

## Section 2: Personal Development Report Instructions

4-H members record their participation and activities in 4-H and outside of 4-H for the current 4-H program year on the Personal Development Report. Items cannot be counted in multiple categories (known as “double-counting”). However, if a member participates in multiple activities during one event, those separate activities may be counted and attendance at the event may be counted.

### Additional Space

The Personal Development Report is available in three versions: mini-short, short, and long. The 4-H member may also add or delete additional pages or lines for each category as needed.

### Level of Participation

In categories 2 thru 8, the member must identify the level at which the activity took place.

- **I** = Individual: independent, individual activity, not as part of a group.
- **L** = Local club, unit, project, club/project committee
- **C** = County, area/district, multi-club
- **M** = Multi-county, section, or region
- **S** = State
- **N** = National, multi-state
- **G** = Global, international, crossing U.S. boundaries

### Star Achievement Ranks

Star Ranks are designed to encourage members to participate in a wide variety of activities over a number of years. Stars provide 4-H members opportunities to accomplish goals. Each star level takes an average of two years to complete. See the second page of the Personal Development Report for more information.

### Inside versus Outside of 4-H Activities

Up to two significant activities outside of 4-H are allowed in categories 2 and 4 through 7, while other activities outside of 4-H may be counted in category 8. To record activities in categories 2 and 4 through 7, they must meet the instructions and guidelines for the category.

### Items from Previous Years

In some cases, a 4-H member may forget to record an activity on his/her Personal Development Report. The 4-H member may count that item on a future year's PDR if they have sufficient proof of its validity (e.g. a record of their attendance, etc.) and approval of the 4-H Community Club/Unit Leader. In the current PDR, the 4-H member should list the year/date and a short explanation ("forgot to list in 04/05"). Each county may modify this policy or add specific instructions.

### 1. 4-H Projects Completed\*

\* Required for a Star Rank

- Old PDR Category: S
- *Purpose: This category records projects a 4-H member has completed.*
- Only 4-H projects with a completed and signed Annual Project Report may be counted. To receive credit, the project report must be included in the 4-H Record Book.
- A minimum of six hours of project instruction is required to complete a project.
- During the current year, 80% average attendance across all projects is required to receive an achievement rank.

### 2. 4-H Project Skill Activities

- Old PDR Categories: G, P, Z
- *Purpose: This category records activities where 4-H members either exhibited their 4-H work or demonstrated their knowledge to an audience and/or judge.*
- **Exhibits** – Report 4-H shows or events and their location where the 4-H member exhibited 4-H work from a 4-H project, committee or club (such as livestock, clothing, food, pictures, artwork, or other project items). 4-H members may receive credit for the same exhibit presented before new audiences at different events.
  - **Judged Exhibit** – Each separate project judged counts as a credit. Multiple items from one project count as one credit. Projects are defined to be those in which a separate Annual Project Report would be completed. Showmanship is a judged exhibit.  
*Examples:* Fashion Revue, Food Faire, Field Days, County Fair, or State Fair.
  - **Non-Judged Exhibit** – Each show/event counts as one credit (regardless of the number of items/projects exhibited).  
*Examples of events:* Parents' Night, display at the county fair, exhibit for National 4-H Week, display at a shopping mall or public building.
- **Knowledge Contests** – Report participation in any 4-H knowledge bowls, contests or other activities that test a 4-H member's knowledge.  
*Examples:* Horse bowl, Avian bowl, Horticulture Contest, Champion Challenge.
- **Judging Contest** - Report participation in any 4-H judging contest where the 4-H member judged with other 4-H members by a set of standards.  
*Examples:* Judging Day, Livestock Judging Day, Club Judging Contests, Judging Contest.
- **Note:** Youth may not participate as 4-H members nor will their participation be recognized as a 4-H experience in jackpot or prospector shows (4-H Policy 410.2).

### 3. 4-H Events Attended

- Old PDR Category: D, E, U, C
- *Purpose: This category records 4-H events, other than 4-H Club and project meetings, that the 4-H member attended during the year.*
- 4-H events are authorized and publicized functions other than regular club or project meetings. Record events not reported elsewhere. Optional or voluntary 4-H events outside the normal club and/or project expectations may be counted here. Multiple day events count as one credit (e.g. county fair, conferences, etc.).  
*Examples:* Club Holiday Dinner (not at a regular club meeting), Club Invitational, District, County, Sectional, and State Field Days, Achievement Night, California or Washington

Focus, State 4-H Leadership Conference, Teen Leader Conference, County Fair Awards Ceremony, Fashion Revue, Horse Bowl, Equine Play Days and Livestock Clinics, Leadership Training Workshops, Project Training Workshops, and National 4-H Conference.

