Record Book
and Awards
2013
Guidelines and Tips for Leaders
Why do a “County Level Record” Book?

- It is a more detailed record of a member’s 4-H experience. Can be very helpful when completing college, scholarship and job applications.

- Most of the county level awards require a complete “county level” record book.

- Record keeping and following directions is an essential life skill.
How do I know if a book is good enough to go to County?

- Is it assembled according to the awards policy?
- Is it in the top 25% of the books in your club?
- Does it meet the checklist criteria for the award you are nominating it for?
- Is it complete? Are all forms included? Are they all filled in?
- If you are not sure... err in favor of the 4-H member and send it in.
Early in the year...

- Offer tips to make record book assembly easier.
  - Keeping a calendar or list of activities, meetings, etc.
  - Encourage them to ask questions!! Have a class, demo or review. Refer new members to more experienced families.
  - Remind them to take photos and save news clippings – no event programs or ribbons should be included in books.
  - Don’t procrastinate! Encourage them to start filling out forms early in the year.
  - Go over award guidelines. If there is a particular area a member needs to focus on or a pin that needs to be earned they can be aware early on.
Overview of Forms

**MUST** be completed by the 4-H member unless there are special circumstances.

- Please label the book if there are special concerns.
- May type or handwrite or use computer-generated forms.

**COMPLETELY** fill in every form. Incomplete books will be rejected for awards.

- OK to use “N/A” or “none” on a line.
- One sentence paragraphs are not acceptable.

**SPECIFIC** explanations of each form can be found in the County Awards Policy.

**QUALITY** is always better than quantity!
Front of the book

- Checklist
  Three Columns- Member, Club Leader, County Reviewer

- Introduction Page
  Include Current Photo, follow with Table of Contents

- Awards Policy
  Encourage parents and members to read through the policy and ask questions!!!  Must have current copy in the record book.

- Divider Tabs
  Must be labeled and used to separate each section and project.
PERMANENT RECORD

- Remind members this portion of the book is saved from year to year. Use the calendar to help fill this out.

- Extra pages may be added as needed.

- Check attendance records for meetings and events.

- Take notice of point maximums for some sections.

- Be sure to check the math for the point totals on the last page.
MPE-A (Activity Report)

- Front Page must be complete.

- Must write more than a few sentences in the planning and review sections. OK to add extra pages.

- The activity story must focus on ACTIVITIES ONLY! There is some gray area where project work is involved in an activity (leading a class on a project, rocket launch with a rocket made for project, style revue, etc.) Be sure the story is about the activity, not projects.

- Support documents are helpful (photos, newspaper clippings – no programs or ribbons please!)
MPE

- Be sure a separate form is completed for each project (except those that have special forms). A form should be completed even if the project was not completed or shown, give reasons why.

- Planning and review sections must contain more than one sentence, encourage members to be specific and elaborate on their work.

- Make sure the back is complete, may use phrases such as none or does not apply.

- Only four pictures & two clippings are allowed per project as support documentation.
Special Project Forms

Most animal projects, and those listed below, require special project forms. A separate MPE is not required for these projects.

Clothing
Knitting/Crocheting
Ceramics

Youth Leadership
Exploring

And Most Animal Projects
Guidelines and Requirements

County Level Awards!
Record Book Recognition

Record Books that are completed to Award Policy specifications are eligible to receive a record book recognition pin.

The first pin is a clover and each subsequent year that a member qualifies he receives a date bar to attach to the clover.

These pins are now awarded at the individual club banquets.
Points are earned for involvement in 4-H activities and events. Explain the point system to members and remind them throughout the year when an event qualifies for points.

Running point totals are tallied on the back page of the Permanent Participation Record (PPR).

Bronze, Silver and Gold Pins are a prerequisite for a number of county-level awards.
Tractor Safety

This award is not awarded by the Awards Committee, however it is an annual award that your members may want to strive for.

An written and driving test is required.

See the 4-H Extension staff for details.
Florence Sweno Leadership Award

No Record Book is submitted for this award. An completed application is required.

At the county level, evaluators will be looking for ...

- How many 4-H leadership activities/opportunities the member was involved in and what he accomplished in each one.

- Quality of work in projects, not quantity!
Elaine Papcke Memorial Foods Award

Record Book and application are required.

At the county level, evaluators will be looking for youth...

- Who excels in food preservation/foods/cake decorating
- Has an interest in a wide range of food projects
- Shares information and leads what he knows vs. just being involved and participating
- Does not have to be the best in all projects, but a high level of involvement is key
Walworth County 4-H Cultural Arts Award

Walworth County 4-H Cultural Arts Award

Record Book is required.

At the county level, evaluators will be looking for youth...

- Excels and has interest in the whole scope of project
- Sharing information and teaching what they know vs. just being involved and participating
- Does not have to be the best in all projects, but a high level of involvement is key
Horse and Pony Awards

Tom Long Sportsmanship Award
Open to HORSE project members only. Record Book is required.
The horse committee selects this award using their own criteria. See a horse project leader for details.
Intermediate Leadership Awards

Record Book is required.

Open to youth in grades 7 and 8 who are enrolled in Youth Leadership II and have submitted a project record on that project. Members must also have earned their silver pin (during the current year or a previous year).

Nominees cannot have won the award previously in the category for which they are being nominated this year. (One award per category per age division.) Evidence of leadership must be obvious in the category for which they are nominated. Choose from: Agriculture, Home Economics, or miscellaneous.

At the county level, evaluators will be looking for youth...
- Quality of work in projects, not quantity
- Sharing information and teaching what they know vs. just being involved and participating
Senior Leadership Award

Record book is required.

Open to youth in grades 9 through 13 who are enrolled in Youth Leadership III and have submitted a project record on that project. Members must also have earned their gold pin (during the current year or a previous year).

Nominees cannot have won the award previously in the category for which they are being nominated this year. (One award per category per age division.)

Evidence of leadership must be obvious in the category for which they are nominated.

Choose from: Agriculture, Home Economics, or miscellaneous.

At the county level, evaluators will be looking for youth...
- Quality of work in projects, not quantity
- Sharing information and teaching what they know vs. just being involved and participating
Outstanding Youth

Record Book is required.

Age categories are: Junior (grades 3-4); Intermediate (grades 5-6); Intermediate (grades 7-8); Senior (grades 9-10); and Senior (grades 11-13).

Nominees cannot have won the award previously in the age group. One award per category per age division.

At the county level, evaluators will be looking for youth...
- Quality of work in projects and activities, not quantity
- If member does not win, member is still eligible for a leadership award
- Well-rounded, completing projects and participating in activities
- Non-4-H participation balanced with project work
Key Award

Criteria-
Member must be in grades 9 – 13.

Member must submit a portfolio (4-H trip NOT required)
A portfolio is a synopsis of the 4-H member’s work in a portfolio format. Includes essays by member, letter of recommendation and other information about the member’s entire 4-H career.

Interview with Awards Committee members.

Less than 1% of all 4-Hers in the U.S.A. receive this award. Remind your older members that this is a real asset to their resume.
The Awards Committee thanks you for your leadership and the time it takes to review 4-H Record Books.

We rely on leaders to nominate the members who are working hard and get them on the right path early in the year.

Please feel free to ask questions!! And when in doubt choose quality over quantity and err on the side of the member.