



August 3, 2021

Dear Community Club Leaders,

Attached you will find the necessary information for completing the 2020-2021 4-H Club year. The completed packet is due at the same time your club record books (**submitted virtually**) are due for county evaluation, no later than Wednesday, September 1, 2021, by 5:00 PM. Please plan your club due date so that you can meet the county deadline.

We usually collect record books for county competition at this appointment. Since we are conducting county record book evaluations virtually we will not collect hard copies of record books, which is the same process we used last year.

**April George, Solano County Record Book Chair, is ready to help clubs set-up Google drives to upload their record books. Please reach out to April ASAP [aprilgeorge4h@gmail.com](mailto:aprilgeorge4h@gmail.com)**

Each club that is submitting record books for county evaluation **MUST** send a **minimum** of 1 evaluator for every 2 record books (or fraction thereof). ***If your club is not submitting record books for county evaluation, I would encourage you to volunteer as a county level evaluator.*** It is a great opportunity to see what other clubs are doing, as well as becoming more knowledgeable of 4-H record keeping best practices. *All county evaluators must be at least 18 years of age, not a current 4-H member and have evaluated record books at the club or county level in the past year 3 years.* **Record books will be evaluated virtually from September 2 through September 16.** One benefit of evaluating virtually is that Evaluators have the flexibility to review record books at the time that works best for them.

***Record book evaluators must register online no later than Wednesday September 1, by 5 p.m. at:***

***<http://ucanr.edu/survey/survey.cfm?surveynumber=32924>***

*I wish this was not necessary, but in order to assure that all clubs meet the minimum evaluator requirement, record books will **NOT** be accepted until the club has the required number of evaluators registered.*

**Items that are due by September 1, unless otherwise noted, include:**

#### **COMPLETION INFORMATION SURVEYS AND SPREADSHEET**

- **[Member Year Pins Survey](#)** – Review the attached report for accuracy. If not accurate, make corrections, highlight them and email back the report. 4-H Staff will make corrections in 4honline in the new program year. **Complete the survey to order member year pins.** Per State 4-H YDP policy, only 4-H members in good standing, completing a minimum of 6 hours of project instruction and completing an Annual Project Report Form, (APR), may receive a year stripe and pin.

***Member year pins cost \$1.75 each, make checks payable to Solano County 4-H.***

- **100% Attendance Pin Survey** - Complete survey to request number of pins. Members earn 100% Attendance pins by being present at ALL regularly scheduled club meetings for the year. **When a regularly scheduled meeting is rescheduled for a date that is not given at the time of membership any member who is unable to attend the rescheduled meeting will be given credit for attendance.**

*100% attendance pins cost \$2.65 each, checks payable to Solano County 4-H.*

**AWARDS APPLICATION SURVEYS & SPREADSHEET – *Please type in your club name on the “Star Ranks” tab only.***

- **Project & Activity Leader Year Completion Report** - Review the attached report for accuracy. If not accurate, make corrections, highlight them and email back the report. 4-H staff will make corrections in 4honline in the new program year. ***NEW this year, 1<sup>st</sup> year Leaders will be recognized at Achievement Night, as well as Leaders with 5, 10, 15, 20, 25, 30, 35, etc. years of service.***
- Complete **Junior** and **Teen** Leader Recognition spreadsheet tabs and return by email
- Complete **iTHRIVE**, **iGrow** and **iSprout** Recognition spreadsheet tab and return by email
- Complete **Miscellaneous Youth Award** spreadsheet tab and return by email  
Includes: Alan Hamel Citizenship, Solano County 4-H All Star Ambassador, Lynne Burns Memorial 4-H Scholarship, Golden Clover, State Ambassador, State 4-H Higher Education Scholarship, etc.

**NOMINEE FOR ALAN HAMEL CITIZENSHIP AWARD** – Any member, 9 to 19 years old, may apply by completing the application and submitting an essay. See application for essay prompt and requirements.

- Complete **Adult Award Surveys**

**FRIEND OF 4-H AWARD** - County award to honor outstanding “Friends of 4-H” from your community.

**4-H ALUMNI AWARD APPLICATION** - Similar to Friend of 4-H, but applicants must have been a 4-H member in the United States and contribute their time to the 4-H program.

