



ORANGE COUNTY 4-H RECORD BOOK EVALUATION PROGRAM YEAR: 2016-2017

1. Although all members are encouraged to maintain an accurate record book and to submit the book to their Club and the Orange County 4-H Incentives and Recognition Committee for Evaluation, submission of a Record Book for Evaluation is not required in order to join 4-H, a club, a project, to serve in a position of leadership, or to participate in 4-H events and activities.
2. Year stripes and pins will be awarded by each Club. A member must submit at least one(1) complete and accurate Annual Project Report to the community club leader(s) in order to be eligible for a Year Stripe and Pin.
3. Star Ranks will be awarded based on the recommendation of each Club and its review of the member's work, subject to concurrence of the Incentives and Recognition Committee and Orange County 4-H office. A member must submit a complete and accurate Personal Development Report (PDR) in order to be eligible for a Star Rank award.
4. Members wishing to submit their Record Book for evaluation by the Orange County 4-H Incentives and Recognition Committee should **contact their Community Club Leader(s) for the date when record books will be due for their Club**, so that each club has sufficient time to review and evaluate each Record Book. It is the responsibility of the 4-H member to obtain all signatures and have the records turned into their Club by the Club's deadline. Vacations, fairs, and other obligations of youth members and adult leaders will not accepted as reasons for special accommodations.
5. Community Club Leader or Club Representative should submit all Record Books from their Club to the OC 4-H County Office (SREC) during County Council Meeting on Tuesday, August 22, 2017. Late entries will not be accepted.
6. Record Books will be evaluated in accordance with the latest California 4-H Record Book Manual and latest County Record Book Evaluation Worksheet (posted on State 4-H website). Points will not be awarded for missing or incomplete sections or items.
7. We encourage members to use the Online (ORB) system as a convenient way to keep track of their activities in this digital age. However, all Online (ORB) forms must be printed out. Only printed and submitted forms will be evaluated.
8. If paper forms are used, all forms must be the latest 2016-2017 State Record Book forms.
9. The printed [Part 1 \(Pre\) and Part 2 \(Post\) Leadership Development Report](#) (see Page 20 of the Record Book Manual) should be completed for Intermediate and Senior members requesting leadership credits whether or not Online (ORB) is used. **Note: these reports are currently not available in Online (ORB) and must be completed and submitted as paper copies.**
10. **Section 4. Projects** of the Record Book will be evaluated in up to two(2) project areas to be selected by each member. **This is new for 2016-2017!** Other project areas if included will not be

evaluated at the County level. However, ALL project reports may be required for evaluation if so required at the Club and State levels.

- 11.** State Senior Record Book Evaluation – The evaluation of State Senior Record Books is done on your overall and complete records for the year and not only in the one or two project areas considered as part of the County Evaluation. Senior members submitting their record book to the State Record Book Evaluation should remember that **ALL THEIR PROJECT WORK FOR THE YEAR** shall be submitted for evaluation at the State level.
- 12.** Previous year's work will not be evaluated.
- 13.** The California 4-H Record Book Manual indicates the number of pages and/or words to be submitted. Extra pages will be ignored and not included in the evaluation. For example, if an 8-page story is submitted under MY 4-H STORY, only the first 1,000 words (approximately) for Junior and Intermediate categories and 2,000 words (approximately) for the Senior category will be read and evaluated. Submissions that exceed the maximum word count will be ineligible for the full points.
- 14.** Signatures 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.
- 15.** Required leader signatures are mandatory. Record Books submitted without required signatures will be disqualified.
- 16.** Record Books for each club must be turned in by the Community Club Leader or Club Representative to the Orange County 4-H office by the deadline. **LATE RECORDS WILL NOT BE ACCEPTED OR EVALUATED.**
- 17.** All age categories are as of December 31, 2016.
 - Primary = 5-8 years old
 - Junior = 9-10 years old
 - Intermediate = 11-13 years old
 - Senior = 14 years and older
- 18.** We encourage all Primary 4-H members to complete and submit a Record Book. Primary members will receive special recognition for their participation.
- 19.** All 4-H Record Books submitted shall be completed by the 4-H member.
- 20.** 4-H Record Books should be submitted in an Acco-type fastener binder (4-H Record Book Covers may be purchased from Leslie Carman 4-H Supply or 4-H Mall).
- 21.** Special Accommodations may be requested if you cannot complete your Record Book in the standard format by contacting our County Program Representative, Mr. Jason Suppes.
- 22.** The decisions of the Incentives and Recognition Awards Committee and County Evaluator(s) are final.