

## **Club 2023 Record Book Review Instructions**

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

1. Star Ranks, and the new Achievements (Sparks, Emerald Star I & II, and Impact Stars) are awarded at the club level after evaluation and/or review. It is the responsibility of the 4-H Club or Unit to approve all achievements, which can include:
  - a. Star Rank application, which is typically the Personal Development Report (PDR) which is part of the historical Record Book Manual
  - b. Spark Achievement Report Form
  - c. Emerald Star I Report Form
  - d. Emerald Star II Report Form
  - e. Impact Star Report Forms
2. Club leadership ensures all requirements have been met. County UCCE 4-H Offices may have a Rank and/or Achievement verification process before final awarding of Ranks or Achievements to members—check with the county 4-H office before making award notifications.
3. In addition to the Star Rank/Achievement verification process, clubs should verify completion of at least one APR for junior, intermediate, and senior members to receive their annual membership pin and stripe. (Primary members receive pin and stripe for participation in at least one project, without documentation).
4. If the club holds a formal Record Book review and evaluation, only the Record Book Evaluation Score Sheet for Clubs, endorsed by the state office may be used. If the club only does quick reviews and does not give awards (other than participation), the club evaluation form may be used as a guide but does not have to be scored.

5. This year, you may see Record Books that are the historical version, following the Record Book Manual and you may see Spark Achievements Record Books, following the Spark Achievement Manual or Emerald Star I and Emerald II or Impact Stars. Use the following charts to determine what a “complete” Record Book should include depending on youth choice.

<b>New Achievements Members who choose to work on Achievements</b>	<b>Spark Achievement</b>	<b>Emerald Star I &amp; II</b>	<b>Impact Stars</b>	<b>Members who choose NOT to work on Achievements may still submit a Record Book</b>
Cover Page	✓	✓	✓	✓
Table of Contents	✓	✓	✓	✓
Specific Achievement Rank Forms (worked on during that year)	✓	✓	✓	
My 4-H Story	✓	✓		✓
Annual Project Report + Expression Page	✓	✓	✓	✓
4-H Resume (Seniors Only)	✓	✓	✓	✓

<b>Historical Star Ranks</b>	
Cover Page	✓
Table of Contents	✓
Personal Development Report (Platinum Members skip certain sections)	✓
My 4-H Story	✓
Annual Project Report + Expression Page	✓
Collection of Work	✓
4-H Resume (Seniors Only)	✓

6. Evaluation packets for each evaluator should include:
  - a. Instructions for Evaluators\*
  - b. Record Book Evaluation Forms\*
  - c. Record Book Comment Sheet\*

\*All forms are found in this Google folder. Within that folder are sub folders for each type of book with related forms. Clubs can make paper copies of the Google Doc or Excel score forms or use digital scoring using the Google Docs or Sheets versions of score forms and comment sheets. The Google forms require that they are copied to individual google drives for use. Evaluation administrators decide what is the most comfortable process for them or their evaluators.
7. You may see books that have URL links to the My 4-H Story and other documents in the new achievements program. Evaluators will need access to digital devices to review digital content.
8. Record Book review and evaluation by policy cannot include additional contests such as interviews, project competitions and knowledge bowls. Separate contests like these may be held, but they must be separate from the evaluation of Record Books.
9. During review and evaluation, it is recommended that the Scoring Tables are not shared with evaluators. This reduces any tendencies for evaluators to add or subtract points to award a member a certain level of award.
10. We strongly recommend that evaluators are divided into groups to review types of books: historical or new achievement program. We recommend that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied. Also consider that books of the same type are evaluated by pre-determined evaluators, especially those who may be most familiar with the new Achievements Program. You may decide to do two separate review teams depending on how many of each type of book you are reviewing.
11. After evaluators have awarded points, the administrator collects score forms and assigns awards based on the average score of the evaluators, using the score scales provided on pages 8-9.
12. 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.
13. 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.
14. Books should not be disqualified from Club review and evaluation. Rather, members should be given a score, with GREAT comments to help members succeed in the future. Provide feedback, encouragement, coaching and at best, mentorship, as the goal of all Club level review and evaluation.

