



Highlands County 4-H: A Guide to Awards and Recognition

Phone: 863-402-6540

Fax: 863-402-6544

Highlands4H@ifas.ufl.edu

Florida4H.org/highlands

4509 George Boulevard

Sebring, FL 33875

Page 2	Member-Initiated Guide to Recognition
Page 3	Club and Leader Nomination Awards Descriptions
Page 4	Graded Record Book Guidelines Highlands County 4-H Project Categories
Page 5	Tips for Having a Great Record Book or Awards Application
Page 6-10	Rubrics

2016-2017 Dates for Record Book Workshops and Due Dates

September 15	Record Book Workshop: Planning Your 4-H Year
December 15	Record Book Workshop: Planning Your 4-H Year
January 26	Record Book Workshop: Livestock Animals at the Fair
March 2	Record Book Workshop: Finish Strong
April 3	4-H Foundation Scholarships Due
June 2	Camp Scholarships, Graduating Senior Portfolios, Record Books, Performance Standards, Nominations, and all other awards Due



Highlands County 4-H

Member-Initiated Guide to Recognition

These awards are based on member self-advocacy or application.

For Junior, Intermediate, and Senior 4-H Members

All members must complete least one record book each year to continue competing as a 4-H member in fairs, exhibits, and other competitions, attending district and/or state 4-H events, and maintaining eligibility for the 4-H Foundation Scholarship.

- **You must either enter your book(s) in the competition for grading, or “check” your record book(s).** (All other awards are optional.)
- There will be one designated week to bring record books in for check in.
- There will be no awards presented for record books which are checked in; you will simply maintain a membership in good standing.
- Checked books will be accepted/rejected based on perceived effort and completion of the book. See attached rubric.
- If you wish to receive a performance standard, you must enter the required number of record books in the graded Record Book Contest (each performance standard has a required number of record books).

To receive a year pin: turn in a completed record book according to outlined standards for grading. (Those standards may be found on the following page.)

To receive a project pin: score in the top 10% of your project category with your graded record book.

To receive performance standards recognition (optional): turn in the proper application form, following instructions for the desired level of achievement (Bronze, Silver, Gold, or Emerald). Attach only the requested documentation with a staple. (i.e. Leadership Reports, Scholarship Portfolio, 4-H essay, Mentor Report, Wild Card documentation, etc.) Be careful to fill this form out completely, and attach all necessary documents. Awards will not be given to applications missing any necessary information, including member signature, in the member’s hand. There will be baskets for each age group at turn in. These may be found on the “Forms” page at florida4h.org/highlands.

To receive a 4-H Foundation Camp Scholarship (optional): Fill out a Camp Scholarship Application, attach your updated portfolio, and write a one-page essay (12 font, Times New Roman, 1.5 spaced) which addresses (1) what 4-H means to you, and (2) what the specific camp would provide for you. *Each 4-H member must fill out one application per camp they wish to attend.* These may be found on the “Forms” page at florida4h.org/highlands.

To receive the 4-H Spirit Award: The 4-H Spirit Award should go to a member who constantly models the values of 4-H. This youth should embody all of 4-H’s slogans, mottos, pledge, and ideology at all times. They believe in the organization, mentor peers, serve as a resource and helper to volunteers and staff, see the value in learning by doing, and live the pledge daily. 4-H members must apply to receive this award. Past winners may not receive it twice. Please see the application for details.

For High School Seniors

To be recognized as a graduating Senior (optional): turn in a Senior Portfolio separate from your other awards. There will be a specific basket for these portfolios. These may be found on the “Forms” page at florida4h.org/highlands.

To receive the 4-H Foundation Academic Scholarship (optional): See the scholarship application. This can be found at florida4h.org/highlands on the “Forms” page.



For Cloverbud Members

To receive a year pin (*required*): turn in a completed record book according to outlined standards for grading. Cloverbud record book rubrics are a checklist of sorts, so be sure to complete it! These may be found on the “Forms” page at florida4h.org/highlands.

To receive performance standards recognition (*optional*): turn in a Cloverbud Performance Standard Application. There are no necessary supporting documents. Do not use folders for these awards. These may be found on the “Forms” page at florida4h.org/highlands.

Club and Nomination-based Awards

Club Recognition

Each club may turn in one Treasurer’s Book, one Secretary’s Book, and one Scrapbook for the Club Competition. Any Club Performance Standards must be included in the Secretary’s Book. Club books are due on the same day as individual record books. Clubs will be awarded one certificate noting all these achievements, and a trophy will go to the top Treasurer’s Book, top Secretary’s Book, and top Scrapbook. It is the club’s discretion as to whether the club member who turned the book in or the club keeps the top award.

To nominate a Leader of the Year

4-H members or leaders may write a letter to the 4-H Agent and Program Assistant, explaining why the leader in question should receive the award. Be specific and include as many details and stories as possible. Nominations may be from a group, but each nominee must have their own letter.

To nominate a Friend of 4-H

Each club may nominate one friend of 4-H per year. Write a letter to the 4-H Agent and Program Assistant, describing the support given by your chosen friend of 4-H. Be specific and include as many details and stories as possible. Nominations will be submitted from the club or a club representative.

