

Record Book Evaluation Scorecard – **Level 1** (Ages 6 - 9)

Name: _____

Check one age level: Cloverbud Junior

Judge's Initials: _____

SCORING:

- ☞ Judge's will score the record book based on quality of the member's project and 4-H experience as listed below under Purpose of Record Book. The age and 4-H experience of the member should be considered.
- ☞ Examples on the score sheet are suggestions of what might be included in the book. Record books are designed to be flexible. This means that members will fill out the record differently. Substance is more important than form.
- ☞ Members may choose a different format for their records if the format is easy to read, organized, and contains the necessary information. [Example of different format: member may use a commercial or handmade planning calendar as long as all the necessary information is included.]

PURPOSE OF RECORD BOOK

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| <p>1. Enhance the <u>educational</u> experience for the 4-H member by teaching the member to:</p> <ul style="list-style-type: none"> • Make plans and develop the ability to shape life choices. • Set goals and develop self-determination. • Understand and figure project costs of time and money. • Realize what they have learned during the year and the mastery of skills over a progression of time. • Strive to be an active member of the community and to develop leadership skills. • Be accurate, clear, and complete in keeping records. | <p>2. Help county judges determine member's level of achievement:</p> <ul style="list-style-type: none"> • Effort and time spent on their project. • Progression of project knowledge based on the member's age and years enrolled in that project. • Understanding of cost, income, and equipment/supplies inventory value for the project. • Overall experience in 4-H including community service, leadership, and club/community activities. |
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APPEARANCE (5 points)

Record book is in a binder or folder. <i>(Green 4-H folder or binder has name and club – other information is optional).</i> First page <i>(cover of record book)</i> is filled out completely with <u>current</u> information – name, grade...	1 point	SCORE _____ Judge's Comments:
Index dividers with tabs are used to separate the following sections: 1. Calendar 2. Project: pages 7-14 (for each project) 3. 4-H Story 4. My 4-H Memories 5. Permanent Record	1 point	
<i>(This is the preferred order of sections, but points should not be deducted if sections are in a different order as long as they are tabbed and easy to find.)</i>		
The record book should be neat and orderly, but spelling, grammar, and handwriting is not overemphasized. The record should be updated throughout the year by the member; therefore, the mixed use of pencils and pens is acceptable. Different colored ink pens may be used but the member should refrain from using colors that are difficult to read. Record books completed on a computer, or part computer and part handwritten, are acceptable.	2 points	
Record book appears to be completed by the member in their own words with only guidance from their leader or parent. Members should be careful not to copy directly from another's book or allow others to fill in sections for them.	1 point	

CALENDAR (10 points)

Used to plan the whole 4-H year. Has the member planned their 4-H year and their project's needs? Planning includes 4-H meetings, activities, events (*club & county*), anticipated dates "to do" project related chores, etc.

[Example of what might be included: the projected date for purchasing their market animal, breeding their animal, picking out their fabric, or planting produce as well as dates of upcoming events]. **5 points**

Calendar entries should include as much information as needed for the event and be appropriate for the member's age.

[Example of what youth might include: date of activity, name of activity, time of activity, place of activity, - older youth may add: what to bring – refreshments, record book, animal, etc.] **4 points**

Has the member checked which activities were attended? (*points will not be deducted for unattended events, but the point will be omitted if attended events are not checked off*) **1 point**

SCORE _____

Judge's Comments:

4-H STORY (8 points)

Myself & family... The member should introduce him or her self and tell a little about themselves. Should show member's personal situation. *[Example of what might be included: age, grade, year in 4-H, family information, their interests...]* **1 point**

I joined because... The member should give a brief explanation regarding their interest in 4-H. **1 point**

Some things my club and project did... The member should share what they did in their club and project. If they had more than one project, they might briefly share something about each. *[Example of what might be included: what was learned, experienced, interesting, or rewarding].* **3 points**

My favorite parts... Member should include 4-H activities or learning experiences in which they were involved. *[Example of what might be included: fun events, community service, fund raisers... - may be either club, county, district, state 4-H events.]* **1 point**

What I would do better... The member should tell how they might improve upon their 4-H club experience or project knowledge next year. **2 points**

SCORE _____

Judge's Comments:

MY 4-H MEMORIES (2 points)

