

# Butte County 4-H Record Book County Competition Check Sheet

*(Member MUST complete this form, Club Leader then verifies Record Book is complete & accurate for county judging)*

**See 2018-2019 Members Record Book Manual (RBM) for complete Record Book guidelines**

Program Year: \_\_\_\_\_ 4-H Member's Name: \_\_\_\_\_

4-H Member's Club: \_\_\_\_\_

Age (as of January 1 of program year): \_\_\_\_\_ Grade: \_\_\_\_\_

Year in 4-H as a non-primary member: \_\_\_\_\_

<b>RECORD BOOK ORDER OF ASSEMBLY</b> <b>(Book must be assembled in this order and must use current record book forms)</b>	Please check the following items	
	Member Checked	Club Leader Checked
4-H Record Book Folder or Binder - has member name, club, county, and address written clearly on front outside cover. Use official 4-H folder, or three ring binder. <i>RBM page 6</i>		
<b>Section 1: Preliminary Information - Formatting.</b> 4-H Record Books <u>must</u> follow these formatting guidelines, unless otherwise stated, when entered into a 4-H Record Book competition. <i>RBM page 8</i>		
Title Page <i>RBM page 9</i>		
Table of Contents - Must have pages numbers <i>RBM page 9</i>		
Tabs and Dividers Pages - Tabs and divider pages help separate sections and improve overall organization. Paper color other than white may be used. <i>RBM page 6</i>		
<b>Section 2: Personal Development Report (PDR) – use divider page.</b> <i>RBM page 10</i>		
Front page of PDR must be completed including all signatures –required of every Record Book.		
Member general information completed on page 1 of PDR		
Signed by <b>member, parent, and adult partner - required</b> (page 1 of PDR)		
Club meeting attendance – at least 80% attendance (page 1 of PDR)		
Column I “Totals Past Year” completed (page 2 of PDR)		
Column II “Totals This Year” completed (page 2 of PDR)		
Column III “Totals All Years” completed (page 2 of PDR) <i>**Double check the totals for star ranking. Make sure they have completed the required "*" items... (projects completed, RBM Page 11, Jr. or teen leader, RBM page 12, and 4-H Presentations, RBM page 14)</i>		
2nd Page PDR - Star Rank - fill in this section with current Rank and Rank applying for.		
2nd Page PDR - Club Leaders Signature with Approved or Not Approved, Checked.	N/A	
Sections 1-8 completed with: Totals for current year at the bottom, hours column filled in, totals at the top of each page with last year, this year and grand totals <u>matching</u> the Star Ranking Page 2 of your PDR . Section 1 - at least 80% <u>average</u> attendance Section 6 - ONLY 4-H presentations that follow the Presentation Format outlined in the presentation manual may be used for 4-H presentation requirements.		
<b>Section 3: My 4-H Story – use divider page.</b> Times New Roman or Garamond, between 12 point and 14 point. <i>RBM Page 17</i>		
Junior (or first year member): 250 – 500 words Intermediate: 500 – 1000 words Senior: 1000 – 2000 words		

<b>Section 4: Annual Project Report Forms (APR) – use divider pages <i>RBM Page 18</i></b>		
Signature of the <b>4-H Member</b> – <b>required</b> for a completed Record Book		
Signature of <b>Project Leader/Adult Partner</b> – <b>required</b> for a completed Record Book		
Complete all areas of project report forms (Hours, locations, learning experiences, things made, raised, awards, Cost. etc.) Write N/A in areas that don't apply to project.		
Expression page - up to one side of <u>one</u> page per project <i>RBM page 18</i>		
<b>Section 5: Collection of 4-H Work– use divider page. <i>RBM page 19</i></b> <b>You do not need to include all of the items.</b> You can have a few more than 11 pages, if one brochure or one letter is more than one page.		
Collection of Work can be a maximum of <b>11+ pages total</b> and may include the following: 2 pages of newspaper or newsletter articles. 2 pages of flyers or brochures. 2 pages of letters <b>written by</b> the member. 5 pages of photos with captions - single sided.		
<b>Section 6: Leadership Development Reports(s) (Intermediate/Senior Members) <i>RBM page 20</i></b> Must complete LDR form(s) for all members age 11-19; <i>RBM page 8</i> , that are in a leadership roll To meet the Star Rank criteria for gold and platinum stars, you must hold significant leadership roles that require 20 hours or more of leadership contribution. Count all of your trainings, meeting, planning and research hours as well as the hours spent leading the activity or event. You must complete the Leadership Development Report form to receive credit for these roles. Keep track of your hours in a calendar, notebook or journal. <i>It is okay if it takes more than one year to complete the 20 hours—you just have to complete 20 hours in the same role for it to count in this category.</i> <i>Complete Part 1 Pre and Post in the year when you start your role and complete Part 2 Pre and Post in the <u>year that you finish.</u></i>		
Part 1 (Pre): At the beginning of the year, explain all of your leadership roles and why they are important to you. Set personal leadership goals to be accomplished by the end of the program year.		
Part 1 (Post): At the end of the year, reflect on how your experiences throughout the year contributed to your development as a leader. <i>Members Signature</i>		
Part 2: Complete one set (Pre and Post) per leadership role. Explain how the goals set in Part 1 (Pre) will be accomplished and are relevant to each leadership role. • Complete Part 2 (Pre) at the beginning of the program year • Complete Part 2 (Post) at the end of the program year. <i>Member and Adult Partner Signature</i>		
<b>Section 7: 4-H Resume (Senior Members Only) <i>RBM page 21</i></b>		
If applicable include a resume for all members age 14-19		
<b>Section 8: Previous Years' Records - use divider page. <i>RBM page 8</i></b>		
Include all you previous years records - All of your previous years records can be inserted at the back of the current year's book, in reverse chronological order (that means by year and the year you started is in the back and you work forward to the current year in the front)		
<b>Completed</b>		
This Form is inserted loosely behind the front cover of the record book		

**For County Judging Only:**

I verify this Record Book...

- ✓ contains ALL required sections completed
- ✓ is assembled in the proper order: *RBM page 8*
- ✓ has the correct totals for star ranking
- ✓ is clean and neatly done
- ✓ 4-H story is the correct length

By signing this form the Club Leader agrees that this book qualifies for county record book judging. This form must accompany the Record Book to be considered for County Judging.

CCL's Signature(s) \_\_\_\_\_ Date \_\_\_\_\_