

West Central Regional 4-H Council

Record Book Binder Competition Rules

Revised – November 2021

Note: *Members must complete a record book, including project inserts to complete a 4-H year. Members who choose to enter their Record Book Binder for District or Regional Competition must use the following rules.*

1. Only record book binders of the specific year may be submitted for competition.
2. Only record book binders placing first in each age category and project at club level may be submitted to further competition. The 4-H Record Book Binder **must score at least 80% (using WC Region Competition Rules)** at district level to advance to the regional competition.
3. All record book binders submitted **must have a completed entry form** at the front of the book. The binders will not be judged without the signed entry form.
4. All judging sheets from the club and district levels are to be removed before submitting to Regional level.
5. Members may choose in which category they want to compete.
6. Members may enter more than one record book binder if each binder placed first (with a score of 80% or more) in a listed category. Members with more than one project may combine their record book base and project inserts into one binder and enter it in the Multiple Projects or Mixed Projects Class.
7. Computer generated record books are acceptable as long as the formatting is similar to the printed record book.
8. Project record books should be submitted in a ring binder. The binder should contain: the base record book, project insert(s), a table of contents, newspaper clippings, pictures, the club information (member lists, agendas, etc.), communications cards and judges comment sheets, and other pertinent 4-H materials. Magazines and ribbons are to be removed from the binder before submitting.
9. Binder covers are to include member's name, club name, age category, project title(s) and year.
10. All records must be written or printed in black or blue ink. Members should be consistent throughout the entire binder in whichever they choose to use.
11. All decimal points are to be rounded to two places and numbers should be written so that decimal places are aligned. This will ensure neater records and fewer mistakes in addition. It is not necessary to write dollar and cent signs other than at the final totals.
12. Members should double check all calculations so that mistakes are not carried throughout the entire book. Club leaders are to ensure the calculations are accurate before submitting record book binders for competition. Verification by the leader (with signatures or initials) must be made so that time is not spent rechecking calculations.
13. Record of Club Activities – members should write as much detail as possible so that they may refer back to the comments for future references. Also, enough detail is needed so the marker is able to understand what the club activity involved. Additional pages may be added if needed.
14. All photos, pictures and articles must be labeled and dated; reference must be made to the name of the newspaper and publications.
15. Wherever there are blank areas in your inserts, put N/A (not applicable) in the blanks.
16. Pages not used by club or members including scrap paper should be removed from binder.

West Central Regional 4-H Council
Record Book Binder Competition Categories

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Categories: one award per project in junior, intermediate, and senior levels

BEEF

1. Beef
2. Multiple projects

HORSE

1. Horse
2. Multiple projects

GENERAL ANIMAL

1. Dairy
2. Canine
3. Sheep/Goat
4. Swine
5. Other animal projects - using the generic record book

SALTT – SCIENCE, ART, LIFE SKILLS, TECHNOLOGY & TRADES

1. Clothing
2. Foods
3. Crafts
4. Woodworking
5. Small Engines
6. Photography
7. Senior Creative Options
8. Other Non-Livestock projects – using the generic record book
9. Multiple projects

MIXED PROJECTS

1. Combination of Animal & Non-animal projects

Other categories will be added as projects become more widely chosen by members.

Members can enter one record book binder per category.

Marking committee may combine projects once they see the number of books and types of projects entered.

**West Central Regional 4-H Council
Record Book Binder Competition Entry Form**

4-H Club Year: _____

Category: _____ Project: _____

4-H Level: Junior (9-11 yrs) Intermediate (12-14 yrs) Senior (15 yrs)

4-H Member's Name: _____

Member's Address: _____

Member's Phone Number: _____

Birth Date (month/day/year): _____

4-H Club: _____

4-H District: _____

4-H Club General Leader: _____

Phone Number: _____

I, _____ verify that all calculations in this record book binder are accurate.
(Project Leader or Record Book Marker)

Leader/Record Book Binder Marker's Signature: _____

**This entry form must be inserted at the front of the record book binder
before submitting for competition.**

West Central Region 4-H Council
Record Book Binder Competition Judging Score Card

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Name: _____ Club: _____

Project: _____

Level: Junior Intermediate Senior

Completeness	Cover Information (member's name, club name, age category, project title(s) and year) - 5 Table of Contents (at the front of the binder) - 2 Base Record Book pages - Members / Executive / Leaders List - 2 - Financial summary pages - 2 - Record of activities and 4-H year summary/story - 6 Project Insert pages - Record of project pages - 10 Club Information (minutes and agendas) - 2 Club Year Outline (program plan) - 2 4-H Communication Activity and Judge's Comment Sheet(s) - 2 News clippings and photo pages – 2		/35
Accuracy	Correct spelling and grammar used - 15 Well organized, sections defined (with dividers/tabs) - 10		/25
Neatness	Calculations done neatly - 5 Printing, writing, and typing done neatly - 5 Same color ink used throughout - 2		/12
Personality	Organization / presentation - 6 Creativity and design - 6 Personal content - 6 Pictures - labeled & dated, News clippings - sourced & dated - 5		/23
Attention to Detail	This is to recognize the efforts of those members who have contributed a little extra to their record book binder by including story of their project and club activities, pledge & motto page, extra photos, bylaws/rules, consistent pages, etc. - 5		/5
Total Points			/100

**Judge's
Comments:**

West Central Regional 4-H Council

Record Book Binder Competition Organizing Guidelines

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These guidelines are to be used at club, district and WC Region level.

All Levels:

1. Judges should not be chosen for specific projects as all categories are equally judged using the same guidelines. Judges need to be able to read and comprehend what the member has recorded in the record book. All binders are to be judged for content, accuracy, completeness, neatness and personality.
2. The judging committee can be made up of 4-H leaders, senior 4-H members, parents and other interested volunteers. Senior members will receive diary points for being on the district and/or Regional Record Binder Committee.
3. The judging committee should determine if binders are complete as per rules set by the Regional Council, including the entry form and the club leader/record book marker's signature authorizing that all calculations are correct. Record book binders deemed not complete should not be entered for judging at District or Regional level, regardless if they were awarded first place at the club level.
4. Before starting competition, sort the record book binders by categories set by the Regional Council.
5. Members should be given the opportunity to make corrections/improvements before advancing to the next level.

Club Level:

1. The general leader will provide the organizers with a list of club binders eligible for district competition.

District Level:

1. Each district can name their own entry deadline and drop off dates for their district competition and judge the binders submitted according to WC rules. The Regional deadline is November 1st.
2. Each district will provide two judges who will bring the winning project record binders to the Regional Competition and take them back to the district the same day.
3. Judging sheets used at club level and district level should be removed before submitting to the Regional Competition.
4. All first-place binders at district level with a mark of 80% or higher, using the WC Region Score Card, may advance to the Regional level of competition. All other binders will be returned to the members.

Area Level:

1. The Regional judging committee has the option to combine or split categories as it sees fit.
2. All contestants at the Regional level will be notified by email of the winners and placements.
3. Any concerns, suggestions or comments should be directed to the Regional 4-H Council.