

SANTA BARBARA COUNTY 4-H

BASIC RECORD BOOK INFORMATION SHEET

It is **required** that each club provides a minimum of 2 judges for the first 5 books, and an additional judge for every 5 books after that. (6 books = 3 judges, 13 books = 4 judges). To avoid delays on County Record Book Judging Day, **the club must send the exact number of judges it committed to sending on the list, whether or not it actually sends all of the books on the list, and judges need to commit to the full day.** If this quota is not respected by your club, the submitted Record Books will not be judged. This rule must be enforced to ensure the proper number of judges, and a timely processing for judging. Please have volunteers or parents commit to serving as judges mid-year and secure alternates just to be safe!

The Record Book Judging Criteria Sheet (form 4-H-SBC-1518 Revised March 2008) must be followed. **DO NOT** send books to County Record Book judging that do not meet the Gold Seal criteria.

The Record Book committee will be responsible for categorizing and organizing all submitted books into the appropriate categories for judging. Upon their determination, a book will be disqualified from County Record Book judging if it is found **not** to meet the Gold Seal criteria (see form 4-H-SBC-1518 Revised March 2008).

Once a record book is turned in for club level judging, it is judged and a seal is given. The book **cannot** be altered in any way before being sent to County Record Book judging. Any recommendations or comments made on the book at club level are for the purpose of making changes or improvements for the next year **only**.

Online Record Books (ORB) will not be marked down on how the pages print out. However, members are still responsible for assembling the book correctly and making sure that all information is accurate and included. The ORB often omits information. Members need to proof their books and fill in missing information, slash marks through blank spaces, etc.

It is a **4-H member's choice**, as to which projects he/she feels are the strongest. A Community Leader, Leader, and/or parent/guardian may suggest a certain project, but the final choice must be given to the 4-H member.

If a Record Book or portions of a Record Book are written/typed/edited/assisted by anyone other than the 4-H member, this must be **noted on the front page** of the Personal Development Report (preferably at the bottom of the page under the signatures). Please specify who did the writing/typing/editing/assistance, and if it only includes portions or the entire book.

4-H members should be active in their club for books to do well at County level Record Book judging. Encourage members to participate in Leadership, Citizenship, and Community Service at project, club, county and community levels.

The 4-H Record Book year for all clubs needs to **include Exhibit Day** for the current year. May 31 is last date for entries into the record book for the current program year. A member using a computer form must use the same proof format.

The Record Book Application Sheet (4-H-HC-1527 Revised September 2007) and the Record Book Judging Criteria Sheet (4-H-SBC-1518 Revised March 2008) need to be affixed as the **first two pages** inside the member's Record Book. These forms need to be in place in the Record Book **prior** to club level judging.

To qualify for a Gold Seal book, make sure that each item on the Record Book Judging Criteria Sheet is followed.

The Record Book Application Sheet (4-H-HC-1527 Revised September 2007) needs to be **filled out completely** on both sides of the form. If an area does not apply, remember to put "N/A" in the area. Failure to complete all areas of this form could affect the member's ability to qualify for County Record Book judging. This information assists judges in finding and giving proper credit for work done.

The Title Page can be handwritten or made on the computer. It should include the member's name, club, county, and current year.

The Table of Contents can be handwritten or made on a computer. It should include the names of all of the parts of the book (i.e., Personal Development Record (PDR), 4-H Story, Individual Projects, 4-H Collection of Works – if it applies, and Past Years). This may be on colored paper and can include graphics, but must not exceed 1 single-sided page.

The Personal Development Report (PDR) is where attendance, participation, and points accumulated toward a star ranking are recorded.

The Personal Development Report (PDR) must be signed by the 4-H member, parent/guardian, and community leader **before** it is turned in for County Judging. All boxes on the Personal Development Report (PDR) must be **completed**. If the area does not apply to the 4-H year, write or type "N/A" or "None" in the appropriate box. This way the judge knows that it was not overlooked.

A 4-H Story can be handwritten or typed. It can be a maximum of 6 pages. If typed, font size must be no smaller than 12 points, and it may be single or double spaced. The 4-H Story should tell about the member, their interests, their projects, positive and negative experiences, goals as well as those things that were learned, liked, and new skills gained over their whole 4-H career.

Annual Project Report (APR) is where a 4-H member records how he/she participated in their individual projects. This form cannot be more than 4 pages in total length.

1. The Learning Experiences section is where a member tells what he/she did and learned during the project year. It should be written so that others can visualize what he/she did at meetings field trips, fairs, field days, project fund-raisers, classes, talks, demonstrations, decorating for project functions, project representation, etc. To record it here, it **must** relate to their 4-H project and it **must be available to all 4-H members in their group**. The project leader needs to be aware of a member's participation in any of the items that are recorded. A member should write about what he/she did **and** also what he/she learned from this experience as briefly as possible. If additional space is needed, members can use the long form verses the short form.

