chairperson or a member of each committee but most clubs have several committees that are active during the club year. And there are many opportunities to volunteer to work on County Event Committees. Be sure to contact the Chair of the event if you are interested. We are always looking for our 4-H members to serve on these County Events Committees. Each of our County Events has a lot of opportunities to serve on committees. Examples; at Field Day - both the set-up and the clean-up would be two different committees. Or you might be working on an individual Division, helping that Division Chairperson. At Food/Arts and Fashion Revue - being a runner would be working on a committee. If in doubt just ask but there are so many opportunities through out the 4-H year for you to earn the required points needed.

**Served as a Judge** - did you serve as a Judge at a 4-H event or 4-H activity? This is part of Leadership.

**Leadership Development Project** - If you are enrolled in this as a project you can also count it here and receive a point as well as count it as a completed project when you do the project report form.

**Junior or Teen Leader** - you take credit here when you complete the year as the Jr./Teen Leader of a project. You receive a point for each project you are a Jr./Teen Leader for. Remember you **MUST** complete the Junior or Teen Leadership Development report form to claim this credit.

Please do not hesitate to call me with any questions about the Personal Development form. JoAnn Overbey - Awards Director 528-8232

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#### **PDR # 7 — Honors and Recognition**

As 4-H members are nearing the end of the 4-H year and start to work on their Record Books, I thought we should go over some ideas that you can enter under # 7 on the Personal Development Form - Honors and Recognition.

You would not list under this category any ribbons or certificates you might have received at various events. These would be listed on your Annual Project Report Form for the project.

What you would list here is: A Star rank you received at the end of last year, a County Winner Record Book Medal or a County Record Book medalist. A 100% Attendance at the club level, a County, Sectional or State Presentation Day Gold Seal/Medal, Fun with Food & Fashion Gold Seal/Medal. Or a 1<sup>st</sup> Place in a Share the Fun skit, 1<sup>st</sup> Place Feature Booth at the fair or County All Star, Emerald Star.

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## **RECORD BOOK TIPS**

### **From JoAnn Overbey, Awards Director**

#### **PDR #7 — Honors and Recognition - Continued**

Where the 4-H competition was criterion-based (Danish system) you would take credit for the highest honor you could receive which is a blue or gold award. Maybe you entered a plant, a table setting and an Arts & Crafts item at Food & Arts Celebration. And if you received Gold on each of those then you could take credit for 3 different items because they are from 3 different projects you are enrolled in. If you received a Judges Award at the fair on your decorated cake – that would go here. And don't forget if your project group received a Clean Stall medal that would go here.

When the 4-H competition is in a peer-to-peer competition you would only be able to take credit for the 1<sup>st</sup> place of a division and also if you won 1<sup>st</sup> place overall. In a showmanship competition you may take credit for a 1<sup>st</sup> place in your age or grade class and also a credit if you win the overall Best Showman. This would also be the same for a breed competition. You may take a credit for a Best of Breed and then for a Best in Show. A Grand Champion or a Reserve Grand Champion would also count.

If you have any questions while working on your record book please call me at 528-8232 in the evenings. JoAnn Overbey – Awards Director

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#### **Have you signed up to be a Junior or Teen Leader?**

Did you know that in order to receive credit for being either a Junior or Teen Leader you need to complete the first section of the Junior and Teen Leadership Report Form and go over it with your project leader. Submit one form per project for which you were a Junior or Teen Leader.

Then at the end of the 4-H year - June 30th, you will finish the form and turn it into your Project Leader for his/her signature.

In San Luis Obispo County we allow credit as a project completed if you are a Jr./Teen Leader AND you complete and turn in the Junior and Teen Leadership Project Report Form.

“Leadership is not doing things for the group, it is helping the group decide what needs to be done and how. Junior Leaders provide assistance while Teen Leaders assume more challenging leadership roles.”

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