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^(C)). 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^(C). 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 <u>https://clark.uwex.edu/record-book-forms/</u> 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 <u>https://clark.uwex.edu/4-h-awards-2/</u>. 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)	Intermediate Youth Achievement	Alumni Award	Remarkable 4-H
Younger Youth Award (ages 8-9-10)	(ages 11-12-13)	Remarkable 4-H Adult	Club Award
Outstanding Record Books	Youth Achievement (ages 14 to 19)	Volunteer Leader	
Ages 13 and under or	Youth Citizenship (ages 14 to 19)	Friend of 4-H	
14 and Older	Youth Leadership (ages 14 to 19)		
(see submission requirements)	4-H Fair Project Bonus(ages 8 -19)		
Outstanding Secretary Book			
Outstanding Treasurer Book	Different time frame		
Outstanding Scrapbook	Key Award (ages 14 and older)		
	James Crowley Award (ages 14 and older)		

In addition, please review the "County Awards Available" document found <u>https://clark.uwex.edu/files/2018/04/2018.Awards-County-Level.pdf</u>. 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

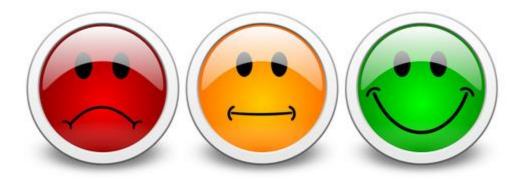
- ____ Sticky notes (to write suggested placements)
- ____ Hard surface to write on
- ____ A snack or beverage bar to retain your stamina

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.



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



Clark County 4-H Record Rating Sheet

Name _____

Club _____

4-H Age _____

Year in Club Work _____

Has satisfactory project work been completed? (List all project areas enrolled in: Cultural Arts, Home Environment, Dairy, etc.)	Excellent	Good	Fair
Is the member's record neat?			
Is the record supported with pictures, clippings and/or story?			
Did member exhibit projects at county fair?			
Did member participate in other county events?			
Did the member participate in club events or activities?			
Did member serve as a club officer, committee member or in other leadership role(s)?			
Attendance at club meetings – did member attend at least 50% of club meetings?			
Overall storytelling effect of record: How well does it provide a complete picture of the 4-H year?			

Comments:

Final Rating: Excellent (Bl	ue) Good (Red)	Fair (White)		
Recommended for the following county award(s):				
Achievement (age 14-19)	Secretary (13 & younger)	Citizenship (age 14-19)		
Intermediate Achieve (age 11-13)	Secretary (14 & older)	Youth Leadership (age 14-19)		
Younger Youth (age 8-10)	Treasurer (13 & younger)	4-H Fair Project Bonus (age 8-19)		
Cloverbud (age 5-7)	Treasurer (14 & older)	Outstanding Record Book		
Other (please list)				