



Glenn County 4-H Spark Achievement Record Book Information and Evaluation Advancement Sheet 2023-2024

Name: _____ County: _____ Club: _____

Program Year: 2023-2024 Birthdate: _____ Age: _____ as of December 31st of current year.

Rank Achievement Level: Current Spark Rank (circle one): 1 2 3 4
Applying for new Achievement Rank? (circle one) Yes No Level applying for: (circle one) 1 2 3 4

Leadership: Were you an officer during this year? Yes No
Were you a Junior or Teen leader this year and listed it as a Leadership Development Activity on your Spark?
Achievement Report? (circle one) Yes No
If yes, which project(s): _____

Use only the California 2023-2024 New Achievements Record Book Manual and forms found at:

<https://sites.google.com/ucdavis.edu/ca4h-resourcecenter/4-h-basics/record-books?authuser=0>

Spark Achievement Book: All of your previous year's 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) or you can have a separate book for each year—the option is up to you.

The Sparks Achievement Book Order and Set Up:

- Use an Acco fastener folder or 3-ring binder, not more than 1" wide.**
- Formatting:** It is recommend using a computer to complete your Record Book forms. However, handwritten forms are acceptable. Typed or handwritten words in black or blue ink. If typed, no less than 12 point font size in an easy to read font.
- Divide and Label Sections:**
 - Use tabs and divider pages to separate sections and improve overall organization. Colored paper may be used as section dividers. Color may be used on the Cover, Table of Contents, Expression Pages and the Collection of Work.
- Numbering the Pages:** Use a logical system that matches your Table of Contents to number the pages of your Record Book. Hand numbering is acceptable due to the significant number of inserted pages. Numbering using printed stickers is okay.
- Paper:**
 - 8 ½ inch x 11 inch plain white copier paper for most sections.
 - Double-sided is okay.
 - Photo quality paper is okay on pages where you are using photograph.
 - Do not use plastic page covers or laminate any pages.
- Margins:**
 - Pages may be printed in portrait or landscape. Use the setting that makes it read easily.
 - If printing out Word or Google docs forms and placing your Record Book in the Record Book Cover or in a Binder: Left margin between 1 inch and 1½ inch. All other margins (top, bottom, and right) should be between ½ inch and 1 inch.
 - If sharing the URL to your digital Google forms and documents, use ½ inch to 1- inch margins all around.
 - Page numbers can be outside the margins.

Updated 3.1.2024



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The Sparks Achievement Book Sections:

- ❑ **Cover Page (one 8.5 x 11-inch page)**
 - Full Name
 - 4-H Unit (club, camp, etc)
 - County Name
 - Program Year
 - Graphics/artwork is acceptable, not required.
- ❑ **Table of Contents**
 - Label each section of the Record Book on the Table of Contents page.
 - Include page numbers for each section.
- ❑ **Achievement Rank Reports:**
 - Spark Achievements Report: Place in front and add to over time. No need for new copies annually.
- ❑ **My 4-H Story:**
 - My 4-H Story: Junior: 250 - 500 words or 1-2 minutes video/audio; Intermediate and Senior: 500 - 1000 words or 2-4 minutes video/audio.
 - Double Space.
 - Print single or double sided.
 - Use an easy-to-read font such as Times New Roman or Garamond.
 - Keep the text size between 12 point and 14 point.
- ❑ **Annual Project Report (APR)**

Annual Project Report(s) + related Expression Page(s): At least one APR must be included. It is encouraged to complete one APR and a related Expression Page(s) for each project enrolled in.
Place items in the following order for each separate project:
Annual Project Report Form (APR)

 - In the Learning Experiences box, record every project-related activity or event where you learned something new or developed a skill related to the project. Write about what you did, where you did it and what you learned or the skill you practiced. Be sure to list the hours of work you dedicated to that event or activity. Document what YOU learned.
 - List things raised, grown or improved, honors and awards, civic engagement and leadership activities and keep track of your income and expenses related to that project.

Expression Page for that project:

 - Teach the reader something learned and how you identified your Spark(s).
 - Using photos, drawings, graphics, a slide deck, a video or audio recording, and/or written documentation should demonstrate something that you learned that was interesting to you and that you are now teaching the reader/viewer/listener.
 - If the Expression page is a drawing, written words, photos or other graphic images, the page must be one side of an 8 ½" x 11" piece of paper.

Leadership Report:
Complete this section if you hold any leadership position in the categories listed on the Leadership Report Form. Complete the Leadership Report on the APR if you are a junior or teen leader or have another youth leadership role. Insert the Leadership Report immediately behind the Expression Page.
- ❑ **Annual Activity Summary (Optional)**

List the dates of your 4-H activities in a new form each year in calendar order.
- ❑ **4-H Resume (Senior Members Only)**

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Please note, Senior members are eligible to enter their book into the State Competition. These Record Books are required to be electronic.

Spark Achievement Books may be submitted to the County Spark Achievement Book Evaluation if a Blue or Gold Seal is awarded at the club level.

4-H Member Signature:

- I would like my Spark Achievement Record Book submitted to the County Record Book Evaluation.
- I do not want my Spark Achievement Record Book submitted to the County Record Book Evaluation.

Member Signature: _____ Date: _____

4-H Club Key Leader Signature:

- The Spark Achievement Record Book received a Blue or Gold Seal at club level.
- Enclosed is the evaluation sheet from the club level review.

My signature below endorses that I have reviewed this 4-H Spark Achievement Record Book and meets the guidelines stated in the current 4-H Spark Achievement Record Book Manual and the criteria stated above.

Name: _____ Signature: _____ Date: _____

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