

Shasta County 4-H Record Book County Judging Check Sheet

(Member **MUST** complete this form, Club Leader then verifies Record Book is complete & accurate for county judging)

See 2022-2023 CA 4-H Record Book Manual (RBM) and/or the Spark Achievement Manual (SAM) for complete guidelines

RECORD BOOK ORDER OF ASSEMBLY (Book must be assembled in this order and must use current record book forms)	Please check the following items	
	Member Checked	Club Leader Checked
4-H Record Book Folder or Binder - has member name, club, county, and address written clearly on front outside cover. Use official 4-H folder, or three ring binder.		
Section 1: Preliminary Information - Formatting. 4-H Record Books <u>must</u> follow these formatting guidelines, unless otherwise stated, when entered into a 4-H Record Book competition. RBM page 6-7 SAM page 14		
Title Page RBM page 9 SAM page 14		
Table of Contents - Must have pages numbers RBM page 9 SAM page 14		
Tabs and Dividers Pages - Tabs and divider pages help separate sections and improve overall organization. Paper color other than white may be used. Number pages. RBM page 9		
Section 2: Personal Development Report (PDR) OR Sparks Achievement Report		
Personal Development Report (PDR) – use divider page. RBM page 10-17		
Front page of PDR must be completed including all signatures –required of every Record Book.		
Member general information completed on page 1 of PDR		
Signed by member, parent, and adult partner - required (page 1 of PDR)		
Club meeting attendance – at least 80% attendance (page 1 of PDR)		
Column I “Totals Past Year” completed (page 2 of PDR)		
Column II “Totals This Year” completed (page 2 of PDR)		
Column III “Totals All Years” completed (page 2 of PDR) <i>**Double check the totals for star ranking. Make sure they have completed the required "*" items... (projects completed, Jr. or teen leader, and 4-H Presentations.)</i>		
2nd Page PDR - Star Rank - fill in this section with current Rank and Rank applying for.		
2nd Page PDR - Club Leaders Signature with Approved or Not Approved, Checked.	N/A	
Sections 1-8 completed with: Totals for current year at the bottom, hours column filled in, totals at the top of each page with last year, this year and grand totals <u>matching</u> the Star Ranking Page 2 of your PDR . Section 1 - at least 80% <u>average</u> attendance Section 6 - ONLY 4-H presentations that follow the Presentation Format outlined in the presentation manual may be used for 4-H presentation requirements.		
Sparks Achievement Report – use divider page. SAM page 6-13		
Spark Achievement Report is kept and updated over time. You do not need to create new forms annually.		
Signature of Project Leader/Adult Partner –required for each completed Spark Achievement.		
Section 3: My 4-H Story – use divider page. Times New Roman or Garamond, between 12 point and 14 point. RBM page 18 SAM page 15-16		
Junior (or first year member): 250 – 500 words		
Intermediate: 500 – 1000 words		
Senior: 1000 – 2000 words *Helps to put the word count at the end of your story*		
Section 4: Annual Project Report Forms (APR) – use divider pages RBM page 19-20 SAM page 16-17		
Signature of the 4-H Member – required for a completed Record Book		
Signature of Project Leader/Adult Partner –required for a completed Record Book		
Complete all areas of project report forms (Hours, locations, learning experiences, things made,		

raised, awards, Cost. etc.) Write N/A in areas that don't apply to project.		
Expression page - up to one side of <u>one</u> page per project RBM page 20 SAM page 17		
Section 5: Collection of 4-H Work— use divider page. RBM page 21 You do not need to include all of the items. You can have a few more than 11 pages, if one brochure or one letter is more than one page.		
Collection of Work may include the following: 2 pages of newspaper or newsletter articles (each side counts as one page). flyers or brochures. Letters or Certificates. Letters must be written by or about the member. Certificates must be presented in the current program year. Photographs/collage. Photos should include captions		
Section 6: Leadership Development Reports(s) (Intermediate/Senior Members) RBM page 22-24 Must complete LDR form(s) for all members age 11-19; that are in a leadership roll To meet the Star Rank criteria for gold and platinum stars, you must hold significant leadership roles that require 20 hours or more of leadership contribution. Count all of your trainings, meeting, planning and research hours as well as the hours spent leading the activity or event. You must complete the Leadership Development Report form to receive credit for these roles. Keep track of your hours in a calendar, notebook or journal. <i>It is okay if it takes more than one year to complete the 20 hours—you just have to complete 20 hours in the same role for it to count in this category. Complete Part 1 Pre and Post in the year when you start your role and complete Part 2 Pre and Post in the <u>year that you finish.</u></i>		
Part 1 (Pre): At the beginning of the year, explain all of your leadership roles and why they are important to you. Set personal leadership goals to be accomplished by the end of the program year.		
Part 1 (Post): At the end of the year, reflect on how your experiences throughout the year contributed to your development as a leader. <i>Members Signature</i>		
Part 2: Complete one set (Pre and Post) per leadership role. Explain how the goals set in Part 1 (Pre) will be accomplished and are relevant to each leadership role. • Complete Part 2 (Pre) at the beginning of the program year • Complete Part 2 (Post) at the end of the program year. <i>Member and Adult Partner Signature</i>		
Section 7: 4-H Resume (Senior Members Only) RBM page 25		
If applicable include a resume for all members age 14-19		
Section 8: Previous Years' Records - use divider page. RBM page 8		
Include all your previous years records - All of your previous years records can be inserted at the back of the current year's book, in reverse chronological order (that means by year and the year you started is in the back and you work forward to the current year in the front)		
Completed		
This Form is inserted loosely behind the front cover of the record book		

For County Judging Only:

I verify this Record Book...

- ✓ contains ALL required sections completed
- ✓ is assembled in the proper order: **RBM or SAM**
- ✓ is clean and neatly done
- ✓ 4-H story is the correct length

This form must accompany the Record Book to be considered for County Judging.