I Dare You Award

Leaders may nominate 4-H members for the I Dare You Award using the appropriate nomination form. Remember that the details used in this application are the only considerations for this award. You may request these from the 4-H Agent or Program Assistant, and they are due the same day as record books. This award recognizes youth ages 15-18 years old who strive to be their personal best and make a positive difference in their schools, youth groups, 4-H clubs, and communities. Award winners are eligible to apply for a scholarship to attend the National Leadership Conference (through the [American Youth Foundation](http://AmericanYouthFoundation.org), and the local 4-H Foundation).

Outstanding Junior, Intermediate, and Senior Leadership Awards

Leaders may nominate 4-H members for the Outstanding Leadership Award of their age group by writing a letter of recommendation to the 4-H Agent and Program Assistant. This letter must be 12 font, Times New Roman, and not exceed one page in length. Remember that the details used in this letter are the only considerations for this award. These letters are due the same day as record books. This leadership award will be given in the Junior, Intermediate, and Senior 4-H Age Groups.



Graded Record Book Contest Guidelines

For All Cloverbud, Junior, Intermediate, and Senior 4-H Members

1. Submit one record book per folder. Do not put multiple projects in one book, or not all books will be graded.
2. Use a three-pronged folder. No three-ring binders! They will not be accepted.
3. You may choose to decorate the cover of your book, or leave it plain, but **it must have the following information on the outside of the folder, in this order:** Your first and last name, club name, age group (Cloverbud, Junior, Intermediate, or Senior), number of years in 4-H, and project area (choose the most appropriate one from the bottom of this page).
4. Complete a Project Report appropriate for your age; this must be the first object on the inside of your record book. These may be found on the “Forms” page at florida4h.org/highlands. *If your record book has pictures, a story, or something else required by the Project Report, you may write “See page [#]” where the Project Report prompts you for the repetitive information.*

For Junior, Intermediate, and Senior 4-H Members

5. If your record book does not come with one, include a Financial Summary immediately following your Project Report. (Most 4-H Curriculum books will require this summary.) Even if your supplies were donated, estimate their value on the sheet, including the value of your curriculum book. Financial Summaries may be found on the “Forms” page at florida4h.org/highlands.

For Intermediate and Senior 4-H Members Only

*Please note that Intermediate and Senior Project Reports require Photos and a Story to be attached to the report. Intermediates must have at least three pictures, Seniors must have at least five; three pages, maximum. Your Financial Summary (if necessary) must follow your story, and precede your Record or Curriculum Book.

Record Book Grading Standards

All participants will receive a certificate noting their level of achievement (blue, red, or white merit). Books scoring between 100-90 points will receive a blue merit, 89-80 points will receive red merit, and 79-0 points will receive white merit. All books scoring in the top 10% of their project category will receive a project pin.

Highlands County 4-H Project Categories

Citrus	Large Animal - Market Swine	Small Animal - Pets
Cloverbud Record Book	Leadership	Small Animal - Poultry
Club Book (indicate club)	Plant Science	Small Animal - Rabbit
Culinary/Cooking	Public Speaking	STEM (Science, Technology, Engineering, & Mathematics)
Entomology	Recreation	Veterinary Science
Large Animal - Beef	Sewing	
Large Animal - Horse	Shooting Sports	

These categories should be broad enough to cover your project book. If you are unsure of what category to place your project in, seek consultation from your 4-H Leader, the 4-H Program Assistant, or the 4-H Agent.



Tips for Having a Great Record Book or Awards Application

- Use your handwriting for as much of the application as possible! Always sign your own name, regardless of your age, even if it isn't very pretty. The effort is what counts.
- When writing photo captions, try to teach the reader something about your project. Poor Example: "This is me and my tree." Strong Example: "This year, I grew a Valencia citrus tree for my project. Look how tall it is already—almost as tall as I am! I have had it for almost 3 months."
- Use action-pictures for the majority of your pictures. Buddy up with another person, and tell them you can take some pictures of them if they take some of you.
- At the beginning of your project, sit down and map out some goals. (That's section one of your project report.) You can use this time to think of good times and places to get pictures.
- Use SMART Goals. (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**ime-bound)
- Look over the requirements at the beginning of the year. Make a timeline to accomplish different things so you can spread your work out.
- Remember your record book or application is the only impression you can make on your judges. Don't leave room for assumptions!
- Use pencil, and take your time. Make sure your handwriting is as legible (easy to read) as possible.
- Do not include rules, guidelines, or blank applications.
- If you don't have time to log them immediately, use sticky notes or a calendar to help you remember club or county activities and workshops. Be sure you write the date!
- Have a parent or teacher proof read your book or application. Check for spelling and grammar, and content. You can never have too much help with this!
- Keep all your receipts. You might even want to mount them in your record book for safe keeping. Just make sure you can see all the information you need!
- Read all the rules before you start. Start with this document, then the instructions on the Project Report or application.
- Attend as many Record Book Workshops as you can. If you still have questions, you can ask someone in person for help.
- Make sure you fill out the whole application or book. Double check that you have filled every writing space to the fullest, and have all the signatures you need.
- Attach only the necessary documents, in the order specified, or that they occur on the application.
- iPhones have the "4-H Livestock Record" App. Check it out to keep track of your project all year, and get a print-out summary at the end!
- Tie in everything you can to your project in your report. (i.e. In your Fishing Record Book, note that you entered a home-made lure in the exhibit booth at the fair, and gave a demonstration at County Events on how to bait a hook and common fishing techniques.)
- Make a Facebook page-with your parent's permission-to keep track of your photos and dates. Use it like a digital diary of your events!
- Keep your pages neat, unstained, and wrinkle-free. This will help with how neat your book or application looks, and improve the graders' impression of you since they can't meet you.



