



## ***Snohomish County 4-H Record Book Scoring Criteria***

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### **Thank you for taking time to provide valuable feedback to 4-H youth!**

Before evaluating a 4-H member's work, please become familiar with the Snohomish County 4-H Record Book Guidelines, Scoring Criteria (this document), the Score Sheet, and any additional project-specific allowances, requirements, or deadlines.

### **As you evaluate 4-H member's work, additional considerations include:**

- Member's age, developmental, physical capability, and project experience.
- Record books should be completed by the 4-H member; yet assistance may be needed for a variety of reasons and is allowed. The benefit of the doubt should always go to the member. Please do not penalize based on an assumption (e.g., "This record book appears to be written by an adult.")
- Alternative forms of record keeping are accepted for evaluation and should include the elements or sections of a 'traditional' record book as outlined in the guidelines and score sheet.
- Cloverbud record books may be submitted for evaluation and feedback only.
- The record book is designed to be *flexible* which means members will fill out their record books differently. This is not only OK, it is encouraged.

### **Scoring and Comments**

- Look for opportunities to award points and acknowledge accomplishments.
- Write scores in positive notation: (e.g., +8, rather than -2).
- Take care to phrase each comment in a positive way, for example, "Work toward including more detail in your project journal comments," rather than, "Not enough detail provided."
- Although it is not necessary to provide comments on each section of the record book, consider doing so as both kudos and constructive criticism hold value.
- Feel free to add an additional page or sticky notes if you need more space for comments.  
Your feedback is essential to the learning process.

### **The Danish System**

The Danish System evaluates an exhibit/project in relation to a standard, rather than another exhibit/project. For record books, the standard is outlined in the Record Book Guidelines, Scoring Criteria, and any project-specific allowances, requirements, or deadlines.

Danishes are awarded by the number of points earned.

- Blue = Excellent; work/exhibit meets or most nearly meets the standard (does not indicate perfection)
- Red = Good; relative to pre-established standards, a few specific shortcomings have been identified
- White = Fair; many improvements are needed to meet the pre-established standards

### **Record Book Awards and Scoring**

- Awards (stickers, seals, and pins) are available in the 4-H Office: 425-357-6044 | [snoco.4h@wsu.edu](mailto:snoco.4h@wsu.edu)
- Club-level awards are based on the following scores:
  - 0 - 59 points = White Sticker (white Danish)
  - 60 - 79 points = Red Sticker (red Danish)
  - 80 - 101 = Blue Sticker (blue Danish)
    - Record books that receive a Blue Sticker (Danish) may advance to county level judging, if desired. Must be submitted to the 4-H Office by October 15.
- County-level awards are awarded in addition to the Danish and based on the following scores:
  - 80 - 84.5 points = Blue Award
  - 85 - 89.5 points = Purple Award
  - 90 - 94.5 points = Record Book Seal
  - 95+ points = Record Book Pin

## Sections of the Record Book

### Record Book Cover | Member Information

- Member's Name, Age, Number of Years in 4-H, Club, and Project(s) are recorded

### Calendar | Journal | Project Record

- There should be evidence of participation in 4-H activities, events, project work, and planning
- Calendar entries should include age-appropriate details: date, time, event, (location), and attendance
- Dates do not need to be in chronological order
- Most entries in the project journal should include meaningful comments (e.g., reflection, what was learned)

### 4-H | Project Goals

- Juniors should record at least one goal; Intermediates and Seniors should record two to three goals
- Goals should be either project specific or personal-development oriented
- Goals should be specific, measurable, attainable, realistic, and reflect a time for projected completion, but are not required to follow the S.M.A.R.T. model.
- Look for indication of mentor support (e.g., signature, or comment, "I discussed [goal] with my mentor.")
- If required by the project, were deadlines met? (e.g., signatures/goal checking)

### Project Photos | Supplemental Material

- Photos should be project-related with a caption including date, place/event, and names of individuals.

### Highlights | Goal Appraisal or Progress

- Reflective commentary of goal progress should be recorded (e.g.: what was learned, how it was learned, successes, obstacles, mid-year changes in goals, what to do differently next time)
- Members should take care to specifically address their goals. For example, "I have mastered threading my sewing machine." "It took a lot of patience and practice, but I have learned to set my horse up squarely for showmanship", rather than "I learned how to show my horse."

### Financial Accounting | "Add Sheet"

- The Financial Summary page may be used but is not applicable to all projects. When not required, accounting may be shown elsewhere (e.g., journal, story, highlights, Add Sheet).
- Accounting activities could be shown through financial evaluation of a project (e.g., cost of making vs purchasing), a summary of income/expenses throughout the year, or both.
- If an Add Sheet is required for the project but not included or incomplete, deduct points as necessary.
- If no financial accounting or Add Sheet applies to the member's project, automatically award full points.

### Permanent Record

- Provides a summary of the member's experience in 4-H for each year of enrollment.
- Examples of acceptable permanent records include: a traditional permanent record book, inclusion of previous record books, summary statements, etc.
- The dual-year should be noted in each section even if there is no activity to record so the section does not appear to be overlooked (e.g., Offices Held | '19-'20 | N/A or no office held this year).
- The year need only be noted one time per section. It is not required for each entry within that section.

### 4-H Story

- Story should include relevant information about the member's experience showing how 4-H played a role in their life – addressing the following three points:
  - Highlights of their experience
  - Club experience, events, activities
  - Personal growth
- Examples of relevant information might include information about the member's family, involvement in school, involvement in the community, reasons for joining 4-H, favorite parts of 4-H, future plans. Not all of these elements are required, just enough to give the reader a sense who the member is.

### General Appearance | Presentation

In a manner consistent with the medium chosen, the record book:

- was completed by member (any accommodations are noted)
- conveys the member's experiences well
- is neat and legible
- is orderly and organized, including section dividers with tabs
- has age-appropriate spelling/grammar (common/age-appropriate expressions are allowed)
- pages are secure in the binder