Club 2023 Record Book Review Instructions

Instructions to Administrators (Club Leader or Designee):

1. Star Ranks, and the new Achievements (Sparks, Emerald Star I & II, and Impact Stars) are awarded at the club level after evaluation and/or review. It is the responsibility of the 4-H Club or Unit to approve all achievements, which can include:
   a. Star Rank application, which is typically the Personal Development Report (PDR) which is part of the historical Record Book Manual
   b. Spark Achievement Report Form
   c. Emerald Star I Report Form
   d. Emerald Star II Report Form
   e. Impact Star Report Forms

2. Club leadership ensures all requirements have been met. County UCCE 4-H Offices may have a Rank and/or Achievement verification process before final awarding of Ranks or Achievements to members—check with the county 4-H office before making award notifications.

3. In addition to the Star Rank/Achievement verification process, clubs should verify completion of at least one APR for junior, intermediate, and senior members to receive their annual membership pin and stripe. (Primary members receive pin and stripe for participation in at least one project, without documentation).

4. If the club holds a formal Record Book review and evaluation, only the Record Book Evaluation Score Sheet for Clubs, endorsed by the state office may be used. If the club only does quick reviews and does not give awards (other than participation), the club evaluation form may be used as a guide but does not have to be scored.

5. This year, you may see Record Books that are the historical version, following the Record Book Manual and you may see Spark Achievements Record Books, following the Spark Achievement Manual or Emerald Star I and Emerald II or Impact Stars. Use the following charts to determine what a "complete" Record Book should include depending on youth choice.

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)	✓

6. Evaluation packets for each evaluator should include:
   a. Instructions for Evaluators*
   b. Record Book Evaluation Forms*
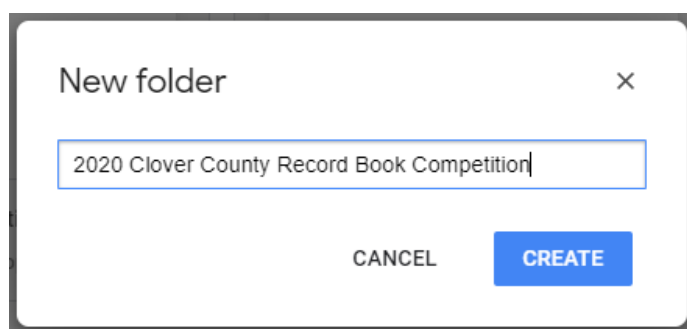   c. Record Book Comment Sheet*

   *All forms are found in this Google folder. Within that folder are sub folders for each type of book with related forms. Clubs can make paper copies of the Google Doc or Excel score forms or use digital scoring using the Google Docs or Sheets versions of score forms and comment sheets. The Google forms require that they are copied to individual google drives for use. Evaluation administrators decide what is the most comfortable process for them or their evaluators.

7. You may see books that have URL links to the My 4-H Story and other documents in the new achievements program. Evaluators will need access to digital devices to review digital content.

8. Record Book review and evaluation by policy cannot include additional contests such as interviews, project competitions and knowledge bowls. Separate contests like these may be held, but they must be separate from the evaluation of Record Books.

9. During review and evaluation, it is recommended that the Scoring Tables are not shared with evaluators. This reduces any tendencies for evaluators to add or subtract points to award a member a certain level of award.

10. We strongly recommend that evaluators are divided into groups to review types of books: historical or new achievement program. We recommend that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied. Also consider that books of the same type are evaluated by pre-determined evaluators, especially those who may be most familiar with the new Achievements Program. You may decide to do two separate review teams depending on how many of each type of book you are reviewing.

11. After evaluators have awarded points, the administrator collects score forms and assigns awards based on the average score of the evaluators, using the score scales provided on pages 8-9.

12. If there is a wide score range between evaluators, another evaluator may be asked to read and score, and that additional score is then factored into the final average.

13. The state recommends, but does not require, using the following recognitions at the club level: gold seal, blue seal, red seal, and white seal (in that order). Green seals are recommended to be reserved for Primary Record Books as a participation seal.

