

San Bernardino County Record Book Awards Packet

This packet explains in detail the awards given by the San Bernardino County 4-H Youth Development Program and the qualifications necessary for these awards by clubs, leaders, members, volunteers and others. If you have any questions, please call/text Emily Watson at 760.486.1399

CHECKLIST

Complete Forms A through O

Check all Record Books. Please be sure that all of the required signatures are included! All books must be submitted as a club group.

Recruit evaluators from your club. Each 4-H Club is responsible for providing at least one evaluator per three books submitted. As always, lunch will be provided. **This is the best place for your leaders to learn how to put together a good record book, so encourage them to come!**

San Bernardino County Record Book Awards Packet

END OF YEAR AWARDS ORDER FORM

FORM A

Year: _____ Club: _____

Record Book Seals: determined by the Club Level Record Book Evaluation (Form B).

_____ Gold _____ Blue _____ Red _____ White

_____ Green *All Primary Members who complete a Primary Record book receive the green seal.

Member Year Pins Members who have enrolled in at least one project; complied with the 4-H Member Code of Conduct; completed a minimum of 6 hours of project instruction or more as required by the project leader; and completed the Annual Project Report are eligible to receive a year pin and stripe. *Stripes can be ordered below.

_____ First _____ Fourth _____ Fifth _____ Sixth _____ Seventh _____ Eighth _____ Ninth

_____ Tenth _____ Eleventh _____ Twelfth _____ Thirteenth _____ Fourteenth

Second and Third Year pins are no longer available. Order by age level instead:

_____ Primary _____ Junior _____ Intermediate _____ Senior

Junior and Teen Leader Supplies At the beginning of the 4-H Program year, and no later than the second Tuesday in November, Junior and Teen Leaders complete the Leadership Development Report. The original is retained by the member for personal references throughout the year and completion at the year end. A copy is submitted to the Community Club Leader or to the Junior and Teen Leader Advisor, and a copy is submitted to the 4-H Office.

When members begin the year as a Junior or Teen Leader, they are awarded a Junior or Teen Leader emblem to wear on their hat. (Junior Leaders are Intermediate members ages 11-13; and Teen Leaders are Senior members ages 14-19.) At the end of the program year, members successfully completing their Junior and Teen Leadership Project are awarded gold stripes.

_____ Teen Leader Emblems _____ Junior Leader Emblems

Year Stripes:

For UCANR Green 4-H Hat

For Senior Hats (until 2020)

_____ White stripe on green

_____ Green stripe on white

_____ Yellow stripe on green (Jr. & Teen Leaders only) _____ Yellow stripe on white (Teen Leaders only)

Clubs can purchase these supplies:

100% Attendance Pins: (Awarded to members who maintained perfect attendance at club meetings this year.)

_____ 100% Attendance Pins Total 100% Attendance Pins Ordered _____ X \$2.25 = **TOTAL** _____

Officer Pins:

_____ President _____ Vice President _____ Treasurer _____ Secretary _____ Sergeant at Arms

_____ Reporter _____ Historian _____ Photographer _____ Healthy Living _____ Officer

Total Officer Pins Ordered _____ X \$2.25 = **TOTAL** _____

iThrive Pins: _____ iSprout _____ iGrow _____ iThrive 1st yr _____ iThrive (round)

Total iThrive pins Ordered _____ X \$2.75 = **TOTAL** _____

TOTAL DUE: \$ _____

San Bernardino County Record Book Awards Packet
CLUB LEVEL RECORD BOOK EVALUATION FORM B (1 of 6 pages)

University of California, 4-H Youth Development Program

Club Level Record Book Review and Competition

Instructions to Administrators (Club Leader or Designee):

1. Star Ranks are awarded at the club level after evaluation and/or review. It is the responsibility of the 4-H Club or Unit to approve Star Rank applications and ensure all requirements have been met. The San Bernardino County Incentives & Recognition Committee will verify the Star Rank before final awarding of Star Ranks to members.
2. In addition to the Star Rank verification process, clubs should verify completion of at least one APR in order for junior, intermediate and senior members to receive their annual membership pin and stripe.
3. If the club holds a Record Book competition, the state evaluation forms and processes must be used. If the club only does a review and does not give awards (other than participation), the evaluation form may be used as a guide, but does not have to be scored.
4. Record Book competition and review cannot include additional contests such as interviews and knowledge bowls. Separate contests like these may be held, but they must be separate from the evaluation of Record Books.
5. During competition, it is recommended that the Scoring Table is not shared with evaluators. This eliminates any tendencies for evaluators to add or subtract points in order to award a member a certain level of award.
6. In a competition, it is recommended that each book be reviewed by two or three evaluators and that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied.
7. After evaluators have awarded points, the administrator collects score forms and assigns awards based on the average score of the evaluators.
8. If there is a wide score range between evaluators, another evaluator may be asked to read and score and that additional score is then factored into the final average.
9. San Bernardino County uses the following recognitions at the club level: gold seal, blue seal, red seal, and white seal (in that order). Green seals are to be reserved for Primary Record Books as a participation seal.

