

4-H Program Year 2023-2024

Spark Achievement Program (Spark Achievement/Emerald Star/Impact Star)

LA County 4-H Record Book Competition ID Form and Checklist Packet

This ID Form and Checklist Packet is for 4-H Members submitting 4-H records for the Spark Achievement Program.

Starting for the 2023-2024 4-H year, California State 4-H requires the following 4-H members to use the Spark Achievement Program for earning 4-H achievements and recording their 4-H records and experiences:

- All Junior members
- All new 4-H Members (all ages 9 and above)
- All returning 4-H Members who have never completed 4-H Records

These members should use this Spark Achievement Program Los Angeles County 4-H Record Book Competition ID Form and Checklist Packet for submitting their 4-H records to the 2023-2024 Los Angeles County 4-H Record Book Competition.

Note -

Intermediate and Senior 4-H Members who have previously earned at least a Bronze Star have the option to continue working on the Star Rank path (Bronze/Silver/Gold/Platinum) and should use the California 4-H Record Book Manual for the Star Ranks Path and use the Star Rank Path Competition ID Form and Checklist Packet for submitting their 4-H records, but not this packet.

2024 LA COUNTY 4-H RECORD BOOK ID FORM – SPARK ACHIEVEMENT _____ Junior (9-10 yrs old, and 4th graders)
for 2023-2024 4-H PROJECT AWARDS (RECORD BOOKS) _____ Intermediate (11 - 13 years old)
IDENTIFICATION (ID) FORM AND CHECKLIST _____ Senior (14 years old & older)

NAME _____ PHONE (_____) _____
 BIRTH DATE ____/____/____ AGE _____ GRADE IN SCHOOL _____ (2023-2024)
 (age as of December 31, 2023)
 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, 2023 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, 2023) 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) **County Awards Day** **Spark Achievement Program Record Book**
 Aug 20 AV 4-H Office by 4:00 pm Date: TBD Check: Yes _____ No _____
 Aug 20 LA 4-H Office by 4:00 pm Location: TBA
 Aug 21 to [I&R Committee](#) by 9:00 pm

** For your record book to be evaluated, an adult representative for your club must be present 8/24/24 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 2023-2024 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 _____

2024 Checklist for Record Book Submission – SPARK ACHIEVEMENT PROGRAM Los Angeles County 4-H Project Awards

Members **MUST** use the 2023-2024 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, age (as of Dec. 31, 2023), birthdate, county and program year (2023-24).

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

Spark Achievement Program Member Identification Form – required with signatures

Section 2: Spark Achievement Report - required

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) – required and Leadership Report to APR, if needed

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. If you are a Junior/Teen Leader, complete a Leadership Report and put it after the Expression page of your first APR, even if it doesn't relate to that APR.

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) - **optional**

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: Annual Activity Summary (ASR) – optional, but helpful if you are competing for county awards

Use the guidelines for the 4-H Personal Development Report (PDR) for 2023-24 for entering data on this form.. No photos are included in this section. Must be signed by club leader. There are a couple of acceptable formats for this report.

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 must be signed by the Club Community Leader.** The Annual Project Report must be signed by the Project Leader.

2024 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, 2023. 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 have been enrolled 2023-24 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 2023-2024 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, Annual Project Report Form, etc.) 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 12/31/2023) 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 2023-24 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 LR forms, and more items may be included in the Collection of Work that is currently stated in the new 2023-2024 Record Book Manual.
17. Include the phrase “Spark Achievement Program” on the top of the Title Page of the record book.
18. The evaluators' decision is final.

Books are due (you may choose)

Aug 20– AV 4-H Office by 4:00pm

Aug 20- L.A. 4-H Office by 4:00 pm

Aug 21- To [I&R Committee member](#) by 9:00 pm

County Awards Day

Date: TBD

Location: TBA

Project List

4-H Project areas in which awards are available for 2023-2024

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, 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
Science
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 12/31/2023) will be reviewed for consideration for the 2024 LA 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 2023-2024 records must include:

1. a completed **Leadership Report to APR (LR)** 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 new California 4-H Record Book Manuals 2023-2024, effective July 1, 2023. The forms for your record book are included on the county and state websites. 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 2023-2024 California 4-H New Achievements 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 2023-2024 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 some necessary adjustments to have your records 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 late August. 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 middle of September**, so watch for details and reminders to come out about this. The specific details about the 2024 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 2023-2024 4-H Record Books and it would probably be run much like it was for evaluating 2022-2023 record books.

1. We will probably be following the above deadlines of August 20 and August 21 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 2023-2024 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.