

West Central Regional 4-H Council

Guidelines for Record Book Judging

(Revised – January, 2011)

These guidelines are to be used at club, district and regional level

1. Each district can name their own entry deadline and drop off dates for their district competition and judge the books submitted accordingly. Regional deadline will be November 1st.
2. Each district will provide two judges who will bring the winning project record books to the regional competition and take them back to the district the same day.
3. The general leader should submit the top placing per age category and project to their district competition rather than the individual 4-H members submitting their own books.
4. Judges should not be chosen for specific projects as all categories are equally judged using the same guidelines. Judges need to be able to read and comprehend what the member has recorded in the record book. All books are to be judged for content, accuracy, completeness, neatness and personality.
5. Before starting, sort the record books by categories according to the categories set by the regional council (horse, beef, life skills, etc)
6. The judging committee should determine if books are complete as per guidelines set down by the Regional Council, completed in accordance to the score card and the club leader/record book marker has signed authorizing that all calculations are correct. Record books not deemed complete should not be judged at district or regional level, regardless if they were awarded first place at the club level.
7. Judges should work in pairs and pick one category. The judging committee has the option to combine or split categories as they see fit.
8. The judging committee can be made up of 4-H leaders, senior 4-H members, parents and other interested volunteers. Senior members will receive diary points for being on the District and/or Regional record book committee.
9. All first place books at district level will advance to the regional level of competition. All other books should be returned to the members.
10. Judging sheets used at club level and district level should be removed before submitting to the regional competition.
11. Members should be given the opportunity to make corrections/improvements before advancing to the next level.
12. All contestants at regional level will be notified by mail of the winners and placing.
13. Any discrepancies, concerns, suggestions or comments should be directed to the Regional 4-H Council.

West Central 4-H Project/Record Book Competition Guideline

1. Only project/record books of the specific year may be submitted for competition.
2. Only project/record books placing first in each age category and project at club level may be submitted to further competition.
3. All project/record books submitted must have a completed entry form at the front of the book.
4. All judging sheets from the club and district levels are to be removed before submitting to Regional level.
5. Members may choose which category they want to compete in.
6. Members may enter more than one project/record book as long as each book placed first in a specific category. For members who have more than one record book, they may combine all record books into one project book and enter it in the multiple class.
7. The regional project/record book committee recognizes all 4-H projects taught within Canada, and will judge books if entered into competition.
8. Computer generated record books are acceptable as long as the formatting is similar to the printed record book. Hand written records seem more personal.
9. Project record books should be submitted in a ring binder. The binder should contain: the record book, a table of contents, newspaper clippings, pictures, the club information (member lists, agendas, etc) , communications cards and judging sheets, and other pertinent 4-H materials. Magazines and ribbons are to be removed from the binder before submitting.
10. Binder covers are to include member's name, club name, age category, project and Year.
11. All records must be written or printed in black or blue ink. Members should be Consistent throughout the entire books in which ever they chose to use.
12. All decimal points are to be rounded to two places and numbers should be written so that decimal places are aligned. This will ensure neater records and fewer mistakes in addition. It is not necessary to write dollar and cents signs other than at the final totals.
13. Members should double check all calculations so that mistakes are not carried throughout the entire book. Club leaders are to ensure the calculations are accurate before submitting for competition. Verification by the leader must be made so that time is not spent rechecking calculations.
14. Record of Club Activities – members should write as much detail as possible so that they may refer back to the comments for future references. Also enough detail is needed so maker is able to understand what the club activity involved. Additional pages may be added if needed.
15. All photos, pictures and articles must be labeled and dated; reference must be made to the name of the newspaper and publications.
16. Pages not used by club or members including scrap paper should be removed from binder.

Project Record Book Competition Categories

Categories: one award per category in junior, intermediate, and senior levels

BEEF

1. Market Steer/carcass/pen of 3
2. Breeding
3. Multiple project

HORSE

1. Horse
2. Multiple projects

GENERAL ANIMAL

1. Dairy
2. Canine
3. Sheep/goat
4. Other animal projects using the generic record book

TECHNOLOGY, TRADE & LIFE SKILLS

1. Clothing
2. Foods
3. Woodworking
4. Small Engines
5. Photography
6. Crafts
7. Senior Creative Opportunities
8. Other non Livestock using the generic record book

Other categories will be added as projects become more widely chosen by members

Members can only enter one category

Marking committee may combine once they see the number of books and types of projects entered.