San Bernardino County Record Book Awards Packet
CLUB LEVEL RECORD BOOK EVALUATION FORM B (2 of 6 pages)

Record Book Scoring Tables for Club Evaluation

	Junior	Intermediate		Senior	
		<i>Without LDR</i>	<i>With LDR</i>	<i>Without LDR</i>	<i>With LDR</i>
Gold Seal	39 – 45	39 – 45	50 – 57	46 – 54	57 – 66
Blue Seal	33 – 38	33 – 38	42 – 49	39 – 45	48 – 56
Red Seal	27 – 32	27 – 32	34 – 41	32 – 38	39 – 47
White Seal	0 – 26	0 – 26	0 – 33	0 – 31	0 – 39

Age Group	Total Points Possible	
Junior	45	
Intermediate	<i>Without LDR</i>	<i>With LDR</i>
	45	57
Senior	<i>Without LDR</i>	<i>With LDR</i>
	54	66

San Bernardino County Record Book Awards Packet
CLUB LEVEL RECORD BOOK EVALUATION FORM B (3 of 6 pages)

University of California, 4-H Youth Development Program

Club Level Record Book Review and Competition

Instructions to Evaluators:

1. In general, youth should be evaluated against this standard as appropriate to the age of the member. We recommend that books be evaluated in groups of same age youth so that appropriate developmental expectations are applied.
2. All books that are developed in the 4-H Online Record Book (ORB) are accepted as printed from the ORB feature. Members who use ORB as their Record Book of choice may not be penalized for any print or formatting features.
3. The difference between scoring a one (1) two (2) or three (3) is sometimes challenging to determine. In general, 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 obviously not a pattern; it is also not appropriate to the age of the member. Even for very young members, we would expect to see more than one or two entries to establish a pattern of citizenship. It is important for judging teams to confer and calibrate your scores with each other prior to 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%.***

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CLUB LEVEL RECORD BOOK EVALUATION FORM B (4 of 6 pages)

California 4-H Record Book Evaluation – Club Level

Member Name: _____ Evaluator Initials _____

Age of Member: _____ *Circle one:* Junior Intermediate Senior
(as of Dec. 31st of program year)

Total Points Earned: _____ Total Points Possible: _____ Award: _____

Scale: 0=no evidence 1=minimal evidence 2=moderate evidence 3=strong evidence

Section 1: Preliminary Information	
	Record Book is assembled in the correct order with all parts included.
	Member followed formatting guidelines listed in the Record Book Manual.

_____ **Total Section 1**

Section 2: Personal Development Report	
Activities and involvement should be appropriate for the age of the member.	
Did the member:	
	Record participation both inside and outside of 4-H?
	Record events and activities in the appropriate categories?
	List the date, hours, level of participation, activity description, and location for each entry?
	Record events and activities only once?

_____ **Total Section 2**

Section 3: 4-H Story	
The 4-H Story gives the reader an opportunity to get to know the 4-H member and to read about project activities, leadership and citizenship experiences, both in the 4-H program and in school and community.	
Did the member:	
	Meet appropriate 4-H story word counts? <i>Junior: 250 – 500 words; Intermediate: 500 – 1000 words; Senior: 1000 – 2000 words</i>
	Follow the 4-H Story formatting guidelines?
	Reflect on 4-H experiences from the current 4-H year?

_____ **Total Section 3**

Section 4: Annual Project Reports	
Project skills and experiences should be appropriate for the age of the member.	
Did the member:	
	Complete at least one APR form?
	Record all required information: date, time, level, location, and learning experience?
	Include project financial records of expenses and income/value?
	Complete an expression page for each APR?

_____ **Total Section 4**

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CLUB LEVEL RECORD BOOK EVALUATION FORM B (5 of 6 pages)

Section 5: Collection of Work	
Did the member:	
	Select examples of current year's 4-H work that enhance records in the PDR and APR?
	Include flyers, brochures, pictures and letters that represented 4-H activities and experiences?

_____ **Total Section 5**

This section is only scored for Intermediate and Senior members with Leadership Reports

Section 6: Leadership Development Report (<i>Intermediate & Senior Members</i>)	
Did the member:	
	Complete both sections of Part 1 (Pre and Post)?
	Complete both sections of Part 2 (Pre and Post) for each "significant leadership role" listed in the PDR? (If no "significant leadership roles" are listed, the member does not complete the LDR, but may have other leadership experiences in the PDR.)
	Describe their leadership roles and personal goals for the year in "Pre" forms?
	Reflect on experiences at the end of the year in "Post" forms?

_____ **Total Section 6**

This section is only scored for Senior members

Section 7: Resume (<i>Senior Members only</i>)	
Did the member:	
	Create a unique personal development statement?
	Describe the skills they have gained through their leadership experiences?
	Describe the skills they have gained through their citizenship experiences?

_____ **Total Section 7**

Total Points: _____

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CLUB LEVEL RECORD BOOK EVALUATION FORM B (6 of 6 pages)

Evaluator's Comments:

Section 1: Following Instructions & Preliminary Information

Section 2: Personal Development Report

Section 3: 4-H Story

Section 4: Annual Project Reports

Section 5: Collection of Work

Section 6: Leadership Development Report

Section 7: Resume

San Bernardino County Record Book Awards Packet
COUNTY RECORD BOOK RECOGNITION AWARDS Form C

Year: _____ Club: _____

Complete FORM C for each member whose book you are submitting for one or more of the County Record Book Recognition Awards. **No record book will be accepted without Form C.**

4-H members submit their record books to local club leaders who review them and collectively decide which member books are to be nominated for County Record Book Recognition. Books that are submitted for evaluation and awards must contain all required materials and all signatures. Refer to the California 4-H Record Book Manual for more information.

<http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>

Name: _____ Birthdate: _____

Years in 4-H: _____ Circle one: Junior (9, 10) Intermediate (11-13) Senior (14-19)

The leaders of the above 4-H Club recommended that this member be considered in the following county recognition and awards program(s):

Leadership or Citizenship Projects – Check the appropriate category and list the order of preference (1 or 2) after each category:

_____ Citizenship _____ Leadership

A member can only be a county winner in one of these two projects. A member can only win each award once.

Project Area - List up to three projects in order of preference. Member must be enrolled in the project.

1. _____ 2. _____ 3. _____

A member can only be a county winner in one project. Senior County Winners are eligible to win a medallion in the following clusters: Citizenship and Civic Education; Communications and Expressive Arts; Consumer and Family Sciences; Environmental Education and Earth Sciences; Healthy Lifestyles Education; Personal Development and Leadership; Plant Sciences; Animal Sciences (Companion Pets); Animal Sciences (Livestock Production); Other Agricultural Sciences; Science and Technology

_____ **Outstanding Senior 4-H Award** (14 - 19 years old)

_____ **Outstanding Intermediate 4-H Award** (11 - 13 years old)

_____ **Outstanding Junior 4-H Award** (9 - 10 years old)

Each club may submit two members in each category. A member can only win each award once.

_____ **Leadership Development Award**

Nominee must have completed one year of the Leadership Development Project and be pre-registered for State 4-H Leadership Conference for the first time. A member can only win this award once.

Community Club Leader: _____

San Bernardino County Record Book Awards Packet
STAR RANK AWARDS

FORM D

Year: _____ Club: _____

All Star Ranks will be approved by the Incentives & Recognition Committee at the County Office. Members applying for bronze, silver, gold, and platinum stars must submit their books for Star Rank Award consideration but are not required to submit their record books for County Record Book Recognition. Please list those who are eligible below.

Bronze Star:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Silver Star:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Gold Star:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Platinum Star:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

NOTE: If additional space is needed, please attach a separate sheet and list additional star rank awards under their appropriate headings.

Community Club Leader: _____

San Bernardino County Record Book Awards Packet
CLUB COMMITTEES AND ACTIVITIES

Form E

Year: _____ Club: _____

All Club Committees which were formed in your club must be listed here for members to receive credit for being on a committee. Activities which your club members attended or worked at must also be listed on this form.

Month	Committee or Activity	Chairperson & Members (Please Star the Chairperson)

Note: If additional space is needed, please attach a separate sheet.