Did the member include photos and items that relate to their entire 4-H experience - not just project related items? 4-H club, county, district, state, or national 4-H activities may be included. *[Example of what might be included: fun activities, workshops, community service, fundraisers...]* **1 point**

Photos, newspaper clippings, fabric swatches, recipes, letters, should each have a caption and a date. It is recommended that items be mounted individually and not layered; ribbons not be included; and no more than two additional pages (*front and back*) are added. **1 point**

SCORE _____

Judge's Comments:

TOTAL Points - General Record (*includes appearance, calendar, 4-H story & memories*)**Total of 25 points**

PROJECT RECORD FOR ALL ANIMAL PROJECTS – **LEVEL 1** (Ages 6-9)

Pages 5-12 of the record book must be completed for EACH PROJECT in which the member is seeking a medal.

NAME OF ANIMAL PROJECT TO BE JUDGED ⇒ _____

PROJECT PRESENTATION

A 4-H presentation must be given <u>AND</u> recorded in the Permanent Record under “Public Presentations” (page 4) for each project in which the member wishes a medal. <u>Note to Judge:</u> please circle yes/no if member has recorded a presentation for this project.	Yes No
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PROJECT PLANS (10 points)

Has the member listed the name of their project and why they chose this project? 1 point	SCORE _____ Judge's Comments:
What the member wanted to do or learn... <ul style="list-style-type: none"> Did the member set goals appropriate for this <u>project</u>? Is the quality of the member's goals appropriate for their <u>age and experience</u>? The <u>difficulty and/or number</u> of goals set should be based on the member's years in that project. Goals may be in either a list or paragraph form. 8 points	
Has the member signed their commitment? Has the leader and parent signed the member's commitment? 1 point	

Note to Judge: Specific **additional project records** are required for most animal projects. Entries of the same type need not be repeated in the Diary and the additional project record. [Example: the member may write their project costs in the diary instead of the additional project record. If a member does this, we recommend they write “see Diary” in the appropriate section of the record so the judge knows where to look for the information.]

The following additional animal project records should be used: **Market (C0728), Breeding (C0729), Cat (C07893), Dog (C0794), Dairy (C0809), Dairy Goat (C0790) Rabbit (C0832), Horse Management (C0857), Horse (C0857), Indiv. Horse (C0856), and Poultry (C0780)**. Cavies are NOT required to have an additional Animal Record – information pertinent to this project should be included in the Diary.

PROJECT DIARY, SPECIFIC ANIMAL RECORD, (25 points)

Is the member's record of when and how they have worked on their project <u>throughout</u> the 4-H year adequate for the project and appropriate for the member's age and experience? [Example of what might be included: when the animal was fed, groomed, & trained; time spent on preparing project displays & presentations...] 10 points	SCORE _____ Judge's Comments:
Did the member adequately record the expenses and income for their project? [Example of what might be included: <ul style="list-style-type: none"> Cost of animal, feed, & supplies; income from fair premium check, value of animals slaughtered for home use, etc... Inventory & value of any animals, equipment, and supplies they had at the <u>beginning</u> AND at the <u>end</u> of the 4-H year. Financial summary showing total profit or loss from the project.] 10 points 	

<p>Has the member adequately recorded the information pertinent for this project? Suggested types of entries:</p> <ul style="list-style-type: none"> • Any medications, treatments, hoof care, nail trimming, etc. • A production and/or loss record for breeding and other animals. • Weights and rate of gain for market animals. • Any other information as requested in the specific individual record for this project. <p><i>(Animal health record may be supplemented, but not required. Any medications given should be listed in the diary or journal)</i></p> <p style="text-align: right;">5 points</p>	<p>Judge's Comments:</p>
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WHAT I DID IN MY PROJECT... (15 points)

<p>Has the member adequately told what they have <u>learned</u>? Is what the member learned appropriate for age and experience of the member? <i>[Example: instead of "I learned to show my pig" the member should describe what they specifically learned about showing their pig. Or the member may have learned how to give vaccinations, nutritional needs etc.]</i></p> <p style="text-align: right;">12 points</p>	<p>SCORE _____</p> <p>Judge's Comments:</p>
<p>Did the member work towards the goals they set, if not did they explain? Did the member any problems or successes they had? Did the member have something they would like to do differently next time?</p> <p style="text-align: right;">1 point</p>	
<p>Pictures of my project... Did the member include a picture related to the project? Was there a caption and date identifying the picture?</p> <p style="text-align: right;">2 points</p>	

