

## **West Central 4-H Project/Record Book Competition Guidelines**

1. Project record books should be submitted in a ring binder no larger than 2 inches. The ring binder should contain the record book, newspaper clippings, pictures, the club information (member list, agendas, etc.) public speaking cards and judging sheets. Other materials gathered by the members are to be removed from binder before submission (4-H magazines, ribbons, etc.)
2. Only project/record books of specific year may be submitted for competition.
3. Only project/record books placing first in each age category and project at club level may be submitted to competition.
4. All project/record books submitted must have the complete entry form inserted at the front of the book.
5. All judging sheets from Club and District level are to be included in the project/record book when submitted to Regional Level.
6. Members may enter more than one project/record book as long as each book placed first in specific category at club level.
7. Project books will be judged in the categories as set out by the Regional Judging Committee.
8. The regional project/record book committee recognizes all 4-H projects taught within Canada, and will judge books if entered into competition.
9. All records must be written or printed in black or blue ink. Members should be consistent throughout the entire book in which ever they chose to use.
10. Computer generated record books are acceptable as long as the formatting is similar to the printed record book. Hand written records seem more personal.
11. All decimal points are to be rounded to two places and numbers should be written so that the decimal places are aligned. This will ensure neater records and fewer mistakes in addition. It is not necessary to write dollar and cent signs other than at the end of the column.
12. Members should double check all calculations so that mistakes are not carried through out the entire book. Club leaders are to ensure the calculations are accurate before submitting for competition. Verification by leader must be made so that time is not spent rechecking calculation.
13. Record of Club Activities- members should write as much detail as possible because the person keeping records is to be able to refer back to your records. Therefore a detailed statement of things discussed at the meeting will be beneficial for future reference. Additional pages may be added if needed.
14. All photos, picture and articles should be labelled and dated; reference should be made to the name of the newspaper and publications.

## 4-H PROJECT/RECORD BOOK COMPETITION ENTRY FORM

**(Please clearly print all information)**

4-H Member's name: \_\_\_\_\_

Member's Address: \_\_\_\_\_

Member's Phone Number: \_\_\_\_\_

Birth Date (month/day/year) \_\_\_\_\_ Age: \_\_\_\_\_

4-H Level: Junior (9-11) Y      Intermediate (12-14) Y      Senior (15-20) Y

Entry Category of 4-H Project Record Book: \_\_\_\_\_  
(See Regional Record Book category listing)

Project Record Year: \_\_\_\_\_ (example 2003-2004)

4-H Club Name: \_\_\_\_\_

4-H District Name: \_\_\_\_\_

General 4-H Club leader/book marker: \_\_\_\_\_

Leader's Phone Number: \_\_\_\_\_

**I (project leader) verify that all calculations in this project book are accurate:**

Leader/Record Book Marker Signature: \_\_\_\_\_

**This entry form must be inserted at the front of the project record book being submitted for competition.**

## West Central Regional 4-H Council

### GUIDELINES FOR RECORD BOOK JUDGING COMMITTEES

These guidelines can be used at club, district, and regional level.

1. Each district can name their own entry deadline or drop off dates for record books and then judge the submitted record books accordingly. Each district will provide two judges who will bring the winning project record books to the regional competition.
2. Judges should not be chosen for specific projects (example a person familiar with the horse project does not have to judge horse record books). Judges need to be able to read and comprehend what the member has recorded in the record book. All record books should be judged for content, accuracy, etc.
3. Before starting sort record books by categories according to the categories set down by the regional council (Beef, Horse, Small Animals, etc.)
4. The judging committee should determine if record books are complete as record books are complete as per guidelines set down by the Regional 4-H Council, completed in accordance to the score card and club leader/record book marker has signed authorizing that all calculations are correct. Record books not deemed as complete should not be judged at district level or regional level, regardless if they were awarded first place at the club level.
5. Judges should work in pairs and pick one section of the scoreboard. The pair will judge that section for **all** books submitted. (example judge all books for completeness, accuracy, neatness, personality)
6. The judging committee can be made up of 4-H leaders, senior 4-H members, parents and other interested volunteers. Senior members will receive dairy points for being on the District and/or Regional Record Book committee.
7. All first place books at district level will advance to the regional level competition. All other books should be returned to the 4-H Clubs.
8. Any discrepancies, concerns, suggestions or comments should be directed to the Regional 4-H Council.

## WEST CENTRAL 4-H PROJECT/RECORD BOOK ENTRY DEADLINES

### All project/record books- livestock and non livestock

1. **District Level** deadline for submission is August 30 of the current project year for all projects.
2. **Regional Level** deadline for submission is September 30 of the current year for project.

### NOTE:

Each district council will provide a minimum of two judges for the regional judging competition. Judges do not have to be project specific as all categories are equally judged using the same guidelines.

The judges representing the district will bring the top winning project record books to regional competition before the regional judging day.

The Regional Judging Committee will return to the District Judging Committees all project/record books on the same day in October. The winning books will be returned and announced.

The general club leader should submit the top placing per age group category and project to their district judging committee rather than the individual 4-H members submitting their own books.

Judging sheets used at club level and district level should be left in the project book when submitted to the regional competition. These sheets will be used to verify accuracy of the calculations.

All contestants at regional level will be notified by mail of the winners and placing.

## PROJECT RECORD BOOK COMPETITION CATEGORIES

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

### **Beef**

1. Breeding
2. Market Steer/Carcass
3. Multiple Project

### **Horse**

1. Young Horse
2. Horse Other
3. Multiple Project

### **Sheep/Goat**

1. Market Lamb
2. Breeding Ewe
3. Flock/Herd
4. Multiple Project

### **Small Animal**

1. Canine
2. Poultry
3. Rabbit
4. Other

### **Technology, Trade & Life Skills**

1. Clothing
2. Foods
3. Woodworking
4. Small Engines
5. Photography
6. Crafts
7. Other Non Livestock

**Senior Creative Opportunities** to be judged together unless project specific (example: a member taking an optional horse or trade project to expand on skills)

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

Can enter into only one category.

## JUDGING SCORE CARD

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Project: \_\_\_\_\_ Level: \_\_\_\_\_

(Junior, Intermediate, Senior)

<b>Completeness</b>	All parts of the record book should be complete: Club Information, agendas, etc. should be included: (pages not used by club or members should be removed)	/10
<b>Accuracy</b>	All records and calculations should be accurate and completed as the member progresses through the year. All costs should be double checked to ensure accuracy.	/30
<b>Neatness</b>	The member should complete the record book throughout the year in as neat a manner as possible. Neatness is more than penmanship; it also includes spelling, spacing and consistency.	/20
<b>Personality</b>	Organization and presentation of material (8) Originality and creativity (8) Quality photos and pictures, titled and dated: (8) Newspaper and magazine articles about 4-H in general: (source and date shown) (5) 4-H speech and judging sheets: (6)	/35
<b>Attention to Detail</b>	This is to recognize the efforts of those members that have contributed a little extra to their project record book by including stories of their project, extra photos, etc.	/05
	<b>Your Score:</b>	/100

<b>Judge's Comments:</b>
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