Club Membership Level
(Ordered through the UW-Extension Office)

PROJECT & ACTIVITY MERIT AWARDS
(Project and activity merit awards are divided into two categories)

DISCS

Clubs will be able to give out two discs for every club member (e.g. a club with 20 members may give out 40 discs at no charge to the club). These discs may be given out if the member has "achieved" during the 4-H year. Members who have achieved include the following:

     i. Completed and turned in a record book
     ii. Completed a project page related to a specific project area and wrote about what they learned in the project area
     iii. Attended _____ number of your club meetings in the past year

One or more discs may be given to a single member or may be distributed throughout the club's membership. The discs may be given out in different project areas or more than one in a single project area.

If clubs want to present more than two discs to club members, additional discs can be purchased from the UW-Extension Office. See enclosed order list. Please indicate the total number of discs wanted for your club in the space directly in front of each individual disc.

CERTIFICATES

Club leaders may give out certificates in any amount they desire. Please indicate on the summary form, which certificates members are to receive. Certificates should be given to members who have done an *OUTSTANDING JOB* in a specific project area, activity, or an event during the 4-H year and that is expressed through their record book.

Leaders should not confuse the disc, which they receive for each member, with the certificates, which will be given out for various projects and activities.

RECORD BOOK STICKERS

Leaders are asked to evaluate record books on the basis of a blue, red or white color system. Please indicate on the summary form what color sticker each member should receive. Please review the record book "check" guide so you are awarding the record books appropriately and consistently.

Club Level Grades 3 -6
Clark County Member Record Book Evaluation Procedures

Establish a deadline that allows enough time for club leaders to review the books before they are to be turned into the UW-Extension Office on or by September 15.

How to use the Club Record Book Scoring Sheet for members in grades 3-6:

For each member's record book, first evaluate the overall book using the criteria identified. For the first two criteria, the simplicity of the forms does not lend itself to an average rating, so please indicate if it is complete by checking excellent and if it is incomplete by checking needs improvement. Subtotal the number of checks in each column.

In reviewing the project record sheets, evaluate them together and give one rating for all the project record sheets for each criteria listed. Subtotal the number of checks in each column.

Add the two subtotals and place the books in rank order. After reviewing the older members books, determine which members are deserving of being considered for county awards. Each club is asked to submit approximately 1/3 of all their members' record books for county level award consideration.

Club Record Book Scoring Sheet for Members in Grades 3-6

As a member grows in 4-H, they should challenge themselves to further develop life skills such as planning and organizing, decision making, problem solving, communicating to others, leading self and others, relating to change, applying science and technology as well as developing their self-esteem.

Name		Club	
4-H Age		Year in Club Work	

Reviewers on the 4-H club level are to evaluate the member's entire record book and determine what county record book awards, if any, the members should be considered for.

Overall Record Book	Excellent	Average	Needs Improvement
Attendance at club meetings did member attend at least 50%		N/A	
Did the member participate in club events and activities?		N/A	
Did member participate in other county events?		N/A	
Did member serve as a club officer, committee member or in other leadership roles		N/A	
Is the record supported with pictures, clippings or other materials to show learning			
Neatness of book considering maturity of member			
Permanent Record complete		N/A	
Subtotal			

Projects - Evaluate the project record sheets together using the criteria below	Excellent	Average	Needs Improvement
Set and achieved goals			
Identified resources used to learn more			
Shared knowledge with others			
Amount of work completed			
Evaluated project worth			
Answered all questions asked thoroughly			
Overall effort (pictures, clippings, additional info)			
Subtotal			

	(Blue)	(Red)	(White)
Total per column			

Please include comments explaining ratings on the back of this sheet.

Recommended for the following county awards		
Achievement - Intermediate	Secretary (younger)	Citizenship
Achievements	Secretary (older)	
Youth Leadership	Outstanding Dairy Exhibitor	
Other (please list)		

_____ Youth has completed the nomination form and it is in the record book?

Signature of Club Leader: _____

Club Level Grades 7 and up
Clark County Member Record Book Evaluation Procedures

Establish a deadline that allows enough time for club leaders to review the books before they are to be turned into the UW-Extension Office on or by September 15.

How to use the Club Record Book Scoring Sheet
for members in grades 7 and up

For each member′s record book, first evaluate the overall book using the criteria identified. For the first two criteria, the simplicity of the forms does not lend itself to an average rating, so please indicate if it is complete by checking excellent and if it is incomplete by checking needs improvement. Subtotal the number of checks in each column.

In reviewing the project record sheets, evaluate each project individually for each of the criteria identified. Subtotal the number of checks in each column for each project. Using the two projects with the highest scores or the two you plan on nominating the member for a project award in, add the subtotals for those two projects and the overall record book evaluation to determine the rank order of the older member books.

