

Spokane County 4-H Record Book Judging

Name _____ Age _____ Years in 4-H _____ Club _____

Check which area you would like your book to be evaluated.

I would like my book to be judged for completeness/quality.

I would like my book to be judged for completeness/quality and achievement.

The Purpose of Record Books:

4-H Record Books allow 4-H members to reflect on their yearly work completed as well as maintain records of project and club work. 4-H members demonstrate growth and measure achievements across their years in 4-H.

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why you should complete a record book:

- Learn time management, communication, and organizational skills
 - Maintain records of 4-H project and club work and school and community activities
 - Keep personal and business records
 - Learn how to set reasonable goals for yourself
 - Appreciate what you've learned this year from the goals you reached
 - Gather information needed to apply for awards and scholarships
 - Complete applications and resumes for jobs and college
 - Meet requirements to participate in some county, state, or national 4-H events
 - Learning responsibility and developing goal setting skills
 - Reflect on progress and learning gained through 4-H experiences
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How Record Books will be Evaluated:

Record book competitions provide a showcase for work completed, growth achieved as well as provide feedback and encouragement on record keeping skills and organization. Record books may be submitted in a 3-ring binder and can be evaluated in two areas: quality and completeness of project records in addition to growth and learning achieved through 4-H involvement.

Criteria for **completing** a high quality record book:

- Cover page: Should have name and age, 4-H age group, years in 4-H, project(s), years in project(s), club name, and member's age in school
- Planning calendar: This helps the member learn to organize time and plan ahead.
- Project goals: Goals should be meaningful, realistic, and show progressive learning in proportion to the years in the project area.
- Project summaries: Describe how goals were attained or why goal(s) could not be reached. Also shows what was learned through working towards goals.
- Project record sheets: Inventory, expenses, health care, training records, show records, and other sheets that apply to the project.
- Records of contests (judging, etc.), presentations, community service, and leadership
- 4-H Story: Introduces the member and tells about the influence 4-H has had on the member in terms of responsibility, attitudes, knowledge, etc.
- Organization and neatness:

Additional criteria for 4-H project **achievement**:

- Must complete a blue ribbon book
- Amount of contests entered, shows, presentations
- Amount and depth of community service and leadership activities in relation to years in 4-H
- Achievement points are added to completion base scores

Spokane County 4-H Record Book Judging Score Sheet

Name _____ Age _____ Years in 4-H _____ Club _____

Component	Incomplete	Proficient	Exemplary	Outstanding Achievement	Score
Cover page 2 pts.	Missing or not filled out (0 pts)		Page is filled out. (2 pt.)		
Table of contents (2)	Not included 0 pts.		<ul style="list-style-type: none"> Identifies all pages and how to locate Neatly done, easy to use 1-2 pts.		
Signature page (back page) 2 pts.	Missing or not filled out		Includes statement "We have reviewed this record book . . . " Signed and dated by member, parent/guardian, leader		
Planning Calendar 5 pts.	Most or all months do not have activities recorded (0-1 pt)	Activities are recorded in each month but calendar does not reflect all activities participated in. (2-3 pts)	<ul style="list-style-type: none"> All months have entries that reflect activities participated in. (4 pts.) Summarizes involvement (1) (4-5 pts) 		
Project goals 10 pts.	<ul style="list-style-type: none"> 1-2 goals set (2 pts.) 0-2 other exemplary criteria met 0-5 pts.	<ul style="list-style-type: none"> 2-3 goals set (3 pts.) 2-3 other exemplary criteria met 6-8 pts.	<ul style="list-style-type: none"> 4-5 goals set (4 pts) Goals are specific (2 pts) show progressive involvement (2) finances and parental support completed (1 pt) Leader and parent signature (1 pt) (9-10pts) 		
Project Summaries 12 pts.	<ul style="list-style-type: none"> Statement not included for each goal OR Does not include statements for both how goal was achieved AND what was learned Only one summary 0-4 pts.	<ul style="list-style-type: none"> Statement of goal attainment (2 pts.) Brief sentence describes how each goal was achieved. (1-2 pts.) Skills, methods, etc. learned are listed but not in detail (1-2 pts.) 6-9 pts.	<ul style="list-style-type: none"> All 4-g goals are summarized Statement of goal attain (2) Detailed outlines or paragraphs clearly describes the steps taken (1 pt/summary: 4-5pts.) Specific skills, methods, practices, etc. gained are described (1 pt/summary:4-5 pts.) 10-12 pts.		

