**Section 2: Personal Development Report (PDR) 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 4-H member may 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.

**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 Last Year**

Occasionally, a 4-H member may forget to record an activity on his/her Personal Development Report. The 4-H member may count an item from the last program year in the current year’s PDR if they have sufficient proof of its validity (e.g. record of their attendance, etc.) and approval of the

4-H Community Club Leader. In the current PDR, the 4-H member should list the year/date, the activity and a short explanation for the past year date. Activities from prior years other than the last year cannot be recorded in the PDR. In ORB, you may go back to a previous year’s record and add the activity in the appropriate year.

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

\* Required for a Star Rank

* *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**

* *Purpose: This category records activities where 4-H members either exhibited their 4-H project 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 (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:** A credit is received for each project exhibited.Multiple entries from one project count as one credit. Projects are defined as those in which a separate Annual Project Report would be completed.
	*Example*s: 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.

**3. 4-H Events Attended**

* *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

* *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

* *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. 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, 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, 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, help develop solutions.

**6. Communication Skills\***

\* Required for a Star Rank

* *Purpose: This category records communication activities undertaken by the 4-H member that may or may not be related to a project in which the member is enrolled.*
* **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

* **Judged Exhibits** that are related to a 4-H project, at a 4-H event when the member is not enrolled in the project. This category should be used when a youth member enters an article in a judged exhibit, but they are not enrolled in the related project. Projects are defined to be those in which a separate Annual Project Report would be completed. One credit may be earned for each event, per related project. *Examples:* Submit a dress to Fashion Revue, but not enrolled in sewing, clothing or consumer science project; submit two photographs to State Photography Competition but not enrolled in a photography project.
* **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.

*Example*: Guest speaker on radio, telethons.

* **Newspaper Articles** - Report the number of original works that the 4-H member wrote if he or she 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 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 the 4-H member wrote and submitted to local papers, school papers, Club Newsletter, 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 credit for appearing in 4-H identification in public for a variety of events and activities where the member represented 4-H.*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.

* **On-Line Communication** – Record activities where the member created a 4-H website, moderated a 4-H email list for a 4-H group or activity, created a 4-H social networking page such as FaceBook, Twitter, blogs or other social media platforms.

**7. Honors and Recognition**

* *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 4-H. Do not include ribbons, seals, or certificates on the Personal Development Report. Include these on the Annual Project Report Form. **The intent of this category is to award significant honors, not necessarily 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.

*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 and Diamond Clover Award.

* **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 1st place of a division and 1st place overall may both be counted.** For example, a 4-H member may count 1st place senior showmanship and 1st place Round Robin. For example, the “Best of” a class may be counted.
*Examples*: 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)**

* *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) are not counted.
* Events and activities that are not consistent with 4-H Policy are not counted. *Example:* Jackpot shows have components of gambling which are not consistent with 4-H policy and should not be recorded in a 4-H Record Book.

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



**California 4-H Youth Development Program**

**Personal Development Report**

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| Your picture*(optional)*County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of 4-H Club/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Year: \_\_\_\_\_\_\_\_\_\_\_\_ Total Years in 4-H: \_\_\_\_\_\_\_\_\_\_\_ *(Include years as a primary member)*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender:  Male  FemaleAge on December 31: \_\_\_\_\_\_\_\_\_\_ Grade in School:\_\_\_\_\_\_\_\_\_\_*(of the program year listed above)*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **A minimum completed club 4-H Record Book consists of the following items.** 1. Section 2: Personal Development Report
2. Section 3: My 4-H Story
3. Section 4: Projects - One project report form for every project completed
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| **Club Meetings Attended This Year**During the current year, 80% attendance isrequired for any achievement rank*Do not include project meetings.* | Meetings Held | Meetings Attended | Hours Attended | Percent Attended |
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| **I have personally prepared this report and believe it to be correct.** |
| Member’s Signature: | Date: |
| **I have personally reviewed this report and believe it to be correct.** |
| Parent/Guardian Signature: | Date: |
| 4-H Community Club/Unit Leader’s Signature: | Date: |

**4-H Star Ranking**

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| Record what you accomplished during the year. To qualify for any of the achievement rank awards, you must attend 80 percent of both the local club and the project meetings held during the year. To obtain any of the ranks, you must complete the asterisked (\*) categoriesas a part of your total effort. **Bronze Star: Complete at least 5 of the 8 categories listed.****Silver Star: Complete at least 6 of the 8 categories listed.****Gold Star: Complete at least 7 of the 8 categories listed.****Platinum Star: Complete at least 7 of the 8 categories listed.**Star Ranks are designed to encourage members to participate in a wide variety of activities over a number of years. The bronze, silver, gold, and platinum stars build on past achievements. |

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| **Categories of Participation***Transfer credits from previous years to the column headed “Total From Past Years.”* | **Total Past Years** | **Total This****Year** | **Total All Years** | **Number of Different Categories Required** |
| **Bronze**5 Required | **Silver**6 Required | **Gold**7 Required | **Platinum**7 Required |
| 1. 4-H Projects Completed
 |  |  |  | 2\* | 4\* | 8\* | 12\* |
| 1. 4-H Project Skill Activities
 |  |  |  | 4 | 8 | 15 | 20 |
| 1. 4-H Events Attended
 |  |  |  | 12 | 25 | 40 | 60 |
| 1. Leadership Development
 |  |  |  | 10 | 20 | 30\* | 40\* |
| Junior or Teen Leader |  |  |  | (0) | (0) | (2\*) | (4\*) |
| 1. Citizenship &Community Service
 |  |  |  | 10 | 20\* | 30\* | 40\* |
| 1. Communication Skills
 |  |  |  | 12\* | 24\* | 36\* | 48\* |
| 4-H Presentations |  |  |  | (4\*) | (7\*) | (10\*) | (15\*) |
| 1. Honors and Recognition
 |  |  |  | 5 | 10 | 15 | 20 |
| 1. Lifestyle Activities
 |  |  |  | 10 | 20 | 30 | 40 |

\* Required for Star Rank

Numbers contained within parenthesis are included in the total category number (not an extra requirement).