14. Books should not be disqualified from Club review and evaluation. Rather, members should be given a score, with GREAT 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.

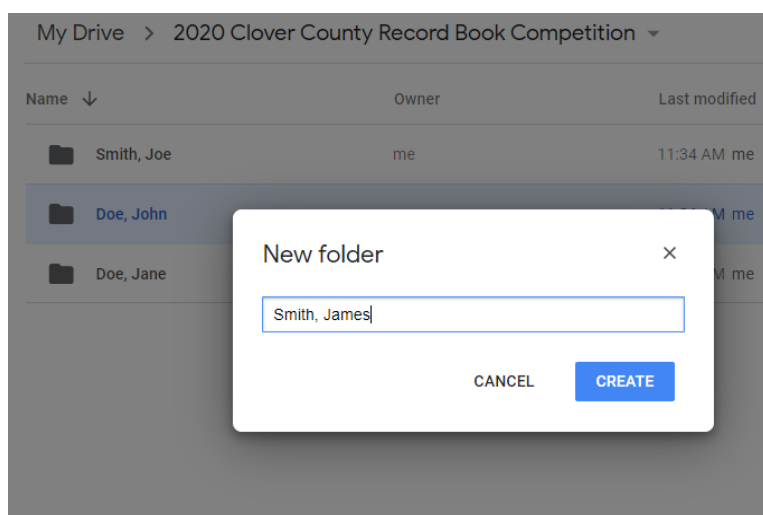## Spreadsheet Tips for Virtual and/or Electronic Scoring

Virtual or electronic scoring is not required. We provide these instructions to help you if you would like to adopt this type of scoring. We have found that many counties are going this direction so that evaluators can work in their own windows of time while still meeting a pre-determined deadline for completion.
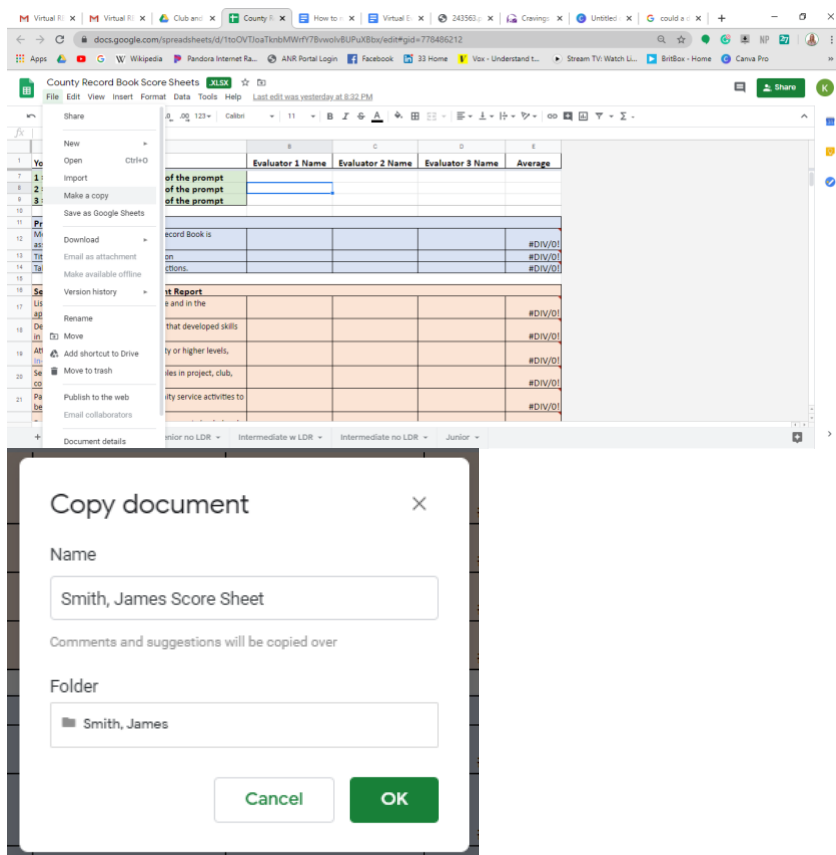
Steps Before the Competition

