

# Southern 4-H Region Project Record Book Competition Guidelines

## Objective

To encourage individual members to provide complete and accurate information about all aspects of their own club year, with emphasis on the project records.

## Description/Eligibility

Only one project is to be identified per record book, with records for the current year only to be included. All 4-H members in the Region will enter project record books at the club level, within their own club. To qualify for the next competition level (District and Regional) project record books must have placed first in their category and project group.

## Suggested Categories of Competition

Junior category: members 9, 10 and 11 years of age as of January 1 of club year.

Intermediate category: members 12, 13 and 14 years of age as of January 1 of the club year.

Senior category: members 15 to 20 years of age as of January 1 of club year.

## Levels of Competition

Project record books may be eligible to be judged at different levels of competition including club, district, interclub (ie clubs that have their Achievement Day combined) and regional, depending on what competitions are available.

## Committee Responsibilities

At each level of competition project record book committees are responsible for:

- ❑ judging (either they themselves judge, or they obtain judges to complete the task) of all project record books using score and comment sheets. Especially important at the higher levels of competition, ensure that committee members do not have a perceived, vested interest in the competition – for example, a family member in a particular level of competition. Committee members may excuse themselves at any time throughout the competition, or may be requested to excuse themselves, if it is felt that there may be a perception of a conflict of interest. The committee member may excuse him or herself from the entire competition or from the portion that is in direct relationship with them. For example, the committee member may be able to find judges for junior or intermediate category but may have children in the senior category – so they would step away from the senior category.
- ❑ ensuring a judge has not marked, at another level of the competition, the same books in the same year
- ❑ ensuring that the judge has chosen one junior, one intermediate, and one senior project record book in each project group to advance to the next level, if there is a competition to move on to, and determine the placings within each category, as required.
- ❑ ensuring that the judge has broken all ties at that particular competition level
- ❑ sending project books to the next competition level by the deadline stated
- ❑ checking that judge's score and comment sheets are included in the front of the project books when the books are returned to the member and ensuring that comments are presented in a positive manner.

### **Club level**

Judge all books. **The leader is responsible to ensure that calculations are accurate or notations are made so that time is not spent recalculating after club level judging, if the book is to move on to another competition.** The leader is responsible to pass along the first place book from each category to the next level of competition before the deadline of that competition.

### **District level**

Determine the first place project record books from each club in each category if they are to move on to a further competition. For example, the Regional Horse Committee record book competition - books must be delivered to the Regional 4-H Office by October 15<sup>th</sup>.

### **Regional level**

Judge project record books forwarded from district competitions. Deliver all marked books to the November Regional Meeting. It is suggested that people sign for any books taken to ensure correct and timely delivery back to the correct club and member.

### **Awards**

Will be determined by the organizing committees of each competition, but it is suggested that each competition recognize first and second place in each category, as a minimum.

### **Changes**

After the initial acceptance and approval of this "Draft Only October 2005" copy of the proposed guidelines by the Regional Council, any changes to the project book guidelines are to be presented at the December Regional Council Meeting every even year (2006, 2008, etc.) to encourage consistency.

### **Judges Information**

The purpose of the Project Record Book Competition is to encourage learning and reward the record keeping efforts of 4-H Members within the Southern Region. Members participating in competitions beyond the club level are demonstrating abilities to produce and understand more than just the basic record book.

### **CONTENT**

#### **• Member Information**

- Has the member included sufficient details about themselves, their current year, specific goals and project information?

#### **• Club Information**

This section reinforces learning about their club - meetings, committees, etc.

- Has the member noted the main points of the 4-H club meetings, decisions made, and tasks they are to do?

#### **• Record Book**

- Each 4-H project has different requirements of what to include in the records. Check the 4-H project manual or front of the record book for a list of these expectations.
- All record books should include a member identification page.
- Livestock projects allow members to complete more than one project option in a year.

