

**2019 LA COUNTY 4-H RECORD BOOK ID FORM
for 2018-2019 4-H PROJECT AWARDS (RECORD BOOKS)
IDENTIFICATION (ID) FORM AND CHECKLIST**

_____ Junior (9-10 yrs old, and 4th graders)
 _____ Intermediate (11 - 13 years old)
 _____ Senior (14 years old & older)

NAME _____ PHONE (_____) _____
 BIRTH DATE ____/____/____ AGE _____ GRADE IN SCHOOL _____ (2018-19)
 (age as of December 31, 2018)
 ADDRESS _____ YRS in 4-H (include current year) _____
 CITY _____ ZIP _____ EMAIL ADDRESS _____
 CLUB _____ CLUB LEADER'S NAME _____
 CLUB LEADER'S EMAIL ADDRESS _____ PHONE (_____) _____

LIST PROJECTS in which you are enrolled and applying for awards from the Project List in this packet:
 1st _____ Years in Project _____
 2nd _____ Years in Project _____
 (See the Project List in this packet for a list of the project areas in which awards are available. Use a project area from the list.)

SPECIAL AWARDS See the Project List page for more information about the requirements for these awards.
Current Junior/Teen Leaders only: Have you earned a gold Leadership Merit Award patch? _____ Junior _____ Teen _____
 This year applying for _____ Junior (ages 11,12,13) _____ Teen (ages 14 & above) _____ Neither _____
Senior member only: (14 yrs. old by Dec. 31, 2018 or older) Senior Award of Excellence
 You can only earn each award once.
 I have already earned an AWARD for: _____ Leadership _____ Community Service _____ Achievement
 _____ Project Work _____ S.E.T. _____ Healthy Living _____ None
 All Seniors will be considered for the Senior Awards of Excellence.

Senior members only: (14 yrs old or older by December 31, 2018) State Records Competition
 I plan to submit my records to the State Competition: Yes _____ No _____
 Please review my resume in Section 7 Yes _____ No _____
 I need my record book returned early and an authorizing note follows this form: Yes _____ No _____

Books are due (you may choose)
 Sept 10- A.V. 4-H Office by 4:00 pm
 Sept 10- L.A. 4-H Office by 4:00 pm
 Sept 11- to [I&R Committee](#) by 9:00 pm

County Awards Day
 Date: September 28, 2019
 Location: TBA

** For your record book to be evaluated, an adult representative arranged by your club must be present (9/14 or 9/21) for evaluating. *

ALL SIGNATURES ARE MANDATORY. All signatures subscribed on application certify that 4-H records are accurate, have been completed by 4-H member and the club community leader and project leaders support the member's application.

****** RECORDS MISSING SIGNATURES AND/OR NOT USING THE 2018-2019 MANUAL OR ONLINE STATE FORMS WILL NOT BE CONSIDERED FOR COUNTY MEDAL AWARDS OR SPECIAL AWARDS. ******

 Member's Signature Date

As Club Community Leader, I am verifying that this member is enrolled in the project(s), the records are accurate, and an evaluator will be arranged by our club for one of the records evaluation days (9/14 or 9/21).

 Your Club Community Leader's Signature Date

Optional:
 Please explain any special considerations that you want the evaluators to be aware of when reviewing these records.

 Guardian/parent's signature _____ Date _____

2019 Checklist for Record Book Submission Los Angeles County 4-H Project Awards

Members **MUST** use the 2018-2019 California 4-H Record Book and Forms manuals. Members are encouraged to use the Online (ORB) forms for the 2018-19 4-H Records. Please note the record book changes for this year in the manuals located at <http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/> Records not using the correct, current forms will not be eligible for county medal awards or special awards.

4-H Records submitted in order as listed

Los Angeles County 4-H Project Awards Identification Form & Checklist – included as the first page in the record book before Section 1. Dividers are highly recommended. Do not decorate dividers. Must have all signatures.

Section 1: Preliminary Information

Title page - Contains the member's name, club, county and program year (2018-19).

Table of Contents – Lists the order of the record book sections, titles of section headers and page numbers.

