

California 4-H Record Book Evaluation – Club & County Level 2024 Spark Achievements or No Achievement Evaluation Benchmarks

Preliminary Information (Section 1)	
	Member followed all directions and Record Book is assembled in the correct order
	Cover Page includes required information See page 7 of the Manual
	Table of Contents lists the required sections See page 7 of the manual

Section 2: Spark Achievement Report (optional - x all if did not submit SAR)	
	List events and activities in the appropriate categories
	List the date, minutes or hours and what they did for each entry
	Completed one community service activity in the current year
	Completed one communication activity in the current year
	How well did the member convey what they did in each category

Section 3: 4-H Story See page 8 of the manual	
	Meet appropriate 4-H story word counts or audio/video length? Junior: 250 - 500 words or 1-2 minutes video/audio; Intermediate and Senior: 500 - 2000 words or 2-4 minutes video/audio Slide Deck: 5-10 slides
	Describe personal learning experiences in project(s)?
	Discuss beginning leadership experiences and activities working with others?
	Give examples of experiences working with others on civic engagement or community service projects?

Section 4: Annual Project Reports See pages 9-10 of the manual	
	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)? Share your personal experience/growth
	Tell what was learned and skills gained in the project(s)? not just the project mtg. topic
	Share learning experiences with other UC 4-H members or community audiences?
	Include project financial records of income and expenses?
	Demonstrate a specific concept or knowledge gained in the project(s) on the expression page(s)? See page 10 of the manual "teach the reader"

Section 5: 4-H Resume (Seniors Only) See page 11 of the manual	
	Demonstrate a professional and creative style and design on the resume?
	Create a personal development statement that describes what they stand for and who they aspire to become as a human being?
	Describe the skills they have gained through their leadership experiences?
	Describe the skills they have gained through their citizenship experiences?

If you plan to submit your record book for competition, you must follow the formatting instructions and guidelines to receive the maximum points. This is found in the Achievements Record Book Manual.

California 4-H Record Book Evaluation – Club & County Level 2024 Emerald Star I In Progress OR Completed Evaluation Benchmarks

Preliminary Information (Section 1)	
	Member followed all directions and Record Book is assembled in the correct order
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Section 2: Emerald Star I Report if Completed, Skip to Alternate Section 2 if still in progress Please see the Achievement Program Manual	
	Identified a Spark
	Personal Development Goal is well connected to the Spark
	Personal Development Goals has specific, measurable strategies designed to reach the goal
	Completed Shift Gears portion of Part A, including potential obstacles and possible solutions
	Describe the importance of the strategies to the goal
	Describe what was learned and how that helped achieve the Personal Development Goal (Part B)
	Describe what was learned and how that helped achieve the Personal Development Goal (Part B)
	Clearly reflects on all four aspects in Part C
	In Part D, describe what was learned and actions taken to achieve the personal development goal through photos, graphics, video, audio and/or written words
	In Part D, describe what was learned and actions taken to achieve the personal development goal through photos, graphics, video, audio and/or written words

Alternate Section 2: Emerald Star Report Still in Progress, score this section	
	Identified a Spark
	Personal Development Goal is well connected to the Spark
	Personal Development Goals has specific, measurable strategies designed to reach the goal
	Completed Shift Gears portion of Part A, including potential obstacles and possible solutions
	Describe the importance of the strategies to the goal

Section 3: 4-H Story See page 8 of the manual	
	Meet appropriate 4-H story word counts or audio/video length Intermediate & Senior: 500 – 1000 words or video/audio: Intermediate & Seniors: 2-4 minutes Slide deck: 5-10 slides
	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 civic engagement or community service projects
	Show overall growth and share Sparks in 4-H and outside of 4-H

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Section 4: Annual Project Reports See pages 9-10 of the manual	
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	Document required information (date, time, level and location)
	Describe activities and experiences in the project(s) Share your personal experiences/growth
	Tell what was learned and skills gained in the project(s) not just the project meeting topic
	Share learning experiences with other 4-H members or community audiences
	Include project financial records of income and expenses
	Demonstrate a specific concept or knowledge gained in the project(s) on the expression page(s) See page 10 of the manual "Teach the Reader"

Section 5: 4-H Resume (Seniors Only) See page 11 of the manual	
	Demonstrate a professional and creative style and design on the resume
	States an objective that describes what the member wants to accomplish in the future
	Describe the skills they have gained through their leadership experiences
	Describe the skills they have gained through their civic engagement experiences

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California 4-H Record Book Evaluation – Club & County Level 2024 Emerald Star II Completed Evaluation Benchmarks

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Section 2: Emerald Star II Report Please see the Achievement Program Manual	
	Described how the personal development goal helps in community issues research?
	Recorded date, research activity and information discovered in at least six (6) research activities to reach the goal? (Part A)
	Summarized and analyzed findings about community needs through research, including what people and organizations are currently working on in the community to fix issues related to the identified spark, and what issues still need to be addressed? (Part A)
	Volunteer log correctly documents at least four (4) hours of volunteer activities completed to research community needs
	Discuss what was learned from volunteering activities about the needs in the community and what the member learned about themselves as a volunteer
	States a specific goal to make a difference in the community
	States how the research and volunteer work lead to the stated impact goal. (Part C)
	States how the impact goal relates to the identified spark and identified personal development goal. (Part C)
	Written component of the showcase demonstrates the research and volunteer work
	Visual component of the showcase demonstrates the research and volunteer work
	Reflects on presentation of showcase, and records location of showcase, date of showcase, and description of showcase audience

Section 3: 4-H Story See page 8 of the manual	
	Meet appropriate 4-H story word counts or audio/video length Intermediate & Senior: 500 – 1000 words or video/audio: Intermediate & Seniors: 2-4 minutes Slide deck: 5-10 slides
	Describe personal learning experiences in 4-H project(s) and/or activities
	Discuss beginning or advanced leadership experiences and activities working with other members
	Give examples of experiences working with others on civic engagement or community service projects
	Show overall growth in 4-H and its impact on your year

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	Describe the skills they have gained through their civic engagement experiences

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