

4-H Program Year 2024-2025

Spark Achievement Program

(Spark Achievement/Emerald Star/Impact Star)

LA County 4-H

Record Book Competition ID Form and Checklist Packet

This ID Form and Checklist Packet is for 4-H members submitting 4-H records for the new Spark Achievement Program (alternately referred to as the new Achievements Program).

Starting for the 2023-2024 4-H year, California State 4-H requires the following 4-H members to use the Spark Achievement Program for earning 4-H achievements and recording their 4-H records and experiences:

All Junior members

All new 4-H members (all ages 9 and above)

All returning 4-H members who have never completed 4-H records

These members should use this Spark Achievement Program LA County 4-H Record Book Competition ID Form and Checklist Packet for submitting their 4-H records to the 2024-2025 LA County 4-H Record Book Competition.

The new Achievements Program consists of three phases: Spark Achievement, Emerald Star I and II and Impact Star – Bronze, Silver, Gold and Platinum.

4-H members can work on earning achievement levels in the Program, with or without creating a record book of their 4-H activities. The achievement program and the record book programs are separate. This packet presents the guidelines for creating a record book, with or without Achievement forms included. Since most LA County 4-H members are still working on the Spark Achievement levels, the record book is currently called a Spark Achievement Record Book, but actually it is an Achievements Program Record Book

Note -

Intermediate and Senior 4-H members, who had previously earned at least a Silver Star by June 30, 2024, have the option to continue working on the Star Rank path (Bronze/Silver/Gold/Platinum) and should use the California 4-H Record Book Manual for the Star Ranks Path and use the Star Rank Path Competition ID Form and Checklist Packet for submitting their 4-H records, but not this packet. If you completed your Bronze Star by June 30, 2023, but did not complete your Silver Star by June 30, 2024, you can request by email to Noel Keller (nkeller91711@gmail.com) for the I&R Committee to allow you to continue in the Star Rank program this year to work on your Silver Star.

**2025 LA COUNTY 4-H RECORD BOOK ID FORM – SPARK ACHIEVEMENT
for 2024-2025 4-H PROJECT AWARDS (RECORD BOOKS)
ID FORM AND CHECKLIST**

Junior (9-10 yrs old, and 4th graders)
Intermediate (11 - 13 years old)
Senior (14 years old & older)

NAME _____ PHONE _____

BIRTH DATE _____ 4-H AGE _____ GRADE IN SCHOOL _____ (2024-2025)
(age as of December 31, 2024)

ADDRESS _____ YRS in 4-H (include current year) _____

CITY _____ ZIP _____ EMAIL ADDRESS _____

CLUB _____ CLUB LEADER'S NAME _____

CLUB LEADER'S EMAIL ADDRESS _____ PHONE (____) _____

LIST PROJECTS in which you are enrolled and applying for awards from the Project List in this packet:

1st _____ Years in Project _____

2nd _____ Years in Project _____

(See the Project List in this packet for a list of the project areas in which awards are available. Use a project area from the list.)

SPECIAL AWARDS See the Project List page for more information about the requirements for these awards.

Current Junior/Teen Leaders only: Have you earned a gold Leadership Merit Award patch? _____ Junior ____ Teen ____

This year applying for Junior (ages 11,12,13) ____ Teen (ages 14 & above) ____ Neither ____

Senior member only: (14 yrs. old by Dec. 31, 2024, or older) Senior Award of Excellence
You can only earn each award once.

I have already earned an AWARD for: Leadership ____ Community Service ____ Achievement ____ Project Work ____
S.E.T. ____ Healthy Living ____ None ____

All Seniors will be considered for the Senior Awards of Excellence.

Senior members only: (14 yrs old or older by December 31, 2024) State Records Competition

I plan to submit my records to the State Competition: Yes __ No __

Please review my resume in Section 7 Yes __ No __

I need my record book returned early and an authorizing note follows this form: Yes __ No __

Books are due (you may choose)	County Awards Day	Spark Achievement Program Record Book
Aug 19 LA 4-H Office by 4:00 pm	Date: Sept. 6, 2025	Check: Yes __ No __
Aug 20 to I&R Committee by 9:00 pm	Location: via Zoom	

**** For your record book to be evaluated, an adult representative for your club must be present 8/23/25 for evaluating. ****

ALL SIGNATURES ARE MANDATORY. All signatures subscribed on application certify that 4-H records are accurate, have been completed by 4-H member and that the community leader supports the member's application.

