

**2.5 POINTS** RECORD BOOK COVER

**2.5 POINTS.** DIVIDER TABS

	POINTS AWARDED		POINTS AWARDED	Total awarded this section
Current 4-H Year (spans 2 years)	1/2 point		Each tab needs a <b>label (below)</b> and should <b>extend</b> beyond other pages.	<b>these 2 sections</b>
Member's Name	1/2 point		<b>NEED TO HAVE ALL TABS (BELOW)</b>	
Age Division (Jr., Int. or Sr.)	1/2 point		Agreement	<b>UP TO 5 POINTS</b>
Club Names (s)	1/2 point		Calendar	
How many years in 4-H	1/2 point		Project ( <i>name of project, not the word "project"</i> )	
			4-H Story	
			Permanent Record	
<b>Total awarded this section MAX 2.5 POINTS</b>			<b>Total awarded this section MAX 2.5 POINTS</b>	_____

**4 POINTS.** AGREEMENTS.

	POINTS AWARDED	COMMENTS	Total awarded this section
Fully signed Code of Conduct 2 points		Only need one Code of Conduct, even if in multiple clubs. <b>No points if even one signature is missing. It's all or nothing here.</b>	<b>MAX 4 POINTS</b>
Fully signed Club Agreement 2 points <i>If the club doesn't have an agreement, there should be a note saying the club does not have an agreement.</i>		Check to see if the member is in more than one club. Divide points if member is in multiple clubs. Example: If in 2 clubs, one point per agreement and so on. <b>No points if even one signature is missing. This is a life lesson. Contracts are invalid without all signatures. ☺</b>	

**14 POINTS.** CALENDAR

	POINTS AWARDED	COMMENTS	Total awarded this section
Do calendar entries include date, time, event and whether attended? 6 points		Deduct 1/2 point for each month where this information is missing. For late August and September should see <u>scheduled</u> meetings. <b>NOTHING</b> should be checked as attended <b>if it's in the future</b> . No points for months with future events checked as attended.	<b>MAX 14 POINTS</b>
Club meeting dates and events Include <u>future scheduled club meetings to end of September</u> . 1/2 point per month Oct. to Sept. 6 points		<ul style="list-style-type: none"> <li>If a club does not meet in any given month, should see an entry along the lines of: <b>"No Club Meeting or No Project Meeting This Month."</b></li> <li>For any month a child was not yet a member of 4-H, should see, <b>"Not a member yet."</b> <b>For clubs that have separate business and separate project meetings, be sure to indicate the type of meeting.</b></li> </ul>	
At least one County event listed? 1 point		A few examples of county-wide events below. Dates vary year to year. <b>Welcome to 4-H</b> (October) <b>Awards Night</b> (usually November) <b>4-H Academy</b> (Jan. to March) <b>Public Presentations</b> (usually in spring) <b>4-H Camp</b> (in summer) <b>Super Saturday</b> (first Saturday in Aug.)	
County fair dates listed? 1/2 point		Even if member doesn't go to either fair, the dates should be listed. Fairs are the culminating events for most projects. There are no penalties for not attending any events, but they need to be listed in the calendar.	
State fair dates listed? 1/2 point			

**14 POINTS.** PROJECT TAB: Project Cover Page and Goal Page. **Judge the first project tab only.**

	POINTS AWARDED	COMMENTS: Do <u>not</u> deduct points for errors in spelling, punctuation and grammar. Please provide feedback to the member. These areas are judged closely in October for year-end awards for the best record books in Kitsap County.	Total awarded this section
Project Cover page – complete and signed 5 points		No points if any section is left blank and/or any signatures are missing. <b>NO PARTIAL POINTS</b> – it's all five points or zero points.	<b>MAX 14 POINTS</b>
GOAL. A Goal is listed. 1 point		Ideal number of goals: <b>Juniors 1; Intermediates 2; and Seniors 3</b> Do not judge each goal or the number of goals. <i>At the judging for best record book in Oct. the number of goals are judged, and goals need to be measurable.</i>	
Discussion on how to reach goals. 3 points		Member needs to list 3 ways to reach the goal. One point for each listing. Deduct a point for each line that is blank.	
Goal Evaluation. Up to 5 points		Did member fill in <b>all</b> the evaluation areas? Start with the rating <b>1 to 5</b> and then the four discussion areas below. <b>One point per section.</b> This is judged closely in October for year-end awards.	

**35 POINTS PROJECT TAB: Animal Routine Care, Activity Log, Animal Health Record, Expenses, Add Sheets, Leadership**

*Only judge the first project tab in record books with multiple projects (leadership tab is not judged)*

