

## California 4-H Record Book Evaluation – Club Level

Instructions for how to administer the Club Record Book evaluation are available from the county UCCE 4-H office.

**Member Name:** \_\_\_\_\_ **Evaluator Initials** \_\_\_\_\_

Age of Member: \_\_\_\_\_ *Circle one:* Junior    Intermediate    Senior  
(as of Dec. 31st of program year)

Total Points Earned: \_\_\_\_\_ Total Points Possible: \_\_\_\_\_ Award: \_\_\_\_\_

**Scale: 0=no evidence    1=minimal evidence    2=moderate evidence    3=strong evidence**

<b>Section 1: Preliminary Information</b>	
	Record Book is assembled in the correct order with all parts included.
	Member followed formatting guidelines listed in the Record Book Manual.

\_\_\_\_ **Total Section 1**

<b>Section 2: Personal Development Report</b>	
Activities and involvement should be appropriate for the age of the member.	
<b>Did the member:</b>	
	Record participation both inside and outside of 4-H?
	Record events and activities in the appropriate categories?
	List the date, hours, level of participation, activity description, and location for each entry?
	Record events and activities only once?

\_\_\_\_ **Total Section 2**

<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>
	Follow the 4-H Story formatting guidelines?
	Reflect on 4-H experiences from the current 4-H year?

\_\_\_\_ **Total Section 3**

<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>	
	Complete at least one APR form?
	Record all required information: date, time, level, location, and learning experience?
	Include project financial records of expenses and income/value?
	Complete an expression page for each APR?

\_\_\_\_ **Total Section 4**

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

\_\_\_\_\_ **Total Section 5**

**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>	
	Complete both sections of Part 1 (Pre and Post)?
	Complete both sections of Part 2 (Pre and Post) for each "significant leadership role" listed in the PDR? (If no "significant leadership roles" are listed, the member does not complete the LDR, but may have other leadership experiences in the PDR.)
	Describe their leadership roles and personal goals for the year in "Pre" forms?
	Reflect on experiences at the end of the year in "Post" forms?

\_\_\_\_\_ **Total Section 6**

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

<b>Section 7: Resume (<i>Senior Members only</i>)</b>	
<b>Did the member:</b>	
	Create a unique personal development statement?
	Describe the skills they have gained through their leadership experiences?
	Describe the skills they have gained through their citizenship experiences?

\_\_\_\_\_ **Total Section 7**

**Total Points:** \_\_\_\_\_

Evaluator's Comments:

**Section 1: Following Instructions & Preliminary Information**

**Section 2: Personal Development Report**

**Section 3: 4-H Story**

**Section 4: Annual Project Reports**

**Section 5: Collection of Work**

**Section 6: Leadership Development Report**

**Section 7: Resume**