****** RECORDS MISSING SIGNATURES AND/OR NOT USING THE 2023-2024 STATE MANUAL FORMS WILL NOT BE CONSIDERED FOR COUNTY MEDAL AWARDS OR SPECIAL AWARDS. ******

Member's Signature: _____ Date: _____

As Club Community Leader, I am verifying that this member is enrolled in the project(s) and records are accurate.

Your Community Leader's Signature: _____ Date: _____

Optional: Please explain any special considerations that you want the evaluators to be aware of when reviewing these records.

Guardian/parent's signature _____ Date _____

2025 Checklist for Record Book Submission – SPARK ACHIEVEMENT PROGRAM Los Angeles County 4-H Project Awards

Members **MUST** use the 2023-24 Record Book Manual New Achievement and Forms manuals. Please note the record book changes for this year in the manuals located at <http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/> Records not using the correct, current forms will not be eligible for county medal awards or special awards.

4-H Records submitted in order as listed

Los Angeles County 4-H Project Awards ID Form & Checklist – included as the first page in the record book before Section 1. Dividers are highly recommended. Do not decorate dividers. Must have all signatures.

Section 1: Preliminary Information

Title page - Contains the member's name, club, age (as of Dec. 31, 2024), birthdate, county and program year (2024-25). Artwork, photos or graphics can optionally also be included on the Title Page. Include the phrase "New Achievement Program" on the top of the Title Page of the record book.

Table of Contents – Lists the order of the record book sections, titles of section headers and page numbers. Hand-written page numbers are acceptable.

*Note – The State website puts the Title Page in a Section 1 and the Table of Contents in a Section 2. For LA County, we are having both pages in our Section 1 of the record book. The State has you renumber sections if a section is empty, but LA County doesn't renumber sections and just allows some sections to be optionally empty.

Section 2: New Achievement Report - required only if you are working on a New Achievement program phase.

New Achievement Program Member Confirmation Form – required with signatures

Also include reports for the new Achievement program phases that you worked on this year -

Spark Achievement AND/OR

Emerald Star I or II AND/OR

Impact Star – Bronze, Silver, Gold, or Platinum

** If you did not work on a New Achievement phase this year, you can still create a new ACHIEVEMENT (SPARK ACHIEVEMENT) 4-H Record Book for your 4-H activities this year. Just leave Section 2 empty, but follow the guidelines presented in this packet for the other record book sections. For further information about the new Achievements program, reference the new Achievements Manual at

<https://drive.google.com/file/d/1III1DOInuz51sLFtLcgsFLCbZMYEjtBGB/view>

Section 3: My 4-H Story

4-H Story: "MY 4-H STORY". This 4-H story should cover **all your years in 4-H** with a focus on your current year's activities and experiences in project work, leadership, citizenship and life skills. Tell what you learned, what you would do differently and how you feel about 4-H. For this year the minimum word count guidelines: Jr. 250, Int. and Sr. 500-2000 word count maximum, are optional. Use type no smaller than 12 characters per inch. Using a word processing program, use one standard typeface such as TIMES in a 12-point or larger. Expand on your 4-H and outside of 4-H experiences, leadership, citizenship, and community service in your projects/ activity. Emphasize goals set and accomplished and personal growth in 4-H and other experiences. Do not merely repeat information listed elsewhere in your records. For this year, the My Story should be written (not a video, slide deck, scrap book or audio).

