



4-H Members and Adults,

A lot of questions are being asked about 4-H Record Books. I will do my best to answer question here in this letter.

I know that this is a busy time of year and record books are often left to the very end. (*I was a 4-H'er once upon time and mom to children that had to fill them out*). I would like to take the opportunity to encourage all youth to fill out at least an *Annual Project Report Form (APR)* for each project you have completed. This along with being a member in Good Standing is how you earn your year pin and stripe. Above and beyond that, I would strongly encourage all youth to fill out a complete Record Book. The information may not seem important right now, but as you start to fill out job applications, and college application that information, skills development and community service hours are very useful.

You can use the Online Record Book (ORB) or you can go to this link and get the paper forms <http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>.

Please use these forms for resources when completing your Record Book *Record Book Manual* (<http://4h.ucanr.edu/files/218972.pdf>) and an *Adult Helper Manual* (<http://4h.ucanr.edu/files/225147.pdf>), both are great resources for completing Record Books correctly.

4-H Primary member forms, please visit the link http://www.sb4h.org/Club_Packet/Record_Book_Forms/

The UC ANR State 4-H office has published a Club and County Record Book Evaluation to unify the way Record Books are evaluated throughout the State. Club's will use the Club Evaluation Form (<http://4h.ucanr.edu/files/238503.pdf>) to award gold, blue, red and white seals. Primary members and those completing just APRs will receive a green seal of acknowledgement. Gold seal Record Books will then be eligible for County Evaluation (<http://4h.ucanr.edu/files/207540.pdf>). At the County level, Record Books will be evaluated by age level and participation *not by chosen project*. There is no longer a County Application to fill out. Page 8 of the Record Book Manual outlines how to organize a Record Book. Please also review the attached Record Book Assembly, this is a quick checklist tool.

Each 4-H Club will determine when books are due. County Record Book Evaluation is June 24, 2017.

If you still may have questions, please email me and I will do my very best to answer them.

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