2020 Alameda County Record Book Evaluation Instructions and Information

August 2020

Electronic County 4-H Record Book Evaluations:

* Logistics
  + Clubs should submit a “Club Record Book Submission Form this week so the I&R Team knows what books to expect. Form is on the county 4-H website under Resources/Volunteers… WAY at the bottom/left of the page.
    - Please tag any books you think should be considered for the “Best My 4-H Story” competition
    - Please fill out the second page of the form for Primary Members you wish to acknowledge
  + Additionally, Clubs will need to send names and contact info of their evaluators to [AlamedaCo4HIRCttee@gmail.com](mailto:AlamedaCo4HIRCttee@gmail.com)
    - Including the names of their children and the projects they lead will be helpful
    - One evaluator per club for every four books the club submits
  + A Google Form is being used as the method for members (or Club Leaders) to enter record books for county evaluation
    - Linked to the Alameda County 4-H website under Resources/Members
    - Link is here: <https://docs.google.com/forms/d/e/1FAIpQLSdYrAP-WA9NgyicwJyLhulqMfsLKVOQJGZSnGLlASshmProJw/viewform>
      * File name Club, Age Group, last name, first name
      * Expression Pages and Collection of Work are NOT being evaluated this year. Members may include them in their submitted files or leave them out, whichever is easiest for them.
      * **ONLY reports and forms for the 2019-2020 program year are to be submitted.**
    - Looking forward to a County 4-H Achievement Ceremony, members submitting record books will be asked to submit a head shot for use in that virtual event
    - Members should submit their books directly, but if Club Leaders wish to do this they can.
    - All books are expected to arrive in electronic form as PDFs. If a member has issues scanning or electronically copying their book and the club leader or Record Book Advisor cannot help them, they may reach out to the I&R Committee for assistance
  + Entries due by 9/12/2020
  + Google Form address being used is [AlamedaCo4HIRCttee@gmail.com](mailto:AlamedaCo4HIRCttee@gmail.com)
  + Google shared folders will house files of Record Books, divided into evaluation teams
    - Only members of the I&R team and the three designated evaluators will have access to the record books
    - Evaluation team folders will also have the shared scoring sheets
    - Once the evaluations are all complete, the members record books will be removed from the shared folders
* Dividing up books for evaluation teams by age groupings
  + Depending on the submissions, it may not be possible to clump them together by Projects
  + For the 2020 Record Book Competition, we will continue to acknowledge the members for project work in the area of their choice
  + Evaluation teams will avoid members from their clubs when possible
  + Evaluations will likely happen during the window of 9/17-9/27/20
* Evaluators
  + An orientation is available on the State 4-H Website at the bottom of this page: <http://4h.ucanr.edu/Resources/Member_Resources/RecordBook/RBCompetition/>
  + Please make sure all evaluators understand that the members’ record books are private and confidential and not to be copied or shared
* Members will be emailed their record book evaluation/scoring page after the evaluations are completed
* Pins, certificates and award money will be given to the members at a later TBD time, likely in packets of individual envelopes for club leaders to pick up from the hayward Office. More info on this after evaluations are completed and results sorted.

Questions should be directed to [AlamedaCo4HITCttee@gmail.com](mailto:AlamedaCo4HITCttee@gmail.com) which will be monitored by members of the I&R Committee