2. Size and Scope of Project, things made, raised, grown or improved section is where a member records those things that he/she made, raised, grew, improved in their projects this year. To the right, in the section for honors or awards in this project the member it to list **all 4-H awards** or **honors** earned during the year that relate to that particular project.
3. List citizenship activities and leadership activities related to your project.
4. Expenses and Income/Value is where members record their expenses and income. They should summarize their information in this section. Example: reporting total hay, grain and /or vet expenses (or any pertinent information). If member did not receive any income from the project, he/she should record what he/she feel the project is worth. Example: porcelain doll \$50 or poster \$5. If this section does not apply, “N/A” needs to be placed in the box.

When a project is self-directed, write “Self-Determined” at the top of the Annual Project Report form and tell about all work and learning that was done pertaining to this project, and have your Community Club Leader (CCL) sign for the 4-H Leader.

There are no extra project forms that should be added, so please check the Judging Criteria Sheet for format and order. Old forms not used any more include: Horse, Goats, Rabbits, Cavy, and Guide Dog packet forms.

Other old forms no longer used includes the Project Management Record (4-H-SBC-1520), the Supplemental Breeding Record form (4-H-SBC-1521), the Project Management form (4-H-SBC-1520), the Advanced Dairy and Livestock form (4-H-1066), and the Profit and Loss form (4-H-SBC-1522). You are welcome to use portions of these for your expression page, if you like.

The 4-H member and project leader’s signatures must be on all Project Report forms to count as a completed project for that 4-H year prior to County Judging.

Junior and Teen Leader forms must be signed by the leader or advisor and included in the section with the project, if it applies. If a Teen leader signs other member’s Annual Project Report forms, the advisor needs to co-sign also.

To be a Junior Leader, youth must be in grades 6-8 or must be at least 11 and no more than 13 years old as of December 31 of the program year. Junior Leaders assist project leaders with meetings.

To be a Teen Leader, youth must be in the ninth grade or above or must be at least 14 years old as of December 31 of the program year. Teen Leaders run a project under the direct supervision of a project leader or assists the project leader. The adult project leader must be physically present at the meetings at all times.

A minimum of **one expression page** is required in your **chosen project only** for your Record Book to qualify for County Record Book Judging. (even though this is not required for State Judging) This must only be a one-sided page. An Expression page cannot be more than one page in length. It is best if it has an educational value and is not a copy of something off the Internet or out of a book.

In the Collection of Works section a member **may** include:

1. A maximum of two pages of Newspaper Clippings, single-sided, written by the 4-H member or about the 4-H member.
2. A maximum of two pages of 4-H flyer or Brochures, which may be two-sided, which the member created or is featured.

3. A maximum of two pages of 4-H Certificates or Letters, single-sided, written by or about the 4-H member.
4. A maximum of five pages of 4-H photos, single-sided, that supplement their years in 4-H. Photographs should show project work, leadership and citizenship activities. Captions for each photo should explain what is taking place in the photo and when and where the photo was taken.
5. The Collection of works section is optional and will not harm your chances at Club or County Record Book judging.

The Past Years section needs to be divided and grouped by year with the most current on top and the oldest year last. Remove Checklist & Application, Criteria Sheet, Title Page, Table of Contents, and dividers from the previous year. **Each past year needs to be separated with a divider/tab marked with the year.**

Record Books need to be in a green folder/binder that has been identified with the 4-H member's name, club name, and county. Record Book covers must have the member's full name and club name on them.

Page dividers are required to be used to separate the different sections in the Record Book. Dividers need to have tabs that are labeled and visible and do not extend beyond the record book cover when closed. These are not to be decorated, but can use colored paper other than white.

4-H members are encouraged to be creative with their Record Book and let their personality shine! However, graphics are only allowed on title page, table of contents, expression pages and in the collection of works section. Dividers are not to be decorated.

MINIMUM REQUIREMENTS FOR A MEMBER TO BE IN GOOD STANDING WITH SANTA BARBARA COUNTY 4-H

1. An individual must be enrolled as a 4-H member with the County 4-H office.
2. An individual must be enrolled in the project on or before December 31 of the current year with the County 4-H office.
3. A member must attend 80% of each of his/her Project and Club meetings.
4. A member must turn in a minimum Record Book by the due date with the following items:
 - A completed Personal Development Record with signatures
 - A 4-H Story
 - A completed Annual 4-H Project Report form for each project

As per county policy, all 4-H members going to the fair must turn in a minimum Record Book.