

# University of California, 4-H Youth Development Program

## Club Level Record Book Review and Competition

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### Instructions to Administrators (Club Leader or Designee):

1. Star Ranks are awarded at the club level after evaluation and/or review. It is the responsibility of the 4-H Club or Unit to approve Star Rank applications and ensure all requirements have been met. County UCCE 4-H Offices may have a Star Rank verification process before final awarding of Star Ranks to members—check with the county 4-H office before making award notifications.
2. In addition to the Star Rank verification process, clubs should verify completion of at least one APR in order for junior, intermediate and senior members to receive their annual membership pin and stripe.
3. If the club holds a Record Book competition, the state evaluation forms and processes must be used. If the club only does a review and does not give awards (other than participation), the evaluation form may be used as a guide, but does not have to be scored.
4. Record Book competition and review cannot include additional contests such as interviews and knowledge bowls. Separate contests like these may be held, but they must be separate from the evaluation of Record Books.
5. During competition, it is recommended that the Scoring Table is not shared with evaluators. This eliminates any tendencies for evaluators to add or subtract points in order to award a member a certain level of award.
6. In a competition, it is recommended that each book be reviewed by two or three evaluators and that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied.
7. After evaluators have awarded points, the administrator collects score forms and assigns awards based on the average score of the evaluators.
8. If there is a wide score range between evaluators, another evaluator may be asked to read and score and that additional score is then factored into the final average.
9. The state recommends, but does not require, using the following recognitions at the club level: gold seal, blue seal, red seal, and white seal (in that order). Green seals are recommended to be reserved for Primary Record Books as a participation seal.

### 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. 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.
3. 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%.**