	POINTS AWARDED	COMMENTS. Do not judge spelling and grammar at this time; however, please provide feedback in the comment section. This is judged closely in October for year-end awards.	
<b>ROUTINE CARE PAGE</b> Animal Projects Only Check that each section has been filled out. <b>DEDUCT 4 points if this page is missing.</b> <b>DEDUCT 2 points if this page has blank areas.</b>	<u>N/A TO STILL LIFE</u>	<b>NO points if any section is blank.</b> Member should write something like "Not Applicable or None" <b>ZERO POINTS TO NEGATIVE 4 (0 or -2 or -4)</b>	<b>Total awarded this section</b>  <b>MAX 35 POINTS</b>
<b>Activity Log Content.</b> Look for what was done in club and project meetings. Does member discuss what was learned, worked on, and events participated in? Look for discussion of working on goals. <b>3 points per month x 11 (Oct. to Aug). 33 points</b>		<ul style="list-style-type: none"> <li>No points for Sept. since it's in the future.</li> <li>Min. requirement is a monthly entry in each column and with the description of what took place, for max pts (3). If member did not attend meetings or work on project, should see "No meeting" or "Did not do anything" for that month.</li> <li>Deduct 1 point for each incomplete column, max per month (3).</li> </ul>	
<b>ANIMAL HEALTH RECORD</b> Animal Projects Only <b>DEDUCT 4 points if this page is missing.</b> <b>DEDUCT 2 points if this page is incomplete.</b>	<u>N/A TO STILL LIFE</u>	<b>NO points if any section is blank.</b> Member should write something like "Not Applicable or None" <b>ZERO POINTS TO NEGATIVE 4 (0 or -2 or -4)</b>	
<b>Expense Sheet</b> Filled out? Math correct? <b>2 points</b>		Some projects include expenses in project specific pages. <b>Deduct 1.5 POINTS</b> if math is incorrect.	
<b>Project Specific Pages Included?</b>	<b>0</b>	<b>THIS SECTION NOT JUDGED AT THIS TIME.</b> This is judged CLOSELY for the best record book contest in Oct and for year-end awards.	
<b>Leadership Record.</b> For members in leadership	<b>0</b>	<b>THIS SECTION IS NOT JUDGED AT THIS TIME.</b> This is judged closely for the best record book contest in Oct. and for year-end awards.	

**15 POINTS 4-H STORY. Refer to requirements for Junior, Intermediate and Senior. List points below**

	POINTS AWARDED	COMMENTS: NO PARTIAL points. No points if this is last year's story.	Total this section
Topic 1 3 points		Give all points per TOPIC so long as all the information is there (even if there is just one poorly written sentence). EXAMPLE: <b>Introduce yourself:</b> <i>My name is Chantilly, and I live with my parents and five horses on our farm in Kingston where we have our horse 4-H meetings on the 2<sup>nd</sup> Saturday of each month.</i>  Do not judge spelling and grammar during the August judging; however, please make notes for the member in the comment section.	<b>MAX 15 POINTS</b>
Topic 2 3 points			
Topic 3 3 points			
Topic 4 3 points			
Topic 5 3 points			
<b>TOTAL</b>			

**13 POINTS PERMANENT RECORD**

	POINTS AWARDED	COMMENTS <b>No partial points. IT'S ALL OR NOTHING.</b>	Total awarded this section
If a member has been in 4-H more than one year, need entries for all prior years <b>DEDUCT MAX 3 POINTS IF NO entries for prior years.</b>		<b>Max 3 point deduction</b> if prior years are missing in any section. <b>Exceptions:</b> New members and Cloverbud years (Ages 5-7). Cloverbuds do not work on record books.	<b>MAX 13 POINTS</b>
All sections should have something, even a note like, <b>"Will complete this section after fair."</b> for contests that only happen at fair. There are 13 areas in the permanent record. <b>13 points</b>		<b>Deduct 1 point</b> for an entire section that is incomplete. If one area on the Offices/Committee Page is blank, no points for that section and so on. Should see N/A or NONE if something does not apply. Max 13 point deduction.	

**TOTAL POINTS THIS PAGE (up to 63)** \_\_\_\_\_

**TOTAL POINTS PAGE 1 (up to 37)** \_\_\_\_\_

**FROM BELOW, ADD Photo Bonus Points:** \_\_\_\_\_

**TOTAL ALL POINTS:** \_\_\_\_\_

**BLUE:** 90 to 100+

**RED:** 80 to 89

**WHITE:** 65 to 79

**No Placing** Below 65

**RIBBON AWARDED:** \_\_\_\_\_

**5 PHOTO BONUS POINTS!** Only look at photos in the **first project tab** and **4-H Story**. There is a limit of **4 pages (or 2 double sided)** per project and for the 4-H Story **before fair**. Member may **add 2 pages (or 1 page on both sides)** of photos **after fair** to each **project tab** and the **4-H Story**.

\_\_\_\_\_ **1 BONUS POINT** for record book cover photo of member or project item/logo or animal and/or member doing a project activity.

\_\_\_\_\_ **(MAX 1 POINT) .25 BONUS POINT per photo page** up to 4 pages in the **first project tab**.

\_\_\_\_\_ **(MAX 1 POINT) .25 BONUS POINT per photo page** up to 4 pages in the **first project tab** for **each page** where **all photos** have a **caption**.

\_\_\_\_\_ **(MAX 1 POINT) .25 BONUS POINT per photo page** up to 4 pages in the **4-H Story Tab**.

\_\_\_\_\_ **MAX 1 POINT) .25 BONUS POINT per photo page** up to 4 pages in the **4-H Story Tab** if all the photos/articles/items have **CAPTIONS**.

Reviewed by: \_\_\_\_\_

Comments to 4-H Member: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_