**Record Book Scoring Tables for Club Evaluation**  
**Historical Record Book using the Record Book Manual**

**ONLY for Club Administrator Eyes**

Age Group	Total Points Possible			
<b>Junior</b>	<b>45</b>			
<b>Intermediate</b>	<i>With LDR</i>	<i>Without LDR</i>	<i>Platinum With LDR</i>	<i>Platinum Without LDR</i>
	<b>57</b>	<b>45</b>	<b>51</b>	<b>39</b>
<b>Senior</b>	<i>With LDR</i>	<i>Without LDR</i>	<i>Platinum With LDR</i>	<i>Platinum Without LDR</i>
	<b>66</b>	<b>54</b>	<b>60</b>	<b>48</b>

	<b>Junior</b>	<b>Intermediate</b>		<b>Senior</b>	
		<i>With LDR</i>	<i>Without LDR</i>	<i>With LDR</i>	<i>Without LDR</i>
<b>Gold Seal</b>	<b>39 – 45</b>	<b>50 – 57</b>	<b>39 – 45</b>	<b>57 – 66</b>	<b>46 – 54</b>
<b>Blue Seal</b>	<b>33 – 38</b>	<b>42 – 49</b>	<b>33 – 38</b>	<b>48 – 56</b>	<b>39 – 45</b>
<b>Red Seal</b>	<b>27 – 32</b>	<b>34 – 41</b>	<b>27 – 32</b>	<b>39 – 47</b>	<b>32 – 38</b>
<b>White Seal</b>	<b>0 – 26</b>	<b>0 – 33</b>	<b>0 – 26</b>	<b>0 – 39</b>	<b>0 – 31</b>

	<b>Platinum Intermediate</b>		<b>Platinum Senior</b>	
	<i>With LDR</i>	<i>Without LDR</i>	<i>With LDR</i>	<i>Without LDR</i>
<b>Gold Seal</b>	<b>44 – 51</b>	<b>34 – 39</b>	<b>53 – 60</b>	<b>42 – 48</b>
<b>Blue Seal</b>	<b>36 – 43</b>	<b>28 – 33</b>	<b>43 – 52</b>	<b>35 – 41</b>
<b>Red Seal</b>	<b>29 – 35</b>	<b>22 – 27</b>	<b>35 – 42</b>	<b>28 – 34</b>
<b>White Seal</b>	<b>0 – 28</b>	<b>0 – 21</b>	<b>0 – 34</b>	<b>0 – 27</b>

**Record Book Scoring Tables for Club Evaluation**  
**NEW Achievements Program Record Book using Progression Manuals**

**ONLY for Club Administrator Eyes**

Spark Achievement Report	Junior and Intermediate Total Possible = 57	Senior Total Possible = 69
Gold Seal	50 – 57	60 – 69
Blue Seal	42 – 49	48 – 59
Red Seal	34 – 41	36 – 47
White Seal	0 – 33	0 – 35

No Achievement	Junior and Intermediate Total Possible = 42	Senior Total Possible = 54
Gold Seal	37 – 42	46 – 54
Blue Seal	31 – 36	39 – 45
Red Seal	25 – 30	32 – 38
White Seal	0 – 24	0 – 31

Emerald Stars I and/or II Reports	Emerald Star I Completed Total Possible = 87	Emerald Star I In progress, NOT completed Total Possible = 72	Emerald Star II Completed Total Possible = 90
Gold Seal	76 – 87	62 – 72	79 – 90
Blue Seal	65 – 75	52 – 61	68 – 78
Red Seal	52 – 64	42 – 51	55 – 67
White Seal	0 – 51	0 – 41	0 – 54