Section 2: Personal Development Record (PDR)

4-H Personal Development Report (PDR) for 2018-19. No photos are included in this section. Must have all signatures.

Section 3: My 4-H Story

4-H Story: "MY 4-H STORY". This 4-H story should cover **all your years in 4-H** with a focus on your current year's activities and experiences in project work, leadership, citizenship and life skills. Tell what you learned, what you would do differently, and how you feel about 4-H. Follow the minimum word count guidelines: Jr. 250, Int. 500 and Sr. 1000 with a 2000 word count maximum. Use type no smaller than 12 characters per inch. Using a word processing program, use one standard typeface such as TIMES in a 12-point or larger. Expand on your 4-H and outside of 4-H experiences, leadership, citizenship, and community service in your projects/ activity. Emphasize goals set and accomplished and personal growth in 4-H and other experiences. Do not merely repeat information listed elsewhere in your records.

Section 4: Projects (APR)

4-H Projects (One subdivision for each project 4-H member is enrolled in this year) Current year's 4-H project and/or activity records, including supplemental forms, as indicated below. Do not include Primary work in the "years in Project". Annual Project Report forms must be included for each project, including leadership. For each project, there must be one Expression page, which should teach the reader something that you learned in the project. There should be no extra pages of project photos. Must be signed by Project Leader.

Leadership Project: All project members should complete an Annual Project Report form for the Leadership Project.

Animal Projects: Allowed supplemental animal/livestock records for county evaluating only.

Section 5: Collection of 4-H Work

Newspaper Clippings (Limited to 2 single-sided pages written by the 4-H member or about the 4-H member.)

4-H Flyers or Brochures (Limited to 2 items which the member created or is featured. May be doubled-sided.)

4-H Letters (Limited to 2 items written by the 4-H member or about the 4-H member.)

4-H Photographs (Limited to 5 pages, one sided. Photo paper may be used. Captions are encouraged. No photo shingling.)

Section 6: Leadership Development Reports (Intermediate and Senior Members Only) Must have all signatures.

Complete one Leadership Development Report (LDR) Part 1 (Pre) and Part 1 (Post) for the 4-H year.

Complete one Leadership Development Report (LDR) Part 2 (Pre) and Part 2 (Post) per leadership role

Section 7: 4-H Resume (Senior Members Only) Maximum of two pages (each side is a page)

Resume should highlight your skills, leadership and citizenship development throughout your 4-H career. This resume should cover **all your years in 4-H** with a focus on your significant strengths, skills and talents you have gained and are most proud of. Highlight your 4-H experiences and include a little of your outside of 4-H involvement. The template can be found on the CA State Website.

Past Years

Past 4-H records. For Los Angeles County evaluating only (optional)

VERIFICATIONS/SIGNATURES

All 4-H members are to check each division to verify all materials are included and information is complete and accurate. All signatures subscribed on the member records and Identification Form certify that 4-H records are accurate, have been completed by 4-H member, and that the community leader supports the member's application. **This ID form and PDR must be signed by the Club Community Leader.** The Annual Project Report must be signed by the Project Leader.

(10/25/2018)

