

**2023 LA COUNTY 4-H RECORD BOOK ID FORM
for 2022-2023 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 _____
(age as of December 31, 2022)

GRADE IN SCHOOL _____ (2022-23)

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, 2022 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, 2022) 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 5 AV 4-H Office by 4:00 pm

Sept 5 LA 4-H Office by 4:00 pm

Sept 6 to [I&R Committee](#) by 9:00 pm

County Awards Day

Date: September 23, 2023

Location: TBA

Spark Achievement Program Record Book

Check: Yes _____ No _____

** For your record book to be evaluated, an adult representative from your club must be present 9/9/23 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 that the community leader supports the member's application.

****** RECORDS MISSING SIGNATURES AND/OR NOT USING THE 2021-2023 STATE MANUAL 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) and records are accurate.

Your 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 _____

Include this form as the first page in the record book before Section 1.

(10/25/2022)

2023 Checklist for Record Book Submission Los Angeles County 4-H Project Awards

Members **MUST** use the 2021-2023 California 4-H Record Book and Forms manuals. 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 (2022-23).

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 2022-23. No photos are included in this section. Must be signed by club leader.

Platinum star 4-H members should probably complete the PDR sections if they want to try for county awards this year.

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. For this year the minimum word count guidelines: Jr. 250, Int. 500 and Sr. 1000 with a 2000 word count maximum, are optional. 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 (LA County 4-H variation to use the prior guidelines as listed below)

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 (Optional for Juniors and Intermediates and required for Senior Members)

Complete one Leadership Development Report (LDR) Part 1 (Beginning of Year) and Part 1 (End of Year) for the 4-H year.

Complete one Leadership Development Report (LDR) Part 2 (Beginning of Year) and Part 2 (End of Year) 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 requested signatures are mandatory for project and special award consideration

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.

2023 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, 2022. 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 next page of this packet 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 record book forms from the 2021-2023 California 4-H Record Book Forms manual.
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 12/31/2022) 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. Only hard copy records should be submitted to the LA County 4-H Record Book Competition. If you are keeping your records in an online file, the records need to be printed out and then submitted to the county competition in an appropriate binder. The 2021-23 Record Book Manual does suggest other online and electronic options for the record book and the Collection of Work, but these options are not available for our LA County Record Book competition. Note that there are a few other LA County 4-H variations for your records this year, such no minimum word counts for My Story and LDR forms, LDR forms are only required for Seniors, and more items may be included in the Collection of Work that is currently stated in the new 2021-22 Record Book Manual.
17. The evaluators' decision is final.

Books are due (you may choose)
Sept 5 – AV 4-H Office by 4:00pm
Sept 5 - L.A. 4-H Office by 4:00 pm
Sept 6- To [I&R Committee member](#) by 9:00 pm

County Awards Day
Date: September 23,2023
Location: TBA

Project List

4-H Project areas in which awards are available for 2022-2023

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 12/31/2022) will be reviewed for consideration for the 20223L.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 2022-2023 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.

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).

The state 4-H office has released a new California 4-H Record Book Manual 2021-2023, effective July 1, 2022. The forms for your record book are included in a separate 2021-2023 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 new 2022-2023 California 4-H Record Book Manual forms and guidelines for your record book this year, except where we have indicated an optional LA County 4-H variation for this year.

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 2022-2023 Record Book Manual forms and guidelines. LA County 4-H is relaxing some of the state guidelines for the County Record Book competition for this year. If you want to submit your records to the State Record Book Competition, you may need to make the some necessary adjustments to have your records to satisfy the state guidelines before submitting your records to the state competition.

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 from project emphases to general emphases. Records for the county competition are submitted in early September. Records for the state level competition are submitted in 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 must submit an Intent to Submit online to the state 4-H office **around the end of September**, so watch for details and reminders to come out about this. The specific details about the 2023 State Record Book Competition are on the state website. Watch for more information about this.

Possible updates for COVID-19 and record books

At this time, we cannot predict what the conditions relating to the COVID-19 pandemic will be in the future. We will still have a county record book competition for 2022-2023 4-H Record Books and it would probably be run much like it was for evaluating 2021-2022 record books.

1. We will probably be following the above deadlines of Sept. 5 and Sept. 6 for record book turn in.
2. If you are not comfortable submitting your record book for the competition, you could complete your record book with all the required signatures, make a copy of the 2022-2023 portion and submit the copy to the county competition. Indicate on the ID form that you are submitting a copy and whether you want the copy returned to you after the competition or not.
3. During the program year, watch for further information on any special guidelines due to pandemic restrictions.

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

SPARK ACHIEVEMENT PROGRAM -

The State is starting to roll out a new rank and record book program. The State is encouraging new 4-H members and Junior members (9 and 10 year olds) to use the new Spark Achievement for their record keeping and 4-H rank goals. This roll out seems to be occurring mid-year, so LA County 4-H will allow its members to use the 2021-2022 rank and record keeping system as described in the 2022-2023 4-H Record Book manual for this year which started on July 1, 2022.

1. There are no changes in the LA County 4-H Primary rank and record keeping program for this year.
2. There are no changes in record keeping for returning 4-H members, unless they want to start the new Spark Achievement Program.
3. Junior members and new 4-H members have the option to start the new Spark Achievement Program this year..
4. If you are participating in the Spark Achievement Program this year, you should follow the guidelines in the Spark Achievement Program manual. Your record book for 2022-2023 should consist of the following sections:

Title Page

Table of Contents

Achievement Rank Form

My 4-H Story (written)

Annual Project Report (APR) form(s) with Expression Page

4-H Resume (Seniors)

Reference the Spark Achievement Program manual for details about these sections.

5. The Spark Achievement Program allows some variations on the submitting of some information, such as by video or audio recording or slide deck, but at this time the LA County competition does accept information in these alternate forms.
6. If you are participating in the Spark Achievement Program and want your records evaluated for a Junior or Teen Leader Achievement Award, you need to complete an APR for your Leadership Project and a LDR (Leader Development Report) for being a Junior or Teen Leaders to be considered for the award.
7. More information will come out around March about the evaluation process of Spark Achievement Program record books.
8. Contact Noel Keller (nkeller91711@gmail.com) or Charlene Moore (moore@ucanr.edu) if you have questions about this new 4-H Spark Achievement Program.