

Considerations for Reviewing 4-H Member Record Books

Goals and Accomplishments

- ✓ Developmentally appropriate - An example used in the past is a 12th grader who has been in the project a number of years learning to sex a rabbit versus a first year project member.
- ✓ Growth evident - The member learned something new by completing things within the project. One recommendation is a member should complete a minimum of one large project or two small projects to be eligible to receive recognition.
- ✓ Challenging - Something new was tried this year. It is evident that they learned a new skill.
- ✓ Life and project skills development - Increased their life skills (decision-making, problem solving, applying new technology, development self, leading self and other, etc.) and project skills.

Record Book Pages

- ✓ Completed by member - If the club leader was aware of a situation where the child needed assistance because of a disability hopefully they noted that in the book
- ✓ Information complete - All information is filled in. Some spaces may intentionally be left blank because they had no information to share (place the words “not applicable” or N/A in that space).
- ✓ Legible - Can you read it? Reproduction of forms is allowed provided the information included is the same as the original sheets.

Forms Completed on a Computer	Forms Hand Written
Easy to Read – Difficult to know who was sitting at the keyboard (particularly for the 3 rd to 6 th grade folks)	Hand written is the preferred method in completing 4-H record books.
Recommendation – if youth uses the computer to complete the forms have them write their signature or initials at the bottom of each page (for a more personal touch)	Cursive writing is no longer taught in elementary schools. Record books submitted in (neat) cursive writing should be weighted higher than a computer printed document.

- ✓ Spelling accurate - If you find numerous errors, please encourage the child to have someone proof read their book
- ✓ Certificates received, newspaper clippings of your 4-H activity in the community are welcome
- ✓ Fair ribbons are allowed in the record book, however not a requirement. Ribbons appropriately displayed, add to the information being shared about the project area. Pictures, newspaper clippings and a few ribbons help to tell the 4-H story for the year. Share the ribbons with the most meaning to you; a first place ribbon after years of finishing second in XYZ project.

Comment sheets

- ✓ Provide positive feedback to all - Make the members feel good about what they have done! Comment on unique accomplishments and special recognitions.
- ✓ State improvements constructively - If someone is not getting an award a comment should be included as to what the member needs to improve upon otherwise they will not understand why they did not get the award and what they need to improve for next year.

Confidentiality

- ✓ Any information contained in these record books is to be considered confidential and should not be shared in any manner except the person whose record book it is unless permission is obtained from the member and parent.

Cloverbud and Exploring (specific record books)

All Cloverbud and Exploring Record books should be turned into the county office. The Junior Leaders group will review all Cloverbud and Exploring Record books and comment on their books. Cloverbud and Exploring record books are age appropriate record books and should count towards their scoring points.

Record Books Available:

- Cloverbud Record Book YEAR ONE
- Cloverbud Record Book YEAR TWO/THREE
- Explorer Record Book

Considerations for reviewing Cloverbud and Exploring record books

- ✓ The member learned something new (noted either by drawing or writing)
- ✓ Participated in club activities
- ✓ Information is complete or the spaces left intentionally blank have a N/A or circle with a line through
- ✓ Glued or taped in pictures
- ✓ The work was completed by the Cloverbud or explorer



Seal / Disc's Available from the Clark County Office

Total # of seals (2 per member) @ no charge

Total # of seals above quota @ .75 each

<p>Achievement Astronomy Backpacking Beef Bicycle Birds (caged) Cake Decorating Camp – 4H Camp Counselor Cats Cavies Ceramics Child Development Citizenship Clothing Clothing Revue Cloverbud Club President Club Vice President Club Secretary Club Treasurer Club Reporter Club Historian Club Sunshine Person Club Caller Club Congress Computers Communications Community Services Conservation Crocheting Crops Cultural Arts</p>	<p>Dairy Dairy Judging Dairy Leadership Dairy Promotion Demonstration Dog Drama Electricity Engines (small) Exchange Trip (inter) Explore WI (instate trip) Exploring Fishing Flowers Foods & Nutrition Foods Revue Gardening Goats Health Herdsmanship Home Environment Horses House Plants Insects Interpretive Reading Knitting Leadership (Youth) Leathercraft Mechanical Science Member (1st Year) Member – Outstanding Jr Member – Outstanding Sr</p>	<p>Music National Congress Natural Resources Nutrition Outstanding Actor Outstanding Actress Outstanding Recordbook Photography Plant & Soil Science Poultry Rabbits Rocketry Science Sewing Sheep Shooting Sports Showmanship Softball Softball Champions Speaking (public) State Fair Exhibitor State Drama Storytelling Swine Tractors Veterinary Science Volleyball Washington Focus (CWF) Woodworking</p>	<p>Gold Seals Silver Seals Bronze Seals Honor Seals High Honor Seals Excellence Seals</p>
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If a seal is not listed we do not have it.

Plate for the disc's to go on:

8" x 10" plate @ \$5 each (free for 1st year members)

2" x 10" extension plate @ \$2 each (2" tall/10"wide)

4" x 10" extension plate @ \$3 each (4" tall x 10" wide)