Cloverbud Record Book Rubric

Name: _____

Club: _____

Project Area: _____

- Member's Handwriting or typed
- Proper labeling
- No incomplete areas

√	Criteria	Comments
Project Plans and Activities		
	Obvious Project Participation	
	Learning Experiences and Activity Participation	
Project Reflection		
	Knowledge Learned	
	Future Plans and Favorite Activities	
Project Book Components		
	Project Report	
	Project Pictures	
	Project Book	



Checked Record Book Rubric

Name: _____

Club: _____

Project Area: _____

Jr

Int

Sr

- Member's Handwriting or typed
- Proper labeling

Pass

Fail

√	Criteria	Comments
Project Plans and Activities		
	Obvious Project Participation & Effort	
	Learning Experiences and Activity Participation	
	Knowledge was Gained	
	Future Plans	
Project Book Components		
	Project Report	
	Project Pictures w/ captions Jr. & Int.: Minimum 3 Seniors: Minimum 5	
	Project Book	
	Financial Summary	

**Member must miss no more than two boxes. Member may fix the book and try again within the Record Book Check period.*



Record Book Rubric

Name: _____

- Junior
 Intermediate
 Senior

Club: _____ Project Area: _____

Points Earned	Points Possible	Description	Comments
Section 1: Project Report			
	30	<ul style="list-style-type: none"> • Includes all required signatures • Outlines project plans, goals, and activities • Demonstrates what was learned, problems, and successes in the project • Outlines what youth would do differently and would like to do next year • Includes leadership, community service, and/or citizenship activities • Includes recognition and awards earned 	
Section 2: Project Pictures			
	10	<ul style="list-style-type: none"> • Includes photos of project work throughout the time span of the project • Includes a caption for each picture describing the picture in a complete sentence 	
Section 3: Project Story			
	20	<ul style="list-style-type: none"> • Summarizes specific 4-H project experiences for the year • Summarizes what was learned and how it may be applied in the future • Proper spelling, grammar, grammar and punctuation • Appropriate length/skill for age 	
Section 4: Financial Summary			
	10	<ul style="list-style-type: none"> • Values add up to appropriate amount • Lists materials used in project and estimated value or cost • Includes subtotals and overall project totals 	
Section 5: 4-H Project Book			
	15	<ul style="list-style-type: none"> • 4-H curriculum or fair/record book included • Includes list or records of demonstrations, workshops, events, etc. 	
Section 6: Overall Project Book			
	15	<ul style="list-style-type: none"> • Name, club, years in 4-H, project type, and age division are on the front of the book • Table of contents is present, with each of the above sections titled and in order • Book is neat and easy to follow • Is hand-written or typed by the 4-H member 	
	Total Score		



Club Record Book Rubric – Secretary’s Book

Name: _____ Age: _____

Club: _____

Points Earned	Points Possible	Description	Comments
Section 1: Components & Planning			
	20 (5 each)	<ul style="list-style-type: none">• Club Information• Roster• Goals• Meeting Planning	
Section 2: Roll & Minutes			
	10	<ul style="list-style-type: none">• Membership Roll	
	45	<ul style="list-style-type: none">• Meeting Minutes for each meeting<ul style="list-style-type: none">○ 5 pts / meeting up to possible points	
Section 3: Reports			
	25	<ul style="list-style-type: none">• Annual Report (10 points)• Club Achievements (5 points)• Bylaws/Constitution (10 points)	
	Total Score		



Club Record Book Rubric – Treasurer’s Book

Name: _____ Age: _____

Club: _____

Points Earned	Points Possible	Description	Comments
Section 1: Components & Planning			
	20	<ul style="list-style-type: none">• Budget Outline• Neat & Complete	
Section 2: Monthly			
	80 (up to 8 months @ 10 pts each)	<ul style="list-style-type: none">• Sorted monthly:<ul style="list-style-type: none">○ Competed Funds Requests, Deposits, & Check Requests (for the <u>club</u>)○ Fundraising Forms○ Monthly Ledgers Completed○ Foundation Ledgers attached	
	Total Score		

4-H SCRAPBOOK SCORESHEET

Club Name _____

	Possible Points	Points Earned
Cover	5	
List of 4-H Club officers and volunteers	10	
Review of 4-H projects completed by club members	30	
Review of club programs and activities (community service, club programs, fund raising, etc.)	35	
Neatness, organization and creativity	20	
TOTAL POINTS	100	

COMMENTS: