

University of California, 4-H Youth Development Program

Club Level Record Book Review and Evaluation

Evaluators Instructions

These instructions are applied to all Record Books, regardless of the type of Record Book. Use the table below to determine what a “complete” Record Book should include for each type of book that may be submitted.

New Achievements Members who choose to work on Achievements	Spark Achievement	Emerald Star I & II	Impact Stars	Members who choose NOT to work on Achievements may still submit a Record Book
Cover Page	✓	✓	✓	✓
Table of Contents	✓	✓	✓	✓
Specific Achievement Rank Forms (worked on during that year)	✓	✓	✓	
My 4-H Story	✓	✓		✓
Annual Project Report + Expression Page	✓	✓	✓	✓
4-H Resume (Seniors Only)	✓	✓	✓	✓

Historical Star Ranks	
Cover Page	✓
Table of Contents	✓
Personal Development Report (Platinum Members skip certain sections)	✓
My 4-H Story	✓
Annual Project Report + Expression Page	✓

Collection of Work	✓
4-H Resume (Seniors Only)	✓

1. In general, youth should be evaluated against the standards as specified in the Score Sheet and as appropriate to the age of the member. We recommend that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied. And books of the same type are evaluated by pre-determined evaluators.
2. The difference between scoring a one (1) two (2) or three (3) is sometimes challenging to determine. In general, when scoring a 2, there should be some indication of a pattern of action or behavior. For example, if a senior member lists one citizenship activity of bringing in cans for a food drive, that's more than 0, but is obviously not a pattern; it is also not appropriate to the age of the member. Even for very young members, we would expect to see more than one or two entries to establish a pattern of civic engagement. It is important for evaluation teams to confer and calibrate your scores with each other prior to scoring so that you are as close to the same interpretation as possible.

In general, score:

- 0 if there is no evidence of the standard requirement(s)
 - 1 if there is one entry of a certain required skill or activity or less than half the time
 - 2 if there is a pattern of the skill or required activity about half the time
 - 3 if there is a pattern of the skill or required activity about 75% of the time or greater. ***A 3 does not mean perfect or 100%.***
3. Books should not be disqualified from Club review and evaluation. Rather, members should be given a score, with helpful and supportive comments to help members succeed in the future. Provide feedback, encouragement, coaching and at best, mentorship, as the goal of all club level review and evaluation.