2019 LOS ANGELES COUNTY
4-H PROJECT AWARDS (RECORD BOOKS)
GUIDELINES FOR SUBMITTING 4-H MEMBER RECORDS

1. 1. All age categories are as of December 31, 2018. Junior = **9-10** years old (and all **4th** graders)
Intermediate = **11-13** years old
Senior = **14** years and older
2. **Do not submit Primary record books to County.** Primary 4-H member records are submitted to the project leader or club leader, optionally evaluated at district, per district decision.
3. All 4-H records submitted must be completed by the 4-H member.
4. Individuals must be enrolled in the project area in which applying for awards.
5. Select up to two projects in which you are enrolled and applying for awards.
(See the other side of this form for a list of the project areas available for awards.)
6. 4-H Records are evaluated only in categories (projects) listed on the 4-H Project Awards Identification Form & Checklist.
7. If a member is not awarded County Winner in their 1st choice, the 2nd choice is evaluated for possible County Winner. Choices are based on project area selected and indicated on the applicant's 4-H Project Awards Identification Form.
8. 4-H Records are to be submitted in an acco-type binder (4-H member binder available from National 4-H Supply). Use the 2018-2019 state record book forms or the Online (ORB) forms printed out.
9. The Checklist indicates the records to be submitted. Extra pages are ignored and not included in the evaluation. For example, if more than one page is used for an Expression Page for an Annual Project Report, only evaluate the first page and ignore the following Expression pages for that project.
10. All signatures subscribed on Identification Form and project records certify that 4-H records are accurate, have been completed by 4-H member and that the community leader supports the member's application.
11. Required leader signatures on related records (Identification form, PDR and Annual Project Report Form) and using the current state forms are mandatory for consideration for County medal awards and special awards.
12. Records must be turned in to the LA or AV 4-H office or a member of the County Incentives and Recognition Committee by the County deadline to be evaluated. Late records are not accepted or evaluated.
13. It is the responsibility of the 4-H member to have the records turned in to the 4-H office or a member of the County Incentives and Recognition Committee (see below) by the County deadline.
14. The submitted records of all Senior 4-H members (14 yrs. or older as of 12/31/2018) will be reviewed for consideration for the L.A. County Senior 4-H Awards of Excellence in the areas of Achievement, Community Service, S.E.T., Healthy Living, Project Work and Leadership. Only one of each award will be presented in a year. A Member cannot be awarded more than one Award of Excellence in a year. A Member may receive a specific Award of Excellence only once.
15. State Senior Record Book Evaluation – Evaluating state record books is done on your overall records for the year, not only in one project area. This year the county will again evaluate records in the requested projects on the ID form, but Seniors who may want to submit their record book to the State Record Book Evaluation should remember that their record book will be evaluated at the state level for all their project work for the year.
16. Current Teen and Junior Leaders may request on the Identification Form that their 4-H records be reviewed for consideration for a Junior/Teen Leader Merit Award. A completed Leadership Development Report for being a Junior or Teen Leader in a specific project and an Annual Project Report (APR) for a **Leadership Project** must be included in the records for consideration for this award. A Member may earn this award once as a Junior Leader (ages 11, 12, 13) and once as a Teen Leader (ages 14 and above).
17. The evaluators' decision is final.
18. "4-H Adult Partner's Signature" on the forms is the signature of the club community leader or the project leader depending upon the form.

Books are due (you may choose)
Sept 10 – AV 4-H Office by 4:00pm
Sept 10 - L.A. 4-H Office by 4:00 pm
Sept 11 - To [I&R Committee member](#) by 9:00 pm

County Awards Day
Date: September 28, 2019
Location: TBA

Project List

4-H Project areas in which awards are available for 2018-2019

Only use a project area from this list for your project(s) in which you want to be evaluated.

Several projects might fit under one of the project areas below, such as a Public Speaking project or a Sign Language project would fit under Communications. Another example would be that Indoor & Mini Gardens, Jr. Master Gardener, Vegetable Gardens & Crops and Ornamental Horticulture projects would fit under Gardening. You and your club leader should decide where your project fits best.

Citizenship

Career Exploration
Citizenship
Community Pride & Community Service
Economics & Marketing
Arts & Crafts
Beginning 4-H
Communications
Cultural and Performing Arts
Graphic Arts
Leathercraft
Photography
Leadership Development
Record Keeping
Self-Determined
Group-Determined

Healthy Lifestyles

Foods & Nutrition
Food Preservation
Health and Physical Fitness
Sports – Individual & Group
First Aid & Safety
Child Development and Care
Clothing & Textiles
Consumer Education
Heritage Arts
Home & Personal Management
Home Arts & Furnishings