In considering all the books submitted, determine which members are deserving of nomination for county awards. Each club is to submit up to approximately 1/3 of their member′s record books for county level award consideration. For the older members selected, determine which of the project and special awards they should be considered for.

Club Record Book Scoring Sheet for Members in Grades 7 and up

As a member grows in 4-H, they should challenge themselves to further develop life skills such as planning and organizing, decision making, problem solving, communicating to others, leading self and others, relating to change, applying science and technology as well as developing their self-esteem.

Name		Club	
4-H Age		Year in Club Work	

Reviewers on the 4-H club level are to evaluate the member's entire record book and determine what county record book awards, if any, the members should be considered for.

Overall Record Book	Excellent	Average	Needs Improvement
Attendance at club meetings did member attend at least 50%		NA	
Did the member participate in club events and activities?		NA	
Did member participate in other county events?		N/A	
Did member serve as a club officer, committee member or in other leadership roles		NA	
Is the record supported with pictures, clippings or other materials to show learning			
Neatness of book considering maturity of member			
Permanent Record complete		N/A	
Subtotal			

Projects - Evaluate the project record sheets together using the criteria below	Excellent	Average	Needs Improvement
Set and achieved goals			
Identified resources used to learn more			
Shared knowledge with others			
Amount of work completed			
Evaluated project worth			
Answered all questions asked thoroughly			
Overall effort (pictures, clippings, add'l info)			
Subtotal			

	(Blue)	(Red)	(White)
Total per column			

Please include comments explaining ratings on the back of this sheet.

Recommended for the following county awards					
	Achievement - Intermediate		Secretary (younger)		Citizenship
	Achievements		Secretary (older)		
	Youth Leadership		Outstanding Dairy Exhibitor		
	Other (please list)				

_____ Youth has completed the nomination form and it is in the record book?

Signature of Club Leader: _____

Considerations for Reviewing 4-H Member Record Books

Goals and Accomplishments
- ✓ Developmentally appropriate - An example used in the past is a 12th grader who has been in the project a number of years learning to sex a rabbit versus a first year project member.
- ✓ Growth evident - The member learned something new by completing things within the project. One recommendation is a member should complete a minimum of one large project or two small projects to be eligible to receive recognition.
- ✓ Challenging - Something new was tried this year. It is evident that they learned a new skill.
- ✓ Life and project skills development - Increased their life skills (decision-making, problem solving, applying new technology, development self, leading self and other, etc.) and project skills.

Record Book Pages
- ✓ Completed by member - If the club leader was aware of a situation where the child needed assistance because of a disability hopefully they noted that in the book
- ✓ Information complete - All information is filled in. Some spaces may intentionally be left blank because they had no information to share (place the words "not applicable" or N/A in that space).
- ✓ Legible - Can you read it? Reproduction of forms is allowed provided the information included is the same as the original sheets.

Forms Completed on a Computer	Forms Hand Written
Easy to Read – Difficult to know who was sitting at the keyboard (particularly for the 3rd to 6th grade folks) Recommendation – if youth uses the computer to complete the forms have them write their signature or initials at the bottom of each page (for a more personal touch)	Hand written is the preferred method in completing 4-H record books. Cursive writing is no longer taught in elementary schools. Record books submitted in (neat) cursive writing should be weighted higher than a computer printed document.

- ✓ Spelling accurate - If you find numerous errors, please encourage the child to have someone proof read their book
- ✓ Certificates received, newspaper clippings of your 4-H activity in the community are welcome
- ✓ Fair ribbons are allowed in the record book, however not a requirement. Ribbons appropriately displayed, add to the information being shared about the project area. Pictures, newspaper clippings and a few ribbons help to tell the 4-H story for the year. Share the ribbons with the most meaning to you; a first place ribbon after years of finishing second in XYZ project.

Comment sheets
- ✓ Provide positive feedback to all - Make the members feel good about what they have done! Comment on unique accomplishments and special recognitions.
- ✓ State improvements constructively - If someone is not getting an award a comment should be included as to what the member needs to improve upon otherwise they will not understand why they did not get the award and what they need to improve for next year.

Confidentiality
- ✓ Any information contained in these record books is to be considered confidential and should not be shared in any manner except the person whose record book it is unless permission is obtained from the member and parent.

Cloverbud and Exploring (specific record books)

All Cloverbud and Exploring Record books should be turned into the county office. The Junior Leaders group will review all Cloverbud and Exploring Record books and comment on their books. Cloverbud and Exploring record books are age appropriate record books and should count towards their scoring points.

Considerations for reviewing Cloverbud and Exploring record books
- ✓ The member learned something new (noted either by drawing or writing)
- ✓ Participated in club activities
- ✓ Information is complete or the spaces left intentionally blank have a N/A or circle with a line through
- ✓ Glued or taped in pictures
- ✓ The work was completed by the Cloverbud or explorer