

Record Book Review for Leaders

First, establish a deadline that allows enough time for **YOU (the club Leader)** to receive the books **AKA HAVE IN YOUR POSSESSION!** Which is about 95% of the battle☺. Work backwards from the date they are due to UWEX Office – SEPTEMBER 15! A reasonable time to request them is by the last week of August or September 1 at the latest. This will allow you (or your designee) to start on the ones you have and then when some are turned in late (because that happens☺). Some clubs have found a retired 4-H club/project leader to assist in reviewing the record books. If the volunteer agrees, say, “thank you” and make them cookies☺. You can delegate this task to a responsible individual or individuals too.



For each record book received, you should complete a “**Clark County 4-H Record Rating Sheet.**” When your review is completed, place this form inside the individual’s record book. You will find this document at <https://clark.uwex.edu/record-book-forms/> OR call your UWEX office and have them make copies for you to pick up. *There is an example at the end of this document so you know what you are looking for.*

BEFORE YOU START – KNOW WHAT YOU ARE LOOKING FOR

First, recognize some of your awesome youth at the county level. Please view Award Definitions located at <https://clark.uwex.edu/4-h-awards-2/>. While there print off some nomination forms and hand out to the appropriate people to complete. See the chart below to identify who needs to complete the form. However, a leader’s recommendation/signature is needed for all submissions. If you are the parent of your awesome child – please have another individual in your club write that nomination. This is a VERY ABBERVIATED list. Please look at the complete nomination forms online.



Leader Completes	Youth Completes	Club Completes	Officer Team
Cloverbud Achievement (ages 5-6-7) Younger Youth Award (ages 8-9-10) Outstanding Record Books Ages 13 and under or 14 and Older (see submission requirements) Outstanding Secretary Book Outstanding Treasurer Book Outstanding Scrapbook	Intermediate Youth Achievement (ages 11-12-13) Youth Achievement (ages 14 to 19) Youth Citizenship (ages 14 to 19) Youth Leadership (ages 14 to 19) 4-H Fair Project Bonus(ages 8 -19) Different time frame Key Award (ages 14 and older) James Crowley Award (ages 14 and older)	Alumni Award Remarkable 4-H Adult Volunteer Leader Friend of 4-H	Remarkable 4-H Club Award

In addition, please review the “County Awards Available” document found <https://clark.uwex.edu/files/2018/04/2018.Awards-County-Level.pdf>. This lets you know how many awards your club can submit based on the size of your club. ***There is a guide to follow except for the following awards:***

- ✓ 4-H Fair Project Bonus (this identifies only the number of awards awarded in each age/grade)
- ✓ Graduation Recognition
- ✓ Alumni Award
- ✓ Remarkable 4-H Adult Volunteer Leader
- ✓ Friend of 4-H



Remember – all Cloverbud Books go to the Junior Leaders to review at the County Level place them in a separate box and label “Junior Leader Review”! If some of your members completed a 4-H Explorer book (only) that goes to the Junior Leaders too!

Let Us Review what you need before you sit down:

- ___ Award forms AKA nomination forms
- ___ Stack of Record Rating Sheets
- ___ Several pens/pencils
- ___ Sticky notes (to write suggested placements)
- ___ Hard surface to write on
- ___ A snack or beverage bar to retain your stamina

One More thing...before you start the review set up 3 boxes/clothes hampers/towels (whatever you have) to place the reviewed record books in or on to help in the delineation process.

**WHOA
knock my
socks off
good**



**Glad you
made an
attempt☺**

**Not bad, but not
award winning
May need a
closer look ...**

As you narrow down your outstanding record books, pull out records that will accompany the nomination forms you have or will receive that your members are eligible for. On the bottom of the rating sheet, check the box, which corresponds to the nomination. If no box is checked, we assume the book is an outstanding record book.

You can go online to <https://clark.uwex.edu/record-book-evaluation-procedure/> to see the review forms the county will use as they review the record books placed in their care.