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| **Star Rank**4-H Member must be currently enrolled in the 4-H Youth Development Program.**Present Rank**: [] None [] Bronze [] Silver [] Gold [] Platinum **Rank Applying for:** [] None [] Bronze [] Silver [] Gold [] Platinum[] Approved [] Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4-H Club/Unit Leader's Signature Date |

**Personal Development Report: Participation**

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| --- |
| **1. 4-H Projects Completed This Year** Star Requirements: Bronze 2, Silver 4, Gold 8, Platinum 12 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| *During the current year, 80% average attendance across all projects is required for any achievement rank.* | MeetingsHeld | Meetings Attended | Total Hours | Percent Attended |
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| **TOTALS** |  |  |  |  |
| **AVERAGE** |  |  |  |  |

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| Include your specific involvement (attended, competed, presented) and the level of participation:**I** = Individual, **L** = Local Club/Unit/Project, **C** = County/Area/District, **M** = Multi-county/Section, **S** = State, **N** = National/Multi-State, **G** = Global**You may add lines or add a page for each category, if needed.** |

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| **2. 4-H Project Skill Activities** Star Requirements: Bronze 4, Silver 8, Gold 15, Platinum 20 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Date** | **Hours** | **Level** | **Activity Title & Brief Description** | **Location** |
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| **Project Skill Activities Outside of 4-H *(List up to two significant project skill activities)*** |
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|  |  |  | **Total Number:** |  |

**Personal Development Report: Participation**

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| Include your specific involvement (attended, competed, presented) and the level of participation:**I** = Individual, **L** = Local Club/Unit/Project, **C** = County/Area/District, **M** = Multi-county/Section, **S** = State, **N** = National/Multi-State, **G** = Global**You may add lines or add a page for each category, if needed.** |

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| **3. 4-H Events Attended** Star Requirements: Bronze 12, Silver 25, Gold 40, Platinum 60 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Date** | **Hours** | **Level** | **Event Title** | **Location** |
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| **4. 4-H Leadership Development** Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Required: Junior/Teen Leader Development Report**Total Past Years: \_\_\_\_ Total This Year: \_\_\_\_ Total All Years:\_\_\_\_ Gold = 2 Platinum = 4 Met Requirement \_\_\_YES \_\_\_NO |
| **Date** | **Hours** | **Level** | **Leadership Activity** | **Location** |
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| **Leadership Development Outside of 4-H *(List up to two significant leadership activities)*** |
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|  |  |  | **Total Number:** |  |

**Personal Development Report: Participation**

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| Include your specific involvement (attended, competed, presented, etc.) and the level of participation:**I** = Individual, **L** = Local Club/Unit/Project, **C** = County/Area/District, **M** = Multi-county/Section, **S** = State, **N** = National/Multi-State, **G** = Global**You may add lines or add a page for each category, if needed.** |

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| **5. 4-H Citizenship & Community Service** Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Date** | **Hours** | **Level** | **Citizenship Activity** | **Location** |
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| **Citizenship/Community Service Outside of 4-H *(List up to two significant citizenship activities)*** |
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|  |  |  | **Total Number:** |  |

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| **6. 4-H Communication Skills** Star Requirements: Bronze 12, Silver 24, Gold 36, Platinum 48 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Required: 4-H Presentations** Total Past Years: \_\_\_\_ Total This Year: \_\_\_\_ Total All Years:\_\_\_\_ Bronze = 4 Silver = 7 Gold = 10 Platinum = 15 Met Requirement \_\_\_YES \_\_\_NO |
| **Date** | **Hours** | **Level** | **Communication Activity** | **Location** |
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| **Communication Development Outside of 4-H *(List up to two significant communication activities)*** |
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|  |  |  | **Total Number:** |  |

**Personal Development Report: Participation**

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| Include your specific involvement (attended, competed, presented, etc.) and the level of participation:**I** = Individual, **L** = Local Club/Unit/Project, **C** = County/Area/District, **M** = Multi-county/Section, **S** = State, **N** = National/Multi-State, **G** = Global**You may add lines or add a page for each category, if needed.** |

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| **7. 4-H Honors/Recognition** Star Requirements: Bronze 5, Silver 10, Gold 15, Platinum 20 Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Date** | **Hours** | **Level** | **Honor or Recognition** | **Location** |
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| **Honors and Recognition Outside of 4-H *(List up to two significant honors)*** |
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|  |  |  | **Total Number:** |  |

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| * + **8. Lifestyle Activities**

Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40Total Past Years:\_\_\_\_\_\_\_\_\_ Total This Year: \_\_\_\_\_\_\_\_\_ Total All Years:\_\_\_\_\_\_\_\_ |
| **Date** | **Hours** | **Level** | **Activity or Organization** | **Location** |
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