University of California, 4-H Youth Development Program

*Club Level Record Book Review and Evaluation***Evaluators Instructions**

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

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| **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 specified in the Score Sheet and as appropriate to the member's age. We recommend that books be evaluated in groups of same-age youth so that appropriate developmental expectations are applied. Books of the same type are evaluated by pre-determined evaluators.

1. The difference between scoring a one (1) two (2) or three (3) is sometimes challenging to determine. Generally, 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 not a pattern; it is also not appropriate to the member's age. Even for very young members, we would expect to see more than one or two entries to establish a pattern of civic engagement. Evaluation teams need to confer and calibrate your scores with each other before 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%.***

1. Books should not be disqualified from Club review and evaluation. Rather, members should be given a score with helpful and supportive comments to help them succeed in the future. Provide feedback, encouragement, coaching, and mentorship as the goal of all club-level reviews and evaluations.