Project Record Sheets

Animal health /care records 5 pts.	Record sheet not included for each animal used in the project and/or missing most health and care information. (0-2 pts)	One record sheet mostly completed per animal (missing a little information) (3 pts)	<ul style="list-style-type: none"> One record sheet for each animal Hoof and health care, riding hours Other health records included as needed (5 pts) 		
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Financial records 5 pts.	<ul style="list-style-type: none"> No year end totals Missing information (compared to health and show records) 0-1 points	<ul style="list-style-type: none"> Includes purchased items and reflects most showing and care records. (2 pts) Missing estimated values where appropriate Year end totals included (1) 2-3 points	<ul style="list-style-type: none"> Includes purchased items and reflects showing, activity, and care records. (3 pts) Estimated values of pasture, home produced hay, etc. (1 pt) Year end totals (1 pt) 4-5 points	OUTSTANDING ACHIEVEMENT			
Inventory 5 pts.	Very few items listed and missing major inventory categories (i.e. grooming supplies, equipment, etc). (0-1 pts)	Items listed in generic fashion (not clearly described) and a few more items should be added. List is random – not organized by items. (2-3 pts)	Includes clearly described animals, tack, grooming supplies, training equipment, etc. with values of each item and total of all inventory. List is organized. (4-5 pts)	JR	INT/ SR	Base score	Bonus points
Show records 5 pts.	No shows recorded OR show listed but no comments or details included. (0-1 pt)	Shows are recorded but information about placings in each event is missing or comments are written for less than half of the classes. (2-3 pts)	Includes name of shows, specific events, placings, and comments for all classes. (4-5 pts)	Participated in at least 2 4-H shows and one other show. (plus 3 pts)	Participated in at least 4 shows with at least 2 4-H shows. (plus 3 pts)		
Project educational activities 5 pts.	None listed OR does not include what was learned or sponsor. (0-1 pt)	Includes date and location/sponsor. Does not <i>specifically</i> describe what was learned. (2-3 pts)	<ul style="list-style-type: none"> Date and location/sponsor described (2 pts) Describes specifically what was learned (3 pts) (4-5 pts)	At least 3 activities included. (plus 3 pts)	At least 5 activities included. (plus 3 pts)		

General Activities and Events

Community Service/ 5 pts.	No community service described OR one project listed without any details. (0-1 pt)	<ul style="list-style-type: none"> Participated in one community service project (1 pt) Explains what, where, who (1 pt) Needs details about how activity benefited others (1 pt) (2-3 pts)	<ul style="list-style-type: none"> Participated in both 4-H and other community service (2 pts) Explains what was done, where/who (1 pt) Shows concern for others by describing how activities benefited others (1 pt) Type of service reflects age of member. (1 pt) (4-5 pts)	At least 2 community service activities (1 must be 4-H) (plus 3 pts)	At least 4 activities listed (2 must be 4-H) (plus 3 pts)		
4-H Promotion 3 pts.	No activities listed (0 pt)	Activity listed but does not explain how this promoted 4-H (2 pts)	Explains how involvement in activity promoted 4-H in the community. (3 pts)	At least 2 activities (plus 3 pts)	At least 3 activities. (plus 3 pts)		
Leadership 5 pts	No leadership listed OR one activity listed without any details. (0-1 pt)	<ul style="list-style-type: none"> Participated in one leadership project (1 pt) what, where, who (1 pt) Needs details about how activity benefited others (1) (2-3 pts)	<ul style="list-style-type: none"> Participated in both 4-H and other leadership activities (2 pts) Explains what was where/who (1 pt) Specifically describes what was done (1 pt) Type of service reflects age (1 pt) (4-5 pts)	At least 2 activities described. (plus 3 pts)	At least 4 activities listed with at least 1 officer or committee. (plus 3 pts)		

Presentations (Public speaking) 5 pts	No demonstration listed.	Demonstration title given but no comments/ recognition described. (3 pts)	Title of 4-H demonstration, where given, recognition/comments all included. (5 pts)	At least 2 demos given with 1 through 4-H. (plus 3 pts)	At least 3 demos given (1 competitive 4-H) (plus 3 pts)		
Project Contests 5 pts	No contests listed OR comments/recognition missing. (0-1 pt)	1 contest listed with comments/recognition described. (3 pts)	<ul style="list-style-type: none"> At least 2 project related contests participated in. (2 pts) Comments/recognition included. (3 pts) (4-5 pts) 	At least 2 contests included. (plus 3 pts)	At least 4 contests listed. (plus 3 pts)		
Activities and Events 3 pts	None listed	One 4-H activity or event described. (1-2 pts)	At least 2 activities or events described (1 through 4-H) (3 pts)	At least 3 activities listed (1 4-H) (plus 3 pts)	At least 4 activities listed (2 4-H) (plus 3 pts)		

4-H Story 12 pts	<ul style="list-style-type: none"> Missing introduction and why joined 4-H Only one influence adequately described Information is listed or outlined – not written as a story (0-5 pts)	<ul style="list-style-type: none"> Introduces 4Her Explains when and why joined 4-H At least 3 influences of 4-H are described but the amount of detail is insufficient in relation to the member's age OR less than 3 influences (6-9 points)	<ul style="list-style-type: none"> Written as a narrative (not a list or outline) (1 pt) Quality of writing reflects member's age (2 pt) The story introduces the 4-Her (age, grade, school) (2 pt) Explains when and why joined 4-H (1 pt) At least 3 significant ways 4-H has influenced life are thoroughly described (amount of detail included reflects age of member) (2 points/influence) (10-12 points)		
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Book Presentation 4 pts	<ul style="list-style-type: none"> Difficult to find information in the book. Spelling and neatness should be improved. No supplemental information. 	<ul style="list-style-type: none"> Book is mostly organized – some information hard to find Supplemental material is not integrated with records. 	<ul style="list-style-type: none"> Excellent organization, easy to locate information Book is bound neatly Neatly completed (reflects member's age) Spelling errors minimal (take into account member's age) Supplemental material (pictures, etc. reflect information recorded in the book) 		
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Name _____ Age _____ Years in 4-H _____ Club _____

Judge(s) signature _____

Base score	Bonus

TOTAL SCORE _____

Scoring

Completeness Award

- 90-100 Blue award
- 80-89 Red award
- 79 and below White award

Achievement Award (must have a blue ribbon base score to be considered)

- 24 Gold award
- 18-21 Silver award
- 12-15 Bronze award

Comments: