

# RECORD BOOKS

## TOP 10 REASONS FOR RECORD BOOK DISQUALIFICATION

*These were the top reasons Record Books were disqualified at County Record Book Judging this past year.*

### 1. The RB is not assembled correctly.

**RECORD BOOK JUDGING CRITERIA SHEET** (Send once for all Clubs!)

SANTA BARBARA COUNTY 4-H CLUB'S  
(Members receive all Gold Seal Criteria see attached to County Record Book Judging)

AWARDED - CLUB \_\_\_\_\_ SEAL

Print Member's Name: Susie Smith

JUDGES ONLY (PLEASE CHECK EACH MET CRITERIA)

(7 year olds & under may choose to use pencil on their record book forms)

	GOLD SEAL		BLUE SEAL		RED SEAL		WHITE SEAL		GREEN SEAL	
	Must have	Must have	Must have	Must have	Must have	Must have	Must have	Must have	Must have	Must have
<b>ORDER OF ASSEMBLY</b>										
A Green 4-H Record Book Cover (Solid Three Ring or Book Type Folder 3 Ring Binder)	X	X	X	X	X	X	X	X	X	X
Record Book Application (with 1044 completed) (4-HSC-1111 Revised September 2007)	X	X	X	X	X	X	X	X	X	X
Judging Criteria Sheet (4-HSC-1111 Revised March 2008)	X	X	X	X	X	X	X	X	X	X
Title Page	X	X	X	X	X	X	X	X	X	X
Table of Contents	X	X	X	X	X	X	X	X	X	X
Divider	X	X	X	X	X	X	X	X	X	X
Personal Development Report	X	X	X	X	X	X	X	X	X	X
Front page must be completed including all signatures	X	X	X	X	X	X	X	X	X	X
Attendance (Club & Projects with 80% minimum)	X	X	X	X	X	X	X	X	X	X
Type of Participation - Sections 1-4 (complete all areas, write in 'A' in all boxes that don't apply)	X	X	X	X	X	X	X	X	X	X
Divider	X	X	X	X	X	X	X	X	X	X
4-H Story	X	X	X	X	X	X	X	X	X	X
4 page max (if typed - minimum of size 14 font)	X	X	X	X	X	X	X	X	X	X
Divider	X	X	X	X	X	X	X	X	X	X
Project Report Forms	X	X	X	X	X	X	X	X	X	X
Signatures Project Form (with divider dividing each project's materials)	X	X	X	X	X	X	X	X	X	X
All areas of project report forms completed (starting experiences, things made, raised, awards, etc.)	X	X	X	X	X	X	X	X	X	X
One Expression page (required for chosen project, optional for other projects)	X	X	X	X	X	X	X	X	X	X
Junior/Teen Leader Report Form (if applicable, must be included to receive credit for Jr. or Teen Leader)	X	X	X	X	X	X	X	X	X	X
Divider	X	X	X	X	X	X	X	X	X	X
Collection of Work (optional)										
-Newspaper clippings (limited 2 pages written by or about 4-H member)										
4-H E-zines or brochures (limit two pages which member created or is featured)										
-4-H photographs (limited to 2 one-sided pages, same weight of paper)										
Dividers (one divider between each year)	X	X	X	X	X	X	X	X	X	X
Four Year Activities (if applicable)	X	X	X	X	X	X	X	X	X	X
Remove old Judging Criteria Checklist, Title Page and unnecessary dividers from group each year by divider with the PDR in front, with most current year descending to oldest year.	X	X	X	X	X	X	X	X	X	X

See the State's "4-H Record Book Manual 2008" for more information on completing and compiling forms along with "Santa Barbara County Record Book Organization" sheet (revised March 2008). No plastic protective sheets may be used. Dividers tabs must not stick out beyond the folder, they must be flush with the cover's edge when closed. Use of graphics, photos or enhancements can only be placed in the Title Page, Table of Contents, Expression Page or Collection of Work. Use of Computers, Scanners, and Clipart may not be an extra consideration or held against member. (However you must make the information you use your own, you can not just copy and paste.) Misspelling, grammar and handwriting reports may not be penalized.]

*One of the first questions on the RB Judges' sheet is the Record Book formatted correctly? If the answer is "no", then the RB is immediately disqualified. For the correct Order of Assembly for Record Books, please refer to the Judging Criteria Sheet. It's available at the County 4-H web site under FORMS > S.B. County Forms > 2008 Record Book Judging Sheet-revised.*

### 2. The RB forms are missing signatures.

*The next question on the RB Judges' sheet is the Record Book is completed (all signatures and blanks are filled in)? Please take the time to review RBs before bringing them to County judging. Missing signatures – Member's, Parent's, and Leader's- are very easy to overlook. If signatures are missing, then the RB is immediately disqualified. Check for signatures on these RB pages:*

- **Record Book Application** - The 4-H member's signature is required.
- **Personal Development Form – Page 1** requires **three (3)** signatures – the 4-H Member's, a Parent/Guardian's, and the Community Club Leader's. **Page 2** requires the Community Club Leader's signature.
- **Annual Project Report** – requires **two (2)** signatures – the 4-H Member's and the Project Leader's.
- **Junior/Teen Leader Report** - requires **four (4)** signatures! The first two signatures must be the 4-H Member's and the Project Leader's for the beginning of the year, and then the Member and Project Leader must sign the second half of the report for the end of the year.

### 3. The RB has incomplete/blank spaces.

*Blank spaces should have something in them – either a "N/A" or a slash mark through the space.*

number	grown, or improved.	LIST HONORS OR AWARDS earned
lozen	Chocolate cupcakes	/
1	Spice cakes	
1	Strawberry tart	
-	Learned how to measure dry ingredients correctly	

7. 4-H Honors/Recognition			
Star Requirements: Bronze 5, Silver 10, Gold 15, Platinum 20			
Total Past Years: <u>2</u>		Total All Years: <u>2</u>	
Date	Level	Honor or Recognition	Location
		N/A	-or-
/			
Honors and Recognition Outside of 4-H (List up to two significant honors)			
/			
Total Number:			0

**4. The gray boxes at the top of each PDR section were left blank or incomplete.**

*This can be considered the same as a blank space, but many members will fill in the blanks throughout their books but overlook these gray sections.*

4-H Leadership Development			
Star Requirements: Bronze 10, Silver 20, Gold 30, Platinum 40			
Total Past Years: <u>0</u>		Total This Year: <u>4</u>	Total All Years: <u>4</u>
Required: Junior/Teen Leader Development Report			
Total Past Years: <u>0</u>		Total This Year: <u>0</u>	Total All Years: <u>0</u>
Gold = 2 Platinum = 4		Met Requirement <u>YES</u> <input checked="" type="checkbox"/> <u>NO</u>	
Date	Level	Type of leadership activity	Location
Oct 16 2010	1	Halloween Party Committee Member	Santa Ynez

**5. The RB forms exceeded the maximum number of pages.**

*There are limitations on the number of pages allowed in some sections of the RB. Refer to the Judging Criteria Sheet or the State 4-H Record Book Manual for clarification.*

**6. The incorrect RB forms were used.**

*The most current version of the RB forms are the 2008 forms. Some people downloaded the 2006 version and had not updated them. Check the footer on the bottom of the page. It should be the 2008 version.*

**7. The RB forms were altered.**

*Many members enjoy downloading the RB forms and typing in their information. How the forms appear on the State web site is how they are supposed to look. The only changing of the forms that is allowed is the adding of rows to include information –or- the deleting of rows to meet maximum page requirements. Make certain that you know what you are doing when using a computer to complete your RB forms and that you have the correct software.*

**8. The 4-H member used graphics in their 4-H Story or on page dividers.**

**9. The Expression Page is only one page on one side only.**

**10. The 4-H member did not remove beginning pages from previous years.**

Remember to remove these pages from the previous years: Judging Criteria Sheet, Record Book Application, Title Page, and Table of Contents. The first page of a previous years' section should always be the first page of the Personal Development Report.



*Entries for the  
current*

*2012-2013 can  
include information  
from June 1, 2012  
through May 31,  
2013.*



**COUNTY RECORD BOOK  
JUDGING**

Saturday, June 22, 2013  
(at the Lompoc Presbyterian Church)

**RESOURCES**

## **The State 4-H Record Book Manual**

The State Manual is a valuable tool for you! The Manual is nearly 30 pages long, but you don't have to print it out. It is available to download to your computer in either Word or PDF format to refer to any time.

To download your copy, visit:

<http://www.ca4h.org/Resources/Members/RecordBook/RBResources/>

## **The 4-H Presentation Manual**

For members to earn Star Rank Achievements, a certain amount of their Communications (PDR Sect 6) must be in the form of 4-H Presentations. The Presentation Manual is a great reference for 4-H members and adult leaders. It explains what a 4-H Presentation is and is available for you to download to your computer in either Word or PDF format to view.

To download your copy, visit:

<http://www.ca4h.org/Projects/Leadership/PublicSpeaking/>

## **County Record Book Information**

There is information available regarding County Record Book judging and criteria at the County web site. Go to [www.sb4h.org](http://www.sb4h.org). On the left column, click on *FORMS*. There you will find links to click on for the ***Record Book Organization*** -and- the ***Record Book Information Sheet***.

## **E-Mail**

We are available to answer your questions. Feel free to email either of us. If it is a question that we think can help many others, then maybe we can address it in the County Newsletter.

County Record Book Judging Co-Chairs:

**Harriet Heath**  
sygoats@hughes.net

**Cathleen Moses**  
4hmomma@gmail.com