1. Books should be saved as a Microsoft Word Document or PDF. Instruct youth to upload books directly to a secure file upload site like Dropbox or Box by the deadline set by the competition coordinators.
2. Make a New Google folder for the Record Book evaluations that can be shared and accessed by all evaluators.
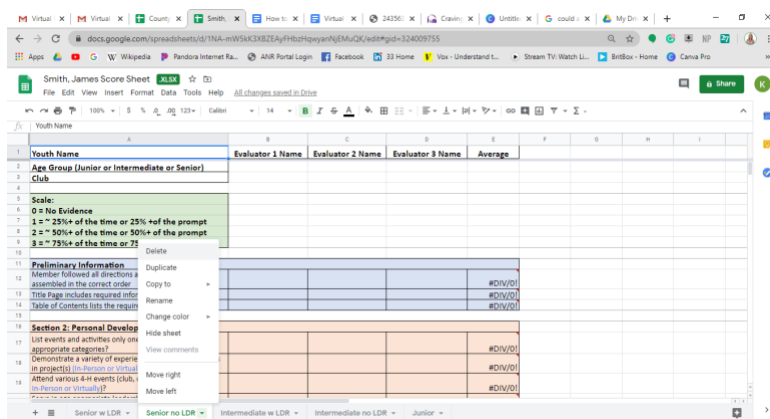

3. Make a folder for each youth within the shared competition folder.

4. Use the appropriate competition evaluation google Record Book Scoresheet (depending on type of book submitted and copy the spreadsheet with the name of the youth member and save it in that folder. Do this same copy process with the Record Book Comment document.
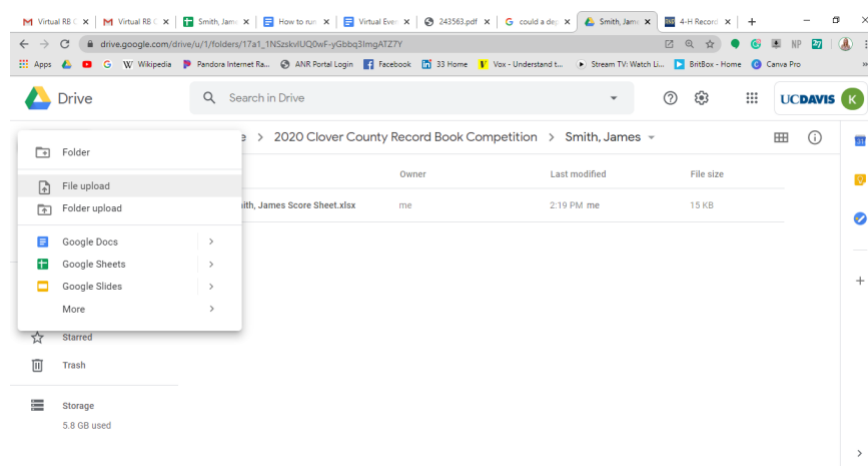
5. Delete all unnecessary sheets (if it's a Senior member delete the junior and intermediate sheets) and add the names of evaluators, youth member, age group and club at the top of the spreadsheet.

6. Upload the downloaded Record Book to the youth member's folder. Make sure the file is named after the youth member.

7. Each Folder should now contain
- Scoring Spreadsheet
- Comment Document
- Record Book

8. We recommend that each book be reviewed by two or three evaluators and that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied. Recent 4-H alumni who have experience with Record Books are typically great Record Book evaluators. Create evaluators groups and share the competition folder with them.

