

University of California, 4-H Youth Development Program

Club Level Record Book Review and Competition

Instructions to Administrators (Club Leader or Designee):

1. Star Ranks are awarded at the club level after evaluation and/or review. It is the responsibility of the 4-H Club or Unit to approve Star Rank applications and ensure all requirements have been met. County UCCE 4-H Offices may have a Star Rank verification process before final awarding of Star Ranks to members—check with the county 4-H office before making award notifications.
2. In addition to the Star Rank verification process, clubs should verify completion of at least one APR in order for junior, intermediate and senior members to receive their annual membership pin and stripe.
3. If the club holds a Record Book competition, only the Record Book Evaluation Form for Club, endorsed by the state office may be used. If the club only does a review and does not give awards (other than participation), the club evaluation form may be used as a guide, but does not have to be scored.
4. Record Book competition and review cannot include additional contests such as interviews, project competitions and knowledge bowls. Separate contests like these may be held, but they must be separate from the evaluation of Record Books.
5. During competition, it is recommended that the Scoring Table is not shared with evaluators. This eliminates any tendencies for evaluators to add or subtract points in order to award a member a certain level of award.
6. In a competition, it is recommended that each book be reviewed by two or three evaluators and that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied.
7. After evaluators have awarded points, the administrator collects score forms and assigns awards based on the average score of the evaluators.
8. If there is a wide score range between evaluators, another evaluator may be asked to read and score and that additional score is then factored into the final average.
9. The state recommends, but does not require, using the following recognitions at the club level: gold seal, blue seal, red seal, and white seal (in that order). Green seals are recommended to be reserved for Primary Record Books as a participation seal.
10. Books should not be disqualified from Club evaluation. Rather, members should be given a score, with GREAT comments to help members succeed in the future. Providing feedback, encouragement, coaching and at best, mentorship, should be the goal of all Club level competitions.

Record Book Scoring Tables for Club Evaluation

	Junior	Intermediate		Senior	
		<i>Without LDR</i>	<i>With LDR</i>	<i>Without LDR</i>	<i>With LDR</i>
Gold Seal	39 – 45	39 – 45	50 – 57	46 – 54	57 – 66
Blue Seal	33 – 38	33 – 38	42 – 49	39 – 45	48 – 56
Red Seal	27 – 32	27 – 32	34 – 41	32 – 38	39 – 47
White Seal	0 – 26	0 – 26	0 – 33	0 – 31	0 – 39

Age Group	Total Points Possible	
Junior	45	
Intermediate	<i>Without LDR</i>	<i>With LDR</i>
	45	57
Senior	<i>Without LDR</i>	<i>With LDR</i>
	54	66

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Instructions to Evaluators:

1. In general, youth should be evaluated against this standard as appropriate to the age of the member. We recommend that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied.
2. All books that are developed in the 4-H Online Record Book (ORB) are accepted as printed from the ORB feature. Members who use ORB as their Record Book of choice may not be penalized for any print or formatting features.
3. The difference between scoring a one (1) two (2) or three (3) is sometimes challenging to determine. In general, when scoring a 2, there should be some indication of a pattern of action or behavior. For example, if a senior member lists one citizenship activity of bringing in cans for a food drive, that's more than 0, but is obviously not a pattern; it is also not appropriate to the age of the member. Even for very young members, we would expect to see more than one or two entries to establish a pattern of citizenship. It is important for judging teams to confer and calibrate your scores with each other prior to scoring so that you are as close to the same interpretation as possible.

In general, score:

- 0 if there is no evidence of the standard requirement(s)
 - 1 if there is one entry of a certain required skill or activity or less than half the time
 - 2 if there is a pattern of the skill or required activity about half the time
 - 3 if there is a pattern of the skill or required activity about 75% of the time or greater. ***A 3 does not mean perfect or 100%.***
4. Books should not be disqualified from Club evaluation. Rather, members should be given a score, with GREAT comments to help members succeed in the future. Providing feedback, encouragement, coaching and at best, mentorship, should be the goal of all Club level competitions.

California 4-H Record Book Evaluation – Club Level

Member Name: _____ Evaluator Initials _____

Age of Member: _____ *Circle one:* Junior Intermediate Senior
(as of Dec. 31st of program year)

Total Points Earned: _____ Total Points Possible: _____ Award: _____

Scale: 0=no evidence 1=minimal evidence 2=moderate evidence 3=strong evidence

Section 1: Preliminary Information	
	Record Book is assembled in the correct order with all parts included.
	Member followed formatting guidelines listed in the Record Book Manual.

____ **Total Section 1**

Section 2: Personal Development Report	
Activities and involvement should be appropriate for the age of the member.	
Did the member:	
	Record participation both inside and outside of 4-H?
	Record events and activities in the appropriate categories?
	List the date, hours, level of participation, activity description, and location for each entry?
	Record events and activities only once?

____ **Total Section 2**

Section 3: 4-H Story	
The 4-H Story gives the reader an opportunity to get to know the 4-H member and to read about project activities, leadership and citizenship experiences, both in the 4-H program and in school and community.	
Did the member:	
	Meet appropriate 4-H story word counts? <i>Junior: 250 – 500 words; Intermediate: 500 – 1000 words; Senior: 1000 – 2000 words</i>
	Follow the 4-H Story formatting guidelines?
	Reflect on 4-H experiences from the current 4-H year?

____ **Total Section 3**

Section 4: Annual Project Reports	
Project skills and experiences should be appropriate for the age of the member.	
Did the member:	
	Complete at least one APR form?
	Record all required information: date, time, level, location, and learning experience?
	Include project financial records of expenses and income/value?
	Complete an expression page for each APR?

____ **Total Section 4**

Section 5: Collection of Work	
Did the member:	
	Select examples of current year's 4-H work that enhance records in the PDR and APR?
	Include flyers, brochures, pictures and letters that represented 4-H activities and experiences?

_____ **Total Section 5**

This section is only scored for Intermediate and Senior members with Leadership Reports

Section 6: Leadership Development Report (<i>Intermediate & Senior Members</i>)	
Did the member:	
	Complete both sections of Part 1 (Pre and Post)?
	Complete both sections of Part 2 (Pre and Post) for each "significant leadership role" listed in the PDR? (If no "significant leadership roles" are listed, the member does not complete the LDR, but may have other leadership experiences in the PDR.)
	Describe their leadership roles and personal goals for the year in "Pre" forms?
	Reflect on experiences at the end of the year in "Post" forms?

_____ **Total Section 6**

This section is only scored for Senior members

Section 7: Resume (<i>Senior Members only</i>)	
Did the member:	
	Create a unique personal development statement?
	Describe the skills they have gained through their leadership experiences?
	Describe the skills they have gained through their citizenship experiences?

_____ **Total Section 7**

Total Points: _____

Evaluator's Comments:

Section 1: Following Instructions & Preliminary Information

Section 2: Personal Development Report

Section 3: 4-H Story

Section 4: Annual Project Reports

Section 5: Collection of Work

Section 6: Leadership Development Report

Section 7: Resume