- **Note:** 4-H members may receive credit for actively participating at an activity during the event (example: giving a presentation; PDR #6) and attending the event (example: attending presentation day; PDR #3).

*Example:* Attending the County 4-H Presentation Day (#3 Event Attended) and presenting a demonstration (#6 Communication Skill).

#### 4. Leadership Development\*

\* Required for a Gold or Platinum Star Rank

- Old PDR Category: F, J, K, M, T
- *Purpose:* This category records leadership activities undertaken by the 4-H member.
- **Officer** - This includes 4-H offices held at the project, club, county, sectional, or state level.
- **Committee Chairperson** - Report the committee at the club, county, sectional, or state level where the 4-H member served as a Chairperson or Co-Chair. Include 4-H camp counselors or director's positions, Chairperson or Co-Chair positions.
- **Committee Member** - Report the number of committees at the club, county, sectional, state, and national levels where the 4-H member actively participated as a committee member.

*Examples:* Club Phone Tree, Fundraising Committee, Club party committee, Clean up committee, Decorations committee, and County event committee.

- **Note:** 4-H members cannot receive credit for both chairperson and committee member for the same committee.
- **Junior and Teen Leader\*** - This refers to the completion of one year as a Junior and Teen Leader. A credit is given for each project the 4-H member led and completed a Junior or Teen Leadership Development report form.

\* Required for a Gold or Platinum Star Rank

- **Note:** The duties 4-H members perform as an officer, committee chair or member or a junior and teen leader are considered part of a position and cannot be counted as separate items for any category on the PDR. *Examples:* giving officer's report, chair or junior/teen leader reports or talks at 4-H project or club meetings, attending separate officers' meetings.
- **Planned a 4-H Group Activity** - An activity is a planned piece of work actively designed, coordinated, or organized by 4-H members, usually on a one-time basis, which benefits other members, volunteers or community members.
- **Leadership Development Project** – Count participation here as well as additionally counting this as a separate project and filling out a project report form.
- **Served as a Judge** – Where the 4-H member served as a judge for a 4-H activity or contest.

#### 5. Citizenship & Community Service\*

\* Required for a Star Rank

- Old PDR Category: Y
- *Purpose:* This category records citizenship and community service activities undertaken by the 4-H member.
- Report participation where the 4-H member takes an active part in a planned, publicized, and approved citizenship, service-learning or community service activity. Count credits by activity or event. *Optional:* The member may include the number of hours participated for informational purposes.

- Count a re-occurring activity or event each time the activity occurs (e.g. monthly visit to a convalescent home may count each visit).
- Members conducting fundraising activities for personal benefit cannot count the activity under Citizenship/Community Service.
- **Community Service Project** - encompasses any humane act serving the common good; in the interest of the community.  
*Examples:* Canned food drive, visit to convalescent home, beach clean-up, warm coat drives, toy drives, volunteering at a homeless shelter, project linus, giving blood.
- **Service Learning Project** – an authentic activity that combines service and learning to address a real community need; allows one to apply learning to a community problem in collaboration with others. It includes structured time for reflection on the service experience.  
*Examples:* storm drain painting where students learn about water issues, a disability awareness program where students raise money for March of Dimes, an environmental field studies program that involves working to protect wetlands.

**Citizenship Activities** may include the following, provided they are planned, publicized, and approved.

- Personal Development and Self-Esteem – *Acquire life skills to become an active responsible member of one’s family, community, state, and nation.*  
*Examples:* conduct a community safety program, participate in a youth group exchange, help to establish year-long goals for a citizenship project.
- History and Cultural Heritage – *Develop awareness and understanding of cultures and heritage of one’s family and others.*  
*Examples:* prepare an exhibit on local history/artifacts, organize an international heritage or foods festival, participate in historic event, tour historic sites, and participate in an international exchange.
- Government Studies – *Develop knowledge of the principles, processes and structures of government.*  
*Examples:* attend a Citizenship Focus conference, write a letter to a Congressperson about 4-H, attend City Council or Board of Supervisors meetings to talk about 4-H, assist with voter registration drives, assist with elections, participate in a mock trial, lead a flag salute at a 4-H event.
- Environmental Issues – *Develop awareness and understanding of environmental issues and the human impact.*  
*Examples:* work on a community or beach clean-up, develop an exhibit on conservation, build wildlife habitats, and participate in environmental public hearings.
- Societal Concerns and the Citizen’s Role – *Develop awareness of societal issues and respond to the needs and rights of others through responsible social action.*  
*Examples:* study local issues and share ideas about solutions, hold a community forum, work with food share programs, visiting convalescent homes and hospitals, identify hunger, land use, pollution or energy issues, help disseminate information and help develop solutions.