Section 4: Projects (APR) – required and Leadership Report to APR, if needed

4-H Projects (One subdivision for each project 4-H member is enrolled in this year) Current year's 4-H project and/or activity records, including supplemental forms, as indicated below. Do not include Primary work in the "years in Project" count. Annual Project Report forms must be included for each project, including leadership. For each project, there must be one Expression page, which should teach the reader something that you learned in the project. There should be no extra pages of project photos. Must be signed by Project Leader. For this year, the Expression Page should be a single page (not a video, slide deck or audio). If you are a Junior Leader, Teen Leader and/or Club Officer complete a Leadership Report and put it after the Expression page of your first APR, even if it doesn't relate to that project APR.

Leadership Project: All project members should complete an Annual Project Report form for the Leadership Project.

Animal Projects: Allowed supplemental animal/livestock records for county evaluating only.

(continued on the next page)

Section 5: Collection of 4-H Work (LA County 4-H variation to use the prior guidelines as listed below) - **optional**

Newspaper Clippings (Limited to 2 single-sided pages written by the 4-H member or about the 4-H member.)

4-H Flyers or Brochures (Limited to 2 items which the member created or is featured. May be doubled-sided.)

4-H Letters (Limited to 2 items written by the 4-H member or about the 4-H member.)

4-H Photographs (Limited to 5 pages, one sided. Photo paper may be used. Captions are encouraged. No photo shingling.)

Section 6: Annual Activity Summary (ASR) – **optional, but helpful if you are competing for county awards**

Use the guidelines for the 4-H Personal Development Report (PDR) for 2024-25 for entering data on this form.. No photos are included in this section. Must be signed by club leader. There are a couple of acceptable formats for this report – the LA County Activity Summary Report or the state activity summary report forms.

Section 7: 4-H Resume (Senior Members Only) Maximum of two pages (each side is a page)

Resume should highlight your skills, leadership and citizenship development throughout your 4-H career. This resume should cover **all your years in 4-H** with a focus on your significant strengths, skills and talents you have gained and are most proud of. Highlight your 4-H experiences and include a little of your outside of 4-H involvement. A resume template can be found on the CA State website and on the county website.

Past Years

Past 4-H records. For Los Angeles County evaluating only (optional) Put the most recent year first.

VERIFICATIONS/SIGNATURES – all requested signatures are mandatory for project and special award consideration. All 4-H members are to check each division to verify all materials are included and information is complete and accurate. All signatures subscribed on the member records, the ID form and the Confirmation Form certify that 4-H records are accurate, have been completed by 4-H member, and that the community leader supports the member's application. **This ID form must be signed by the Club Community Leader.** The Annual Project Report must be signed by the Project Leader.