- Members must keep a separate *Livestock Record Book* for each of their project animals. The 4-H Horse project uses *4-H Horse Project Record Book*. For this competition the member may include all current record books for their project in the project binder. Do not reward or penalize a member for the quantity of current record books they have in the project binder. Mark the identified record book as presented. Do not give more points to a member with two *Livestock Record Books* (two animals) over a member who only has one.
  - Ensure all directions are followed – information needs to be entered on the correct pages, etc. Members should try to use the same colored pen throughout the book on the financial pages and if possible, limit the use of whiteout – ie. calculations done on a scrap piece of paper – twice – before entering them in the record book.
  - For consistency, only the pages that were printed in the book should be used. Redesigning or reprinting pages on different colored backgrounds, etc. are discouraged.
- **News**
    - Relevant news articles to the member, the club or the project. Sources may vary but all news clippings should indicate where they were published and the date.
    - Photographs. All photos should give credit to the photographer and indicate the date taken. For livestock “Project photos” at the front of the book, these allow anyone to identify the project animal at a glance: either from front, back or sideways quickly. You need to be able to identify all markings etc. quickly. Describing strange markings (briefly) - as well as having a close-up picture may also be a good idea for the really unusual ones. Pictures are great – in moderation. More pictures are not the basis for higher marks. It is suggested that the size of the entire record book should not exceed 1 ½” binder.
- **Activities**
    - Current year activities should be included. Do you get a good idea of what the member participated in at all levels of the 4-H program during the year?
- **Story**
    - Each story from each member is an individual achievement in itself. The member should talk about personal successes or trials, memorable moments, etc. If project goals were set out at the beginning of the year, how did the member feel? How did they make it happen? It should be personal and cover the highlights. They each should be able to have some fun with their story but try to limit the length to a maximum of two pages. Consideration should be given to computer-generated stories to ensure that the language is equivalent to the level of the member.

## OVERALL ORGANIZATION AND APPEARANCE

- **Considerations:**
  - Is the required information provided on either the cover or title page to easily identify the member and project?
  - How is the information presented? Is it easy to identify the member and the information about the project?

- **Organization**

- There are many ways to organize a project book. It is the member's choice but consideration should be given to consistency with project standards.
- Does the information flow?

- **Neatness and Accuracy**

- Use of plastic covers for pages is optional and will not determine the ranking of the project books. A member may choose to use them to protect pictures, samples, ribbons, programs, etc. but it is not a necessity.
- The project books may be hand written or computer-generated. Mark it as presented. Please note that a member may have poor handwriting, but can produce a legible and reasonably neat book. A computer printed sheet may be poorly presented. Consider the member's age and ability to complete the book.

- **Originality**

- What personal touches has the member included to add to the overall information about the project and enjoyment of the book? Will this book stand the test of time?

## **COMMENT SHEET**

Judges are instructed to only provide positive suggestions, and encouragement to the members. Although completing a record book is a requirement, many competitions are an optional activity for 4-H members who take on an extra challenge to demonstrate and improve their record keeping skills. Any questions should be directed to the 4-H leader or committee organizing that particular competition.

# 4-H Project Record Book Score Sheet

Member Name \_\_\_\_\_

Age as of January 1<sup>st</sup> of club year \_\_\_\_\_ Category (Jr, Int, Sr) \_\_\_\_\_

## Content

Member Information/General information about individual \_\_\_\_\_/10

## Club Information

\_\_\_\_\_/10

## Records – *note: consideration given to age and ability of member*

\_\_\_\_\_/60

**Completeness** (25) \_\_\_\_\_ (all pertinent parts of book complete)

**Accuracy** (25) \_\_\_\_\_ (all calculations accurate – decimal places rounded to two places)

**Legibility** (10) \_\_\_\_\_ (preference is in ink)

(How well does the member convey what he/she learned about the project's costs – i.e. livestock feed and health requirements, costs of anything associated with project throughout the year, etc.?)

## News Clippings and photographic records of events/activities

\_\_\_\_\_/20

Pertinent news/magazine articles and photos dated and source listed

## Activities

\_\_\_\_\_/30

Includes Club, District, Regional and Provincial Events

- i.e. Achievement Day, Public Speaking, etc.
- complete list of activities participated in (not just planned)
- not judged on quantity of events but on quality of brief descriptions of events/member's involvement in the activities

## Story

\_\_\_\_\_/30

Suitability, content, organization & development (20) \_\_\_\_\_

Enthusiasm/interest etc. (5) \_\_\_\_\_

Mechanics: spelling, punctuation, legibility (5) \_\_\_\_\_

## Overall Organization and Appearance

### Overall Neatness and Accuracy

\_\_\_\_\_/30

Includes spelling, punctuation, legibility etc. of entire record book

Hand written and word-processed books are equally acceptable. Consideration will be given to the suitability of information presented as it relates to the age/ability of member.

### Appearance, Originality and Presentation

\_\_\_\_\_/10

"Personality", extra photos, articles, creativity, etc.

Deductions may be made if entire record book exceeds 1 ½" binder. "More is not necessarily better."

**Total** \_\_\_\_\_/200

= \_\_\_\_\_%

Marked by: \_\_\_\_\_

Date: \_\_\_\_\_

