

## 4-H Record Book Evaluation Benchmarks – County Level

<b>Section 1: Preliminary Information</b>	
	Member followed all directions and Record Book is assembled in the correct order
	Title Page includes required information
	Table of Contents lists the required sections

<b>Section 2: Personal Development Report</b>	
Activities and involvement should be appropriate for the member's age. Skip this section if the <b>member already has a Platinum Star Rank and go to Section 2 Alternate.</b>	
<b>Did the member:</b>	
	List events and activities only one time and in the appropriate categories?
	Demonstrate a variety of experiences that developed skills in project(s)?
	Attend various 4-H events (club, county or higher levels)?
	Serve in age-appropriate leadership roles in project, club, county or at a higher level?
	Participate in citizenship and community service activities to benefit the community?
	Develop communication skills by giving reports (verbal and nonverbal), presentations or online communication representing 4-H to varied audiences?
	Participate in significant activities outside of 4-H in school and community?

<b>Section 2 Alternate: Personal Development Report for Platinum Members score these 2 items only. Skip for all other members, they are already scored above.</b>	
<b>Did the member:</b>	
	Serve in age-appropriate leadership roles in project, club, county, or higher level?
	Participate in civic engagement and community service activities to benefit the community?

<b>Section 3: 4-H Story</b>	
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.	
<b>Did the member:</b>	
	Meet appropriate 4-H story word counts? <i>Junior: 250 – 500 words; Intermediate: 500 – 1000 words; Senior: 1000 – 2000 words</i>
	Describe personal learning experiences in project(s)?
	Discuss beginning or advanced leadership experiences and activities working with other members?
	Give examples of experiences working with others on civic engagement/community service projects?
	Show overall growth and share Sparks in 4-H and outside of 4-H?

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<b>Section 4: Annual Project Reports</b>	
Project skills and experiences should be appropriate for the age of the member.	
<b>Did the member:</b>	
	Have a variety of project experiences OR have multiple levels of experiences in one project that may be a Spark?
	Document required information (date, time, level and location)?
	Describe activities and experiences in the project(s)?
	Tell what was learned and skills gained in the project(s)?
	Share learning experiences with other 4-H members or community audiences?
	Include project financial records of income and expenses?
	Demonstrate a specific concept or knowledge gained in the project(s) on the expression page(s)?

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

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

<b>Section 6: Leadership Development Report (<i>Intermediate &amp; Senior Members</i>)</b>	
<b>Did the member:</b>	
	Describe their leadership roles for the year?
	Make a plan at the beginning of the year to develop one or more of the 6 Cs and at the end of the year, reflect on their accomplishment of that C (or not)?
	Set goals for each leadership role and reflect on the achievement of those goals?
	Determine specific strategies to reach their goals and reflect on the effectiveness of those strategies?
	Identify things that might get in the way of reaching their goals and give examples of when they had to shift gears?

**This section is only scored for Senior members**

<b>Section 7: Resume (<i>Senior Members only</i>)</b>	
<b>Did the member:</b>	
	Demonstrate a professional and creative style and design on the resume?
	Create a personal development statement that describes what they stand for and who they aspire to become as a human being?
	Describe the skills they have gained through their leadership experiences?
	Describe the skills they have gained through their civic engagement experiences?