PROJECT RELATED MATERIALS (5 points)

<p>All photos and items relate to the project.</p> <p style="text-align: right;">3 points</p>	<p>SCORE _____</p> <p>Judge's Comments:</p>
<p>Photos, newspaper clippings, letters, each have a caption and date. It is <u>recommended</u> that items be mounted individually and not layered; ribbons are not included; and no more than two additional pages <i>(front and back)</i> are added.</p> <p style="text-align: right;">2 points</p>	

TOTAL POINTS - ANIMAL PROJECT RECORD SECTION

<p>Total includes Project Plans, Diary, Specific Animal Record(S), , Project Related Materials, & "What I did in my 4-H project this year:" Project Name: _____</p> <p style="text-align: right;">55 points</p>	<p>SCORE: _____</p>
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PROJECT RECORDS FOR ALL NON- ANIMAL PROJECTS – **LEVEL 1** (Ages 6-9)

Pages 5-12 of the record book must be completed for EACH PROJECT in which the member is seeking a medal.

NAME OF NON-ANIMAL PROJECT TO BE JUDGED ⇒ _____

PROJECT PRESENTATION

A 4-H presentation must be given AND recorded in the Permanent Record under “Public Presentations” (page 4) for each project in which the member wishes a medal. <i>Note to Judge: please circle yes/no if member has recorded a presentation for this project.</i>	Yes No
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PROJECT PLANS (10 points)

Has the member listed the name of their project and why they chose this project?	1 point	Score: _____ Judge's Comments:
Some things I want to do or learn... <ul style="list-style-type: none"> Did the member set goals appropriate for this <u>project</u>? Is the quality of the member's goals appropriate for their <u>age and experience</u>? The <u>difficulty and/or number</u> of goals set should be based on the member's years in that project. Goals may be in either a list or paragraph form.	8 points	
Has the member signed their commitment? Has the leader and parent signed the member's commitment?	1 point	

***Note to Judge:** Specific **additional project records** are required for the **Applied (Creative) Arts** – C0784, **Bread Baking** (side 2 optional) – C0889, **Food Preservation** (side 2 optional) – C0781, and **Needlework** – C0676 projects. Entries of the same type need not be repeated in both the Diary and the additional project record; the member should use the format that gives the best evaluation of their project.*

PROJECT DIARY & SPECIFIC PROJECT RECORD (25 points)

Is the member's record of when and how they have worked on their project <u>throughout</u> the 4-H year adequate for the project and appropriate for the member's age and experience? <i>[Example of what might be included: purchasing of fabric, cutting out of pattern, sewing times; preparation of food in their club or at home; what was made or accomplished; time spent on preparing project displays & presentations...]</i>	10 points	SCORE _____ Judge's Comments:
Did the member adequately record the expenses and income for their project? <i>[Example of what might be included: cost of food, supplies, fabric; cooking equipment purchased; income from fair premium check, value of what was made for home use, etc...]</i> Foods or crafts made from existing at-home supplies are difficult to figure, the member might discuss the value with leader or parent and estimate the cost if possible.	10 points	

<p>Has the member adequately recorded the information pertinent for this project? Suggested types of entries:</p> <ul style="list-style-type: none"> • What was designed, made, planted, harvested, collected, etc. • Method, description, or observation of what or how project was made or done. • Any other information as requested in the specific individual record for this project. <p style="text-align: right;">5 points</p>	
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WHAT I DID IN MY PROJECT... (15 points)

<p>Has the member adequately told what they have <u>learned</u>? Is what the member learned appropriate for age and experience of the member? <i>[Example: instead of "I made a skirt" the member should describe what they specifically learned when making a skirt such as how to put in a blind hem or a zipper.]</i></p> <p style="text-align: right;">12 points</p>	<p>SCORE _____</p> <p>Judge's Comments:</p>
<p>Did the member work towards the goals they set, if not did they explain? Did the member any problems or successes they had? Did the member have something they would like to do differently next time?</p> <p style="text-align: right;">1 point</p>	
<p>Pictures of my project... Did the member include a picture related to the project? Was there a caption and date identifying the picture?</p> <p style="text-align: right;">2 points</p>	

PROJECT RELATED MATERIALS (5 points)

<p>Photos and items relate to the project.</p> <p style="text-align: right;">3 points</p>	<p>SCORE _____</p> <p>Judge's Comments:</p>
<p>Photos, newspaper clippings, letters, each have a caption and date. It is <u>recommended</u> that items be mounted individually and not layered; ribbons are not included; and no more than two additional pages (<i>front and back</i>) are added.</p> <p style="text-align: right;">2 points</p>	

TOTAL POINTS - PROJECT RECORD SECTION

<p>Total for Project Plans, Diary, Project Related Materials, & "What I did in my 4-H project this year:" <i>Name of Project:</i> _____</p> <p style="text-align: right;">55 points</p>	<p>SCORE _____</p>
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PERMANENT RECORD (20 points)

The Permanent Record is judged on completeness **AND** overall activities and involvement of the member as appropriate for age and experience.

<p>4-H year should be written in each section as 06-07 etc. (4-H year is Oct. 1 to Sept. 30) If there are sections in which the member has no entry -- the 4-H year and "none" should be written in the space. Past permanent records should be placed behind the most current permanent record. 1 point</p>	<p>SCORE _____</p> <p>Judge's Comments:</p>
<p>Club Offices and Committees 1 point</p>	
<p>My Projects – what was made, raised, or exhibited [Example of what might be included: skirt sewn; animal raised and/or judged for conformation; cookies made, photos taken]. 2 points</p>	
<p>Judging – judging experiences such as contests and/or practice judging – livestock, horse, foods, clothing, garden, etc. These are activities when the member has judged a class themselves. 2 points</p>	
<p>Public Presentations – includes <u>all 4-H</u> demonstrations and speeches made during the 4-H year at club, county, state, or other venues. 2 points</p>	
<p>4-H Contests – [Example of what might be included: fitting and showing, equitation, fashion revue, educational posters, kitchen activities, herdsmanship, record book to be judged]. 2 points</p>	
<p>Other 4-H Events – <u>non-competitive 4-H events</u> [Example of what might be included: Super Saturday, Demonstration Training, Achievement Program, fundraising]. 2 points</p>	
<p>Community Service – 4-H community service done as a club and/or as an individual. 2 points</p>	
<p>4-H Promotions – any speech, public poster/display, fair float participation in which the member promoted the 4-H program to non-4-H individuals. Ideally, this should be on the entire 4-H program and not just about the member's 4-H project. 1 point</p>	
<p>School and Community – [Example of what might be included: school band, choir, Sunday school, sports, club memberships]. 1 point</p>	
<p>My Top 4-H Awards & Honors – has the member stated what the most meaningful recognition they received was? [Example of what might be included: acknowledgement of a job well done by an important person in their life; trophy; award]. 1 point</p>	
<p>Club Meeting Attendance – has the member kept track of the number of times their club has met and the number of meetings the member has attended? 1 point</p>	
<p>Leadership – anytime a member has helped other 4-H members and/or showed leadership skills in a group. 1 point</p>	
<p>Contests I Went to That Were NOT 4-H – non-4H contests related to the member's project [Example of what might be included: Make It with Wool Contest, open class horse show] 1 point</p>	

TOTAL POINTS - GENERAL SECTION OF RECORD BOOK

<p>Total for Permanent Record 20 points</p>	<p>SCORE _____</p>
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Record Book Summary

TOTAL FOR General Record	25 points	Score: _____
Total Points for Project Record Project Name: _____	55 points	Score: _____
Total Points for Project Record Project Name: _____	55 points	Score: _____
Total Points for Project Record Project Name: _____	55 points	Score: _____
Total Points for Project Record Project Name: _____	55 points	Score: _____
Total Points for Project Record Project Name: _____	55 points	Score: _____
Total Points for Project Record Project Name: _____	55 points	Score: _____
Total Points for Permanent Record	20 points	Score: _____

Please add General Record, Project Record 1 (2,3, etc.) & Permanent Record score together for each project score.

Grand Total - Project 1: _____	Score: _____
Grand Total - Project 2: _____	Score: _____
Grand Total - Project 3: _____	Score: _____
Grand Total - Project 4: _____	Score: _____
Grand Total - Project 5: _____	Score: _____