

Clallam County 4-H Record Book Info for Community 4-H Club Leaders

Clallam County 4-H Record Books are an integral part of the educational experience of 4-H! 4-Hers in our community club program have the choice between two options to meet the Record Book requirements-

- Standard Record Book
- Pilot Record Book

Clallam County 4-Hers are required to turn in a complete and up-to-date 4-H record book to their club leader BEFORE the turn in dates listed below. Club leaders should follow the instructions below for each specific turn in date.

Note: Cloverbud 4-H members (ages 5-7) are not required to turn in record books and their books cannot be judged competitively. Cloverbud members are encouraged to practice record keeping along with older club members.

August 1st due date- to compete or exhibit in 4-H Fair events.

- It is the responsibility of the club leader(s) to collect your club's record books and check them for completeness using the August 1st scoring sheets.
- Work with your members to determine which Record Books will be checked (by the Club leader) or entered to be judged (as a Fair Exhibit).
- Books that are checked by the leader (not for fair exhibit) must have a completed score sheet in the front of the book.
- Books to be judged for Fair Exhibit must have a 4-H Building Green Sheet attached and blank score sheet in the front of the book.
- Complete the August 1st Club List .
- Turn in your club list and record books to the Extension office by 4:00pm on August 1st.

October 1st due date- to complete the 4-H year, earn a year pin and qualify for scholarships, year-end awards, or county fair medals.

- Collect your club's record books, and have your club leaders pre-judge all books using the October 1st scoring sheet.
- Review the Clallam County Awards Handbook with your members and include the Awards Cover Page, Awards Application Page(s), and/or Leader Nomination Page(s) in the front of each record book.
- Complete the October 1st Club list for 4-H year completion listing members who met the year end requirements: complete Record Book, club demo, 2/3s meeting attendance. Note your Cloverbud members, Junior and Teen Leaders and Volunteers.
- Turn in your club list and record books to the Extension office by 4:00pm on October 1st.

Record Book Grievance Procedure:

It is the responsibility of the 4-H member's family to turn in their record book prior to the due dates to their club leader. If a member's Record Book is not turned in by the due date, a member may complete and sign the 4-H Grievance/Appeal Form explaining the circumstances and turn it in with the completed Record Book. The committee and 4-H Coordinator will address each grievance on a case by case basis. The committee's decision for to accept the appeal will be final.

If a book is deemed incomplete by a majority of committee members, the committee will follow this grievance procedure:

- Notes will be made by the committee on what pieces are missing or need to be updated.
- The family will be notified via the Club leader that the Record Book was incomplete.
- The member will be given 48 hours from return of the Record Book to complete the book and return in to the Extension office.
- If the member does not make the requested completions within the time frame, they will forfeit their privilege to compete in 4-H activities in the Clallam County Fair or 4-H year completion including eligibility for scholarships or county awards.

Helpful Tips for assisting your members with record books!

- Encourage your members to start early. Provide assistance to obtain Record Book materials and put them together in the correct order.
- Have your members complete a section each month. A good way to do this is to have a monthly Record Book Challenge.
- Make 4-H Record Books the "reflect" part of your project meetings. Encourage members to bring their record books to meetings and keep them up-to-date after each meeting or experience.
- Provide a lesson in goal setting at your project meetings.
- Provide a lesson in how to track your expenses for your project at the beginning of the year. I.e. keeping receipts, keeping a ledger, making notes on a calendar, etc.
- Provide a lesson in planning for writing their 4-H story.
- Provide checkpoints throughout the year where members can get guidance and feedback on their record books.
- Encourage older, experienced members to help 4-H members with their record books.
- Take photos at project meetings and make them accessible to your members.
- Be positive about record books! Your viewpoint as a leader sets the stage for the feel of our program. 4-H record books provide a tremendous learning opportunity for our members. Encourage members and families to view their experience in a positive light!