Science, Engineering and Technology

Ag and Livestock Education
Aviary Science
Beef/Cattle
Bees
Cats
Cavies
Dog
Goats
Goats Pygmy
Guide Dogs and Service Animals
Equine - Horse & Ponies
Llamas/Alpacas
Pets and Small Animals
Poultry
Rabbits
Sheep
Swine
Embryology
Entomology
Marine Biology
Veterinary Science
Astronomy
Climatology
Environmental Stewardship
Fishing and Fly Tying
Forestry
Gardening
Geology
Oceanography
Outdoor Adventure & Camping
Wildlife
Aerospace & Rocketry
Automotive & Small Engines
Bicycles
Computers
Construction, Engineering & Building
Electricity & Electronics
Farm Machinery
GIS/GPS
Metal Working
Robotics
Shooting Sports – Archery
Shooting Sports - Guns
Video Production
Woodworking

Senior 4-H Member Awards of Excellence

The submitted records of all Senior 4-H members (14 yrs. or older as of 12/31/2018) will be reviewed for consideration for the 2019 L.A. County Senior 4-H Awards of Excellence in the areas of Achievement, Community Service, S.E.T., Healthy Living, Project Work and Leadership. Comment on your work in these areas in the My Story section of your record book. Signatures are mandatory for award consideration. Only one of each award will be presented in a year. A Member cannot be awarded more than one Award of Excellence in a year. A Member may receive a specific Award of Excellence only once.

Junior/Teen Leader Merit Award

Current Teen and Junior Leaders may request that their 4-H records be reviewed for consideration for a Junior/Teen Leader Merit Award. To be eligible for this award, your 2018-2019 records must include:

1. a completed **Leadership Development Report (LDR)** for being a Junior or Teen Leader in a specific project and
2. a completed **Annual Project Report (APR)** for a Leadership Project that was attended.

Use the current 2018-2019 state forms or Online (ORB) forms. Signatures requested on the forms are mandatory for award consideration. A Member may earn this award only once as a Junior Leader (ages 11, 12, 13) and only once as a Teen Leader (ages 14 and above).

(10/25/2018)

The state 4-H office has released a new California 4-H Record Book Manual 2018-2019, effective July 1, 2018. The forms for your record book are included in a separate 2018-2019 California 4-H Record Book Forms manual. Please do not use any previous forms or reference any of the previous record book manuals. Watch for revisions to these manuals that may occur during the program year. The manuals can be found at <http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>

Record Book forms and guidelines are available on the LA County 4-H website under FORMS and under APPLICATIONS/AWARDS. Record book forms and guidelines are also available on the California State 4-H website.

Use the 2018-2019 version of the California 4-H Record Book Manual forms and guidelines for your record book this year.

Record Book forms printed from the ON-LINE (ORB) 4-H Record Keeping system may also be used for your record book.

SENIORS NOTE –

Senior Awards of Excellence

There are some special awards that are only available to Senior 4-H members. Senior Awards of Excellence are awarded in the areas of Project Work, Community Service, Healthy Living, Science, Engineering and Technology (S.E.T.), Leadership and Achievement. All Senior record books submitted to the County Record Book Evaluation are considered for these awards. If a Senior thinks they have done a lot of activities and work in one of these areas, they should include comments about that in their My Story section of the record book.

State Record Book Competition

Records submitted to the state record book competition must use the new 2018-2019 Record Book Manual forms and guidelines (or forms printed from the Online ORB system).

Remember that at county we evaluate your records for your designated project area. At the state level competition your records are evaluated generally so when you write your records remember this so your records can easily be evaluated in both ways. Another way would be to change your recording emphases after the county evaluating before you submit your records for the state competition – project emphases to general emphases. Records for the county competition are submitted in early September. Records for the state level competition are submitted in mid October

To compete at the state level your records do not need to be submitted to the county competition, but you would miss the opportunity to earn county honors for your work and to receive some evaluator comments about your records before you submit them to state. You can use the county-level evaluators' comments to improve your recording for the state level competition. To compete at the state level, you need to complete a possible online record book course and must submit online a letter of intent to the state 4-H office **by the end of August**, so watch for details and reminders to come out about this.

The specific details about the 2018 State Record Book Competition are on the state website. Watch for more info about this.

Contact a member of the county [I&R Committee](#) if you have any questions about record books.

(10/25/2018)