**SOLANO COUNTY 4-H LEADER OF THE YEAR** - Recognizes a Leader for significant leadership contributions to the local and county 4-H program.

- **Complete Star Rank spreadsheet tab and return by email**  
Members who apply for star ranks are **not** required to submit their record books to the UCCE office, but their names must be entered in the spreadsheet in order to receive the award. ***If a member is NOT approved to receive a star rank, the community leader must inform the member, as well as their parent, immediately following club level record book evaluation, BEFORE County level competition.***
  
- **Complete Proficiency (Presentation & Modeling) spreadsheet tab and return by email**  
*Members applying must submit their completed application to community leaders no later than August 1, 2021. Community Leaders will submit the applications with their End of Year materials.*
  
- **Complete Record Book Nomination spreadsheet tab and return by email**

## CLUB LEVEL RECORD BOOK REVIEW AND EVALUATION

- The California 4-H Record Book Evaluation form, dated 6/7/2021, will be used to review each member's completed record book. The following are attached:
  - **Solano County 4-H Club Record Book Review-Evaluation Form 6-7-2021.** If your club needs hard copies for your evaluators, please email Sheila at [srbakke@ucanr.edu](mailto:srbakke@ucanr.edu), with the number of forms you need.
  - **4-H Club Record Book Evaluation for Administrators 6-9-2021. This packet is ONLY for Community Club Leaders who are overseeing the club level record book review & evaluation. Please DO NOT share it with your club level evaluators.**
- **Follow all guidelines in the 2020-21 Record Book Manual**
  - Include Expression Pages
  - Include Collection of Works
- Record books receiving a gold seal at club competition are eligible to compete at the county competition. **Continuing the practice started for the 2019-2020 PY, members submitting Record Books and receiving a gold seal at club competition will receive a Gold Club Record Book pin! PLEASE tell your members about this recognition opportunity!**
- **Members, with Record books not qualifying to be submitted for county competition, must be notified no later than August 24<sup>th</sup>.**

## RECORD BOOK SEALS SURVEY

After completing your clubs evaluation, please complete the survey no later than August 24 by 5 PM & request the number and color (White, Red, Blue, & Gold) seals that you will require. **Seals will be mailed to the club leader responsible for placing them in record books.**

## 4-H PROGRAM PLANNING GUIDE AWARD

**Submission is MANDATORY.** Clubs meeting the objectives they set and submitted in the fall of 2020 will be recognized at Achievement Night. On the club copy, check off the goals that the club was able to complete and submit it with the completed Secretary's Books. If you did not submit the form, you can still do so by August 24<sup>th</sup>. Be sure to keep a copy for your files. Clubs meeting goals will receive a seal for their charter at Achievement Night.

Solano County 4-H provides all awards presented at Achievement Night: star ranks, record book recognition, Jr. & Teen Leader recognition, modeling proficiency, presentation proficiency, iTHRIVE, iGrow & iSprout completion, Leader Year Service, etc.

4-H Clubs order year stripes from the Leslie Carman Company at: <https://4hsupplies.square.site/>.

White stripes are for all members or gold stripes in years where they serve as a junior or teen leader. The background color of the stripe should match the hat color (green or white). *By July 1, 2020, ALL members, including seniors, will have transitioned to the official GREEN California 4-H uniform hat.*

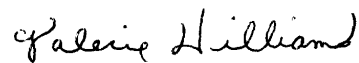
More information about the 4-H hat, pins and where to place them, can be found at: [http://4h.ucanr.edu/Resources/Member\\_Resources/Uniform/California\\_4-H\\_Hat/](http://4h.ucanr.edu/Resources/Member_Resources/Uniform/California_4-H_Hat/)

If you have any question about this packet or about how to complete any of the surveys, spreadsheets or forms, please email Valerie Williams at [vawilliams@ucanr.edu](mailto:vawilliams@ucanr.edu).

Your cooperation in completing this task in a timely manner is most appreciated.

Encourage your 4-H members to complete a 4-H Record Book, inspire them to participate in the Incentive & Recognition program, and encourage them to attend Achievement Night with their families. Achievement Night is scheduled for Wednesday, October 6, 2021. If Stay-at-home orders are in place, we will switch gears and plan a virtual recognition event.

Sincerely,



Valerie Williams, 4-H Youth Development Program Representative