Community Club Leader: _____

San Bernardino County Record Book Awards Packet
CRITIQUE ONLY

Form F

Year: _____ Club: _____

Learning to keep records is hard. It is especially difficult for younger members to understand where to put entries on the PDR and how to write their stories. Record Books submitted for Critique Only will be not judged for awards. The Incentives & Recognition Committee will carefully review them and make written comments to the members and leader as to what they are doing well and what they can do to improve. PRIMARY RECORDS ARE NOT TO BE SUBMITTED FOR JUDGING OR CRITIQUE.

The following book is submitted for review and written recommendations by the Incentives & Recognition Committee to help the member in preparing their record book in future years.

Name: _____ Birthdate: _____

Years in 4-H: _____ Circle one: Junior (9, 10) Intermediate (11-13) Senior (14-19)

Community Club Leader: _____

Incentives & Recognition Committee recommendations:

Evaluators: _____

San Bernardino County Record Book Awards Packet

EVALUATORS FOR COUNTY RECORD BOOK JUDGING

Form G

Year: _____ Club: _____

Number of books submitted: _____

Each club submitting record books for County Record Book Awards **must** provide one leader for each group of three books or portion thereof to judge at County Record Book Judging. *Extra judges are welcome!* Note: If additional space is needed, please attach a separate sheet.

Name: _____ Orientation?* Yes _____ No _____

Address: _____

Phone: _____ E-mail: _____

Judging category/ies of preference:**

Name: _____ Orientation?* Yes _____ No _____

Address: _____

Phone: _____ E-mail: _____

Judging category/ies of preference:**

Name: _____ Orientation?* Yes _____ No _____

Address: _____

Phone: _____ E-mail: _____

Judging category/ies of preference:**

Name: _____ Orientation?* Yes _____ No _____

Address: _____

Phone: _____ E-mail: _____

Judging category/ies of preference:**

Community Club Leader: _____

* Orientation tape available from the 4-H Office

** Judging categories: Citizenship and Civic Education; Communications and Expressive Arts; Consumer and Family Sciences; Environmental Education and Earth Sciences; Healthy Lifestyles Education; Personal Development and Leadership; Plant Sciences; Animal Sciences (Companion Pets); Animal Sciences (Livestock Production); Other Agricultural Sciences; Science and Technology

San Bernardino County Record Book Awards Packet
CHARTER SEAL AND OUTSTANDING 4-H CLUB AWARD Form I

Year: _____ Club: _____

Community Club Leader: _____

Charter Seal: Clubs are awarded a gold, blue or green Charter Seal by meeting the requirements listed on the 4-H Club Program Planning Guide. **Every club is required to turn in the 4-H Club Program Planning Guide to the 4-H office each year.**

4-H Club Program Planning Guide (<https://drive.google.com/open?id=0B9SreNWY6SK3bVF2Qk1HV3N3eWc>)

Outstanding 4-H Club Award: Two clubs may be awarded Outstanding 4-H Club awards each year. You must submit your Club Record Book. Winning clubs will receive a \$50.00 cash award and a club banner. The more documentation provided, the easier to determine the depth and scope of your club's involvement.

Judging Criteria:

MANDATORY

- | | | |
|--|--|--|
| _____ Table of Contents | _____ Roll of Members | _____ Roll of Leaders |
| _____ Club Meeting Planner | _____ Completed, signed Club Meeting minutes | |
| _____ List of Projects | _____ List of Committees | _____ Committee Reports |
| _____ Hosted a County Event (e.g., Achievement Night Dinner; Leader Recognition; Food Fiesta; County Field Day events: Presentation Day, Judging Contest, Fashion Revue, Expressive Arts Exhibit, Fun with Foods; County Judging/Showmanship Clinic; Nicole Peacock Horse Show; Horsemastership; All-Star Recognition; Record Book Judging Luncheon; Farm Focus; etc.) | | |
| _____ 4-H Club Program Planning Guide | | _____ Annual Financial Report |
| _____ Inventory Report | _____ Club Peer Review | _____ Club Peer Review Checklist |
| _____ Outreach Methods Documentation | | |

(All of these forms can be found here: <https://drive.google.com/open?id=0B9SreNWY6SK3RWtGQzI2NIQ5OE0>)

OPTIONAL IMPORTANT MATERIALS

- | | |
|---|--------------------------|
| _____ Project Meeting Report Form | _____ Club Photographs |
| _____ Club Newsletters | _____ Newspaper Articles |
| _____ Letters (any letters received by your club: Letters of Appreciation or Commendation, Thank-you Letters, etc.) | |

VERY IMPORTANT

- | | |
|-----------------------------|---|
| _____ Community Involvement | _____ Well Rounded in Activities/Projects |
| _____ Neatness | _____ Information Easy to Find |

Remarks:

Evaluators: _____

San Bernardino County Record Book Awards Packet
COUNTY FIRST-YEAR MEMBER AWARD

Form J

Year: _____ Club: _____

The First Year Member Award is given to any first-year member who has completed an active first year in the 4-H Program through outstanding involvement in club, area, and county events (in keeping with his/her age level). There is no selection process or criteria at the county level. Those nominated by each local club will be presented with a certificate.

