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. At a minimum, a complete Record Book has the Personal Development Report Form, My 4-H Story and Annual Project Report Form(s).

3. 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.

4. 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%.*

Date:_____

California 4-H Record Book County Competition
County Evaluation Worksheet (with Summary Pages Section)

Name: _____ **Club**: _____

Date of Birth: _____ Age: _____ Junior _____ Intermediate _____ Senior _____
(as of Dec. 31st of program year)

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

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

Presentation and Layout - select one option - no points are awarded
The 4-H Record Book is printed:

☐ in the ORB format.

☐ using the CURRENT year's forms, on traditional paper forms. (Use of old forms is reason for disqualification).

Section 1: Preliminary Information
___ Member followed all directions and Record Book is assembled in the correct order.
___ Title Page includes required information.
___ Table of Contents lists the required sections.

___ **Total Section 1**

Section 2: Personal Development Report
Activities and involvement should be appropriate for the age of the member.

Did the member:

___ List events and activities only one time and in the appropriate categories?
___ Demonstrate a variety of experiences that developed skills in project(s)?
___ Attend various 4-H events (club, county or higher levels)?
___ Serve in age appropriate leadership roles in project, club, county or at a higher level?
___ Participate in citizenship and community service activities to benefit the community?
___ Develop communication skills by giving reports (verbal and nonverbal), presentations or online communication representing 4-H to varied audiences?
___ Participate in significant activities outside of 4-H in school and community?

___ **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 4-H story minimum length requirement (not to exceed 6 pages)?
___ Describe personal learning experiences in project(s)?
___ Discuss beginning or advanced leadership experiences and activities working with other members?
___ Give examples of experiences working with others on citizenship/community service projects?
___ Show overall growth and share Sparks in 4-H and outside of 4-H?

___ **Total Section 3**

Section 4: Annual Project Reports

Project skills and experiences should be appropriate for the age of the member.

Did the member:

___ Have a variety of project experiences OR have multiple levels of experiences in one project that may be a Spark?
___ Document required information (date, time, level and location)?
___ Describe activities and experiences in the project(s)?
___ Tell what was learned and skills gained in the project(s)?
___ Share learning experiences with other 4-H members or community audiences?
___ Include project financial records of expenses and income/value?
___ Demonstrate a specific concept or knowledge gained in the project(s) on the expression page(s)?

___ **Total Section 4**

Section 5: Collection of Work

Did the member:

___ Select examples of current year's 4-H work that enhance records?
___ Include flyers, brochures, pictures and letters that represented 4-H activities and experiences?
___ Illustrate Sparks in the Collection of Work?

___ **Total Section 5**

Section 6: Summary Pages of Previous Years in 4-H

Did the member:
__ List significant 4-H leadership experiences?
__ Document outstanding citizenship, community service and/or service learning
    experiences?
__ List most significant learning experiences in project(s)?

__ **Total Section 6**

This section is for Intermediate and Senior members completing Leadership Reports

Did the member complete at least one Leadership Report Form?   Yes___   No___

Section 7: Leadership Reports

Did the member:

___ List overall and specific project goals and strategies to reach those goals?
___ Describe roles and responsibilities in the project(s) or leadership activity?
___ Demonstrate how they worked with others to accomplish project, committee or activity goals?
___ Demonstrate leadership skills learned and future application?
___ Describe growth in one or more of the 6 Cs? (Competence, Connection, Character, Caring,
    Confidence, Contribution)

___ **Total Section 7**

Total Points: _____

Total Points Possible (without LR): 84
Total Points Possible (with LR): 99

Scale:	without LR	with LR
Level 1	73 - 84	85 - 99
Level 2	61 - 72	72 - 84
Level 3	50 - 60	58 - 71
Level 4	49 and below	57 and below

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: Summary Pages

Section 7: Leadership Reports