## 6. Communication Skills\*

\* Required for a Star Rank

- Old PDR Category: H, I, L, N, R
- *Purpose: This category records communication activities undertaken by the 4-H member.*
- **4-H Presentations\*** - To receive credit each 4-H presentation must be presented before a new audience at a new event. Repeating the 4-H presentation at the same event does not count as two credits. All 4-H presentation types outlined in the State 4-H Presentation

Manual are accepted. Giving a practice presentation does not count as a credit (e.g. practicing for family).

\* Required for a Star Rank

- **Prepared Talks** relating to 4-H where the 4-H member report informational or educational material before a project group, 4-H Club, County 4-H Council, school or other community groups. This does not include officer's reports or committee reports. Talks must be prepared in advance of the meeting or activity and be approved by the Community 4-H Club/Unit Leader.
- **Radio and Television Appearances** - Report appearances as a participant before a radio or TV audience in connection with 4-H. Members must be actively involved for credit.  
*Examples:* Guest speaker on radio, and telethons.
- **Newspaper Articles** - Report the number of times the 4-H member wrote and submitted an article connected with 4-H for publication. If article was not published, submit a copy to the 4-H Community Club/Unit Leader (CCL) and retain the original for your records to receive credit. Do not include articles written about the 4-H member.  
*Examples:* Articles relating to 4-H that 4-H member wrote and submitted to local papers, school papers, Club Newsletter, and the County web site.
- **Representing 4-H** – Record activities where the member represented 4-H by communicating with 4-H, school, or community audiences. The member must be clearly identified as a 4-H member.  
**Note:** Members may obtain a credit for appearing in 4-H identification in public only during National 4-H Week.  
*Examples:* Leading the 4-H Pledge, represent 4-H as a room host or hostess, commentator, master/mistress of ceremonies, work at a 4-H information booth, etc.
- **On-Line Communication** – Record activities where the member created or supported a 4-H website or moderated a 4-H email list for a 4-H group or activity.

## 7. Honors and Recognition

- Old PDR Category: O, V, W, X
- *Purpose: This category records the significant honors and recognition earned by the 4-H member.*
- Record significant and notable honors, awards and recognition received in the 4-H YD Program. Do not include ribbons, seals, or certificates on the Personal Development Report (PDR). Include these on the Annual Project Report Form. The intent of this category is to award significant honors, not necessary only the single highest honor.  
**Note:** The names and titles of many recognitions vary within the state. Please use the examples provided here only as a guideline. The Community 4-H Club/Unit Leader and/or County 4-H Recognition Committee may create additional guidelines specific to their county.  
*Examples:* Star ranks, County Winner, 100% Club Attendance, Emerald Star, County, Sectional and State Presentation Day Gold Seal, County and State 4-H Record Book Award, 1st Place Share the Fun Skit, 1st place Cultural Arts, 1st place Song Leading, 1st Place Fair Feature Booth, Food Faire Winner, Fashion Revue Winner, Project Proficiency attainment, County All Star, 4-H County or State Ambassador, Golden Clover Award, State 4-H Record Book Winner.
- **In criterion-based (Danish) 4-H competition, the top placement may be counted.** For example: a gold seal may be counted if it is the highest placement in a judging where gold, blue, red, and white seals are awarded.

- **In peer-to-peer (American) 4-H competition, the 1<sup>st</sup> place of a division and 1<sup>st</sup> place overall may both be counted.** For example, a 4-H member may count 1<sup>st</sup> place senior showmanship and 1<sup>st</sup> place Round Robin. For example, the “Best of” a class may be counted.

*Examples:* Grand Champion, Reserve Grand Champion, Best of Class, Best of Breed, Best of Division, Best of Show, Director’s Award, 1st place Showmanship (in each division: junior, intermediate, senior), 1st place Herdsmanship Award, 1st place Round Robin.

- **Outside of 4-H Honors and Recognition examples:** Boy or Girl of the Quarter/Year at school, Eagle Scout, Honor Roll, champion sports team, music awards.

## 8. Lifestyle Activities (4-H and Outside of 4-H)

- Old PDR Category: Q
- *Purpose:* This category records lifestyle activities both in and outside of 4-H that the member participated in.
- Report participation in organized groups or activities such as camps, community or school sports, music, theater and the arts, employment, church, or organizations.  
*Examples:* music or dance lessons, school or science outdoor camp, horseback riding lessons, church choir, organizational memberships.
- **Each organization, group, activity, or sport counts as one credit per 4-H year.**
- 4-H lifestyle activities may count in this category.  
*Examples:* 4-H Camp, 4-H skits or song leading, 4-H drama or sport group.
- Family outings, vacations, taking care of pets, homework, normal school work, and hobbies (e.g. listening to music, skateboarding, etc.) are not counted.

*“Children are our most valuable natural resource.” ~ Herbert Hoover*