2025 LOS ANGELES COUNTY
4-H PROJECT AWARDS (RECORD BOOKS)
GUIDELINES FOR SUBMITTING 4-H MEMBER RECORDS

1. All age categories are as of December 31, 2024. Junior = **9-10** years old (and all **4th** graders)
Intermediate = **11-13** years old
Senior = **14** years and older
2. **Do not submit Primary record books to County.** Primary 4-H member records are submitted to the project leader or club leader; optionally evaluated at district, per district decision.
3. All 4-H records submitted must be completed by the 4-H member.
4. Individuals must have been enrolled 2024-25 in the project area in which applying for awards.
5. Select up to two projects in which you are enrolled and applying for awards.
(See the next page of this packet for a list of the project areas available for awards.)
6. 4-H Records are evaluated only in categories (projects) listed on the 4-H Project Awards ID Form & Checklist.
7. If a member is not awarded County Winner in their 1st choice, the 2nd choice is evaluated for possible County Winner. Choices are based on project area selected and indicated on the applicant's 4-H Project Awards ID Form.
8. 4-H Records are to be submitted in an acco-type binder (4-H member binder available from National 4-H Supply). Use the record book forms from the 2023-2024 California 4-H Record Book Forms manual.
9. The Checklist indicates the records to be submitted. Extra pages are ignored and not included in the evaluation. For example, if more than one page is used for an Expression Page for an Annual Project Report, only the first page is evaluated and the following Expression pages for that project are ignored
10. All signatures subscribed on ID Form and project records certify that 4-H records are accurate, have been completed by 4-H member and that the community leader supports the member's application.
11. Required leader signatures on related records (ID form, Annual Project Report Form, etc.) and using the current state forms are mandatory for consideration for County medal awards and special awards.
12. Records must be turned in to the LA 4-H office or a member of the County Incentives and Recognition (I&R) Committee by the County deadline to be evaluated. Late records are not accepted or evaluated.
13. It is the responsibility of the 4-H member to have the records turned in to the 4-H office or a member of the County Incentives and Recognition Committee (see below) by the County deadline.
14. The submitted records of all Senior 4-H members (14 yrs. or older as of 12/31/2024) will be reviewed for consideration for the L.A. County Senior 4-H Awards of Excellence in the areas of Achievement, Community Service, S.E.T., Healthy Living, Project Work and Leadership. Only one of each award will be presented in a year. A Member cannot be awarded more than one Award of Excellence in a year. A Member may receive a specific Award of Excellence only once.
15. State Senior Record Book Evaluation – Evaluating state record books is done on your overall records for the year, not only in one project area. This year the county will again evaluate records in the requested projects on the ID form, but Seniors who may want to submit their record book to the State Record Book Evaluation should remember that their record book will be evaluated at the state level for all their project work for the year.
16. Only hard copy records should be submitted to the LA County 4-H Record Book Competition. If you are keeping your records in an online file, the records need to be printed out and then submitted to the county competition in an appropriate binder. The 2024-25 Record Book Manual does suggest other online and electronic options for the record book and the Collection of Work, but these options are not available for our LA County Record Book competition. Note that there are a few other LA County 4-H variations for your records this year, such no minimum word counts for My Story and Leadership Report forms, and more items may be included in the Collection of Work that is currently stated in the new 2023-2024 Record Book Manual.
17. Include the phrase “New Achievement Program” on the top of the Title Page of the record book.
18. The evaluators’ decision is final.

Books are due (you may choose)
Aug 19– LA 4-H Office by 4:00pm
Aug 20 - To [I&R Committee member](#) by 9:00 pm

County Awards Day
Date: Sept. 6, 2025
Location: via Zoom

Project List

4-H Project areas in which awards are available for 2024-2025

Only use a project area from this list for your project(s) in which you want to be evaluated.

Several projects might fit under one of the project areas below, such as a Public Speaking project or a Sign Language project would fit under Communications. Another example would be that Indoor & Mini Gardens, Jr. Master Gardener, Vegetable Gardens & Crops and Ornamental Horticulture projects would fit under Gardening. You and your club leader should decide where your project fits best.

Citizenship

Career Exploration
Citizenship
Community Pride & Community Service
Economics & Marketing
Arts & Crafts
Beginning 4-H
Communications
Cultural and Performing Arts
Graphic Arts
Leathercraft
Photography
Leadership Development
Record Keeping
Self-Determined
Group-Determined

Healthy Lifestyles

Foods & Nutrition
Food Preservation
Health and Physical Fitness
Sports – Individual & Group
First Aid & Safety
Child Development and Care
Clothing & Textiles
Consumer Education
Heritage Arts
Home & Personal Management
Home Arts & Furnishings

Science, Engineering, Technology

Ag and Livestock Education
Aviary Science
Beef/Cattle
Bees
Cats
Cavies
Dog
Goats
Goats Pygmy
Guide Dogs and Service Animals
Equine - Horse & Ponies
Llamas/Alpacas
Pets and Small Animals
Poultry
Rabbits
Sheep
Swine
Embryology
Entomology
Marine Biology
Veterinary Science
Astronomy
Climatology
Environmental Stewardship
Fishing and Fly Tying
Forestry
Gardening

Geology
Oceanography
Outdoor Adventure & Camping
Wildlife
Aerospace & Rocketry
Automotive & Small Engines
Bicycles
Computers
Construction, Engineering & Building
Electricity & Electronics
Farm Machinery
GIS/GPS
Metal Working
Robotics
Science
Shooting Sports – Archery
Shooting Sports - Guns
Video Production
Woodworking

Senior 4-H Member Awards of Excellence

The submitted records of all Senior 4-H members (14 yrs. or older as of 12/31/2024) will be reviewed for consideration for the 2025 LA County Senior 4-H Awards of Excellence in the areas of Achievement, Community Service, S.E.T., Healthy Living, Project Work and Leadership. Comment on your work in these areas in the My Story section of your record book. Signatures are mandatory for award consideration. Only one of each award will be optionally presented in a year. A Member cannot be awarded more than one Award of Excellence in a year. A Member may receive a specific Award of Excellence only once.