- Qualifications:
- * The member is a first-year member.
 - * The member is not less than 9 years old and no more than 19 years old by December 31st of the current 4-H program year.
 - * The member's record book has been judged at the club level.
 - * The member has a recommendation for this award by the local club leader.

- Judging Criteria:
- * The member has been active in club, area, and county 4-H activities.
 - * The member has turned in a complete record book, including:
 - A Personal Development Report (PDR);
 - At least one Annual Project Report (APR); and
 - A 4-H story that shows growth in knowledge of 4-H, the project area, and self-development.

The following members are nominated for the County First-Year Member Award:

Name	Birthdate	Record Book Judged at Club Level and included:		
		PDR	APR	4-H Story

Note: If additional space is needed, please attach a separate sheet.

Community Club Leader: _____

San Bernardino County Record Book Awards Packet
COUNTY PRIMARY MEMBER AWARD

Form K

Year: _____ Club: _____

This award is given to all primary members who have completed a primary record book. All first, second and third year Primary Member record books will receive a pin. Primary record book can be found here: <http://4h.ucanr.edu/files/4755.doc>. Primary Members who are in the iSprout project can complete this record book: <http://4h.ucanr.edu/files/2782.doc>

The following members have completed a year of 4-H work for the County Primary Member Award:

Name	Birthdate	Year Completed (1 st , 2 nd , 3 rd , 4 th)

Note: If additional space is needed, please attach a separate sheet.

GRADUATING PRIMARY MEMBERS

The following members will be 9 years old by December 31st of the upcoming 4-H program year and will be graduating to Junior Member status for the upcoming 4-H year. Graduating Primary Members will receive a certificate and medallion.

Name	Birthdate

Note: If additional space is needed, please attach a separate sheet.

Community Club Leader: _____

San Bernardino County Record Book Awards Packet
GRADUATING SENIOR 4-H MEMBERS **Form L**

Year: _____ Club: _____

This award is for 4-H members who are completing their final year in 4-H. (Members may remain in 4-H through the calendar year in which they turn 19 years old.) Graduating 4-H Members will receive a 4-H alumni pin and a certificate.

The following members will be graduating from the 4-H Program at the end of the current program year.

Name	Birthdate

Note: If additional space is needed, please attach a separate sheet.

Community Club Leader: _____

San Bernardino County Record Book Awards Packet

OUTSTANDING ADULT LEADER AWARD

FORM M

Year: _____ Club: _____

The Outstanding Adult Leader Award is awarded to a current 4-H Leader who has made outstanding contributions to the 4-H Youth Development Program. This award will be given to an individual one time only. One candidate from San Bernardino County is selected for this award annually.

Name: _____

Address: _____

Email: _____ Phone: _____

This person should be considered for the Outstanding Adult Leader Award because:

Nominating Person: _____

Email: _____ Phone: _____

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4-H ALUMNI AWARD

FORM N

Year: _____ Club: _____

The 4-H Alumni Award is awarded to any 4-H alumnus who has made outstanding contributions to the community on a continuing basis. One candidate from San Bernardino County is selected for this award annually.

Name: _____

Address: _____

Email: _____ Phone: _____

This person should be considered for the 4-H Alumni Award because:

Nominating Person: _____

Email: _____ Phone: _____

San Bernardino County Record Book Awards Packet

FRIEND OF 4-H AWARD

FORM O

Year: _____ Club: _____

The "Friend of 4-H" Award is awarded to a person or group of persons who have contributed and/or continue to contribute time, interest, or financial support to the 4-H Youth Development Program and who do not have a vested interest in 4-H (i.e., must not be a relative of a current 4-H member or be a 4-H leader). This award will be given to an individual one time only. A maximum of two recipients from each county geographic area may be selected. Nominating clubs or individuals will be given the choice of presenting this award either locally or at County Achievement Night.

Name: _____

Address: _____

Email: _____ Phone: _____

This person should be considered for the "Friend of 4-H" Award because:

Nominating Person: _____

Email: _____ Phone: _____