9. The new Google Evaluation forms contain a formula that will take the average score and assign an award ranking to it. To prevent sharing of this award table the row containing the Award formula has been "hidden." Follow directions below to un-hide.
- select a few rows above and below the hidden row this will have small up and down arrows or select all.
- right click anywhere within your selection and you will see a list of options.
- Select unhide rows and now you can see the award the member earned as well as the score variance between the highest and lowest evaluator score totals.
- To hide the visible score row:
  - Select the entire row you want to hide.
  - Right click and then select hide row. Now your evaluators can't see what award the member will earn.
- **Do not make the award row visible until all evaluators have finished evaluating.**

First screenshot (rows 49-57)

Row	Menu					
49	Insert 7 above	...le and reflect on the				#DIV/0!
50	Insert 7 below	...o reach their goals and ...hose strategies?				#DIV/0!
51	Delete rows 50 - 56	...n the way of reaching their ...en they had to shift gears?				#DIV/0!
52	Clear rows 50 - 56					
53	Hide rows 50 - 56		0	0	0	#DIV/0!
55	Unhide rows					
56		...our comments here and copy paste into the comment form)				
57	Resize rows 50 - 56	...ns & Preliminary				
	Group rows 50 - 56					

Second screenshot (Development Reports)

Context menu:
- ✂ Cut — Ctrl+X
- ⧉ Copy — Ctrl+C
- 📋 Paste — Ctrl+V
- Paste special ▸
- Insert 1 above
- Insert 1 below
- Delete row
- Clear row
- Hide row
- Resize row

...Development Reports				#DIV/0!
...les for the year?				#DIV/0!
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...p role and reflect on the ...?				#DIV/0!
...es to reach their goals and ...of those strategies?				#DIV/0!
...et in the way of reaching their ...when they had to shift gears?				#DIV/0!
	0	0	0	#DIV/0!
...0 (w/LDR)		SCORE VARIANCE 0		#DIV/0!
...t your comments here and copy paste into the comment form)				

Record Book Scoring Tables for Club Evaluation
Historical Record Book using the Record Book Manual

ONLY for Club Administrator Eyes

Age Group	Total Points Possible			
Junior	45			
Intermediate	*With LDR*	*Without LDR*	*Platinum With LDR*	*Platinum Without LDR*
	57	**45**	**51**	**39**
Senior	*With LDR*	*Without LDR*	*Platinum With LDR*	*Platinum Without LDR*
	66	**54**	**60**	**48**

	Junior	**Intermediate**		**Senior**	
		With LDR	*Without LDR*	*With LDR*	*Without LDR*
Gold Seal	39 – 45	50 – 57	39 – 45	57 – 66	46 – 54
Blue Seal	33 – 38	42 – 49	33 – 38	48 – 56	39 – 45
Red Seal	27 – 32	34 – 41	27 – 32	39 – 47	32 – 38
White Seal	0 – 26	0 – 33	0 – 26	0 – 39	0 – 31

	Platinum Intermediate		**Platinum Senior**	
	With LDR	*Without LDR*	*With LDR*	*Without LDR*
Gold Seal	44 – 51	34 – 39	53 – 60	42 – 48
Blue Seal	36 – 43	28 – 33	43 – 52	35 – 41
Red Seal	29 – 35	22 – 27	35 – 42	28 – 34
White Seal	0 – 28	0 – 21	0 – 34	0 – 27

Record Book Scoring Tables for Club Evaluation
NEW Achievements Program Record Book using Progression Manuals

ONLY for Club Administrator Eyes

Spark Achievement Report	Junior and Intermediate Total Possible = 57	Senior Total Possible = 69
Gold Seal	50 – 57	60 – 69
Blue Seal	42 – 49	48 – 59
Red Seal	34 – 41	36 – 47
White Seal	0 – 33	0 – 35

No Achievement	Junior and Intermediate Total Possible = 42	Senior Total Possible = 54
Gold Seal	37 – 42	46 – 54
Blue Seal	31 – 36	39 – 45
Red Seal	25 – 30	32 – 38
White Seal	0 – 24	0 – 31

Emerald Stars I and/or II Reports	Emerald Star I Completed Total Possible = 87	Emerald Star I In progress, NOT completed Total Possible = 72	Emerald Star II Completed Total Possible = 90
Gold Seal	76 – 87	62 – 72	79 – 90
Blue Seal	65 – 75	52 – 61	68 – 78
Red Seal	52 – 64	42 – 51	55 – 67
White Seal	0 – 51	0 – 41	0 – 54