Junior/Teen Leader Merit Award

Current Teen and Junior Leaders may request that their 4-H records be reviewed for consideration for a Junior/Teen Leader Merit Award. To be eligible for this award, your 2024-2025 records must include:

1. a completed **Leadership Report to APR (LR)** for being a Junior or Teen Leader in a specific project and
2. a completed **Annual Project Report (APR)** for a Leadership Project that was attended.

Signatures requested on the forms are mandatory for award consideration. A Member may earn this award only once as a Junior Leader (ages 11, 12, 13) and only once as a Teen Leader (ages 14 and above).

The state 4-H office has released California 4-H Record Book Manuals 2023-2024, effective July 1, 2023. The forms for your record book are included on the county and state websites. Please do not use any previous forms or reference any of the previous record book manuals. Watch for revisions to these manuals that may occur during the program year. The manuals can be found at

<http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>

Record Book forms and guidelines are available on the LA County 4-H website under FORMS and under APPLICATIONS/AWARDS. Record book forms and guidelines are also available on the California State 4-H website.

Use the 2023-2024 California 4-H New Achievements Record Book Manual forms and guidelines for your record book this year, except where we have indicated an optional LA County 4-H variation for this year.

SENIORS NOTE –

Senior Awards of Excellence

There are some special awards that are only available to Senior 4-H members. Senior Awards of Excellence are awarded in the areas of Project Work, Community Service, Healthy Living, Science, Engineering and Technology (S.E.T.), Leadership and Achievement. All Senior record books submitted to the County Record Book Evaluation are considered for these awards. If a Senior thinks they have done a lot of activities and work in one of these areas, they should include comments about that in their My Story section of the record book.

State Record Book Competition

Records submitted to the state record book competition must use the new 2023-2024 Record Book Manual forms and guidelines. LA County 4-H is relaxing some of the state guidelines for the County Record Book competition for this year. If you want to submit your records to the State Record Book Competition, you may need to make the necessary adjustments to have your records satisfy the state guidelines before submitting your records to the state competition.

Remember that at county we evaluate your records for your designated project area. At the state level competition, your records are evaluated generally so when you write your records remember this so your records can easily be evaluated in both ways. Another way would be to change your recording emphases after the county evaluating before you submit your records for the state competition from project emphases to general emphases. Records for the county competition are submitted in late August. Records for the state level competition are submitted in October.

To compete at the state level, your records do not need to be submitted to the county competition, but you would miss the opportunity to earn county honors for your work and to receive some evaluator comments about your records before you submit them to state. You can use the county-level evaluators' comments to improve your recording for the state level competition. To compete at the state level, you must submit an Intent to Submit online to the state 4-H office **around the middle of September**, so watch for details and reminders to come out about this. The specific details about the 2024 State Record Book Competition are on the state website. Watch for more information about this.

Possible updates for COVID-19 and record books

At this time, we cannot predict what the conditions relating to the COVID-19 pandemic will be in the future. We will still have a county record book competition for 2024-2025 4-H Record Books and it would probably be run much like it was for evaluating 2023-2024 record books.

1. We will probably be following the above deadlines of August 19 and August 20 for record book turn in.
2. If you are not comfortable submitting your record book for the competition, you could complete your record book with all the required signatures, make a copy of the 2024-2025 portion and submit the copy to the county competition. Indicate on the ID form that you are submitting a copy and whether you want the copy returned to you after the competition or not.
3. During the program year, watch for further information on any special guidelines due to pandemic restrictions.

Contact a member of the county [I&R Committee](#) if you have any questions about record books.