

GUIDELINES FOR LOCAL RECORD BOOK EVALUATION

Preparation

- Set due date early -- when you establish your calendar.
- Identify record book evaluators (project leaders, youth leaders, parents, non-4-H people).
- **PARENTS SHOULD NOT CHECK THEIR CHILDREN'S RECORD BOOKS.**
- Evaluators review "Guidelines for Local Record Book Evaluation." (This Sheet)
- Have available "Record Book Scoring Sheet" (one per member) and several "County Award Recommendation" sheets and "Overall Achievement Nomination" forms.
- Have available Attendance Records and projects per member report to verify that all projects have been reported.
- Discuss and select "Local Club Honor Members", "County Award Recommendations", and Overall Achievement Nominations".
- General Leader completes the "**4-H Record Book and Achievement Report.**"
- **ALL those who assist in checking record books must sign this sheet.**
- Cloverbud Record Books must be read and comments written on them.
Cloverbud record books DO NOT come in to the county.

LOCAL CLUB HONOR MEMBERS

A "Local Club Honor Members" list was established to recognize 4-H members who may have excelled or "stood out" in 4-H work for some reason other than Record Book accomplishments. The names of these members should be listed on the "4-H Record Book and Achievement Report."

COUNTY AWARD RECOMMENDATIONS

- Consideration for county awards should be based on the merit of EACH INDIVIDUAL PROJECT.
- List project name(s) on "County Award Recommendation" sheet.
- **Insert** the "County Award Recommendation" sheet in the pocket on the outside of the 3-ring binder.
- List member's name on "4-H Record Book and Achievement Report" under the appropriate division (senior or junior). Members Grades 3-8 are Junior division; Grades 9+ are Senior division. (*This is the grade just completed.*)
- Double check to make sure all projects recommended for county consideration are listed on the "County Award Recommendation" sheet and the child's name is on the "4-H Record Book and Achievement Report" sheet.

OVERALL ACHIEVEMENT CONSIDERATION

An "Overall Achievement Nomination" form **MUST** be inserted inside the pocket on the outside of the 3-ring binder cover for any recommendation for overall achievement. *This must have comments OR the member **WILL NOT BE CONSIDERED.***

If this form is not included in the Record Book, the book **WILL NOT BE CONSIDERED.**