



Allamakee County 4-H

Record Keeping Awards Application and Evaluation Form For Clover Kids (K through 3rd Graders)

Please complete this form and place on the top of your 4-H record keeping forms. Indicate which awards you are applying for below. *This application reflects your past year's 4-H work.*

Member's Name: _____

Club: _____ Date: _____

I am applying for the following awards:

- ___ Recordbook Completion

Requirements for submitting record books:

- Complete record book in suggested order. See back of *Expected Standards* for suggested record book order.
- Complete and demonstrate competency in at least one project record.
- Submit current year records (may also include up to two previous years' records).
- Submit record books to Club Leader by September 15.
- Leaders must submit award information to Ext. Office by October 1.
- See back of this form for additional information on and definition of terms.

Clover Kid Record Book Completion Check List: (All must be completed)

- _____ Cover page with picture
- _____ Expected Standards form
- _____ Yearly 4-H Summary form
- _____ One project record (optional)
- _____ Support information for your Yearly summary and Project Records

Overall Comments:

Record Keeping Evaluation Form

To be completed by Club Leaders or Volunteers

	Excellent	Good	Needs Improvement	Incomplete
Organization and Appearance				
Record book in suggested order				
Records neatly done				
Proper spelling and grammar				
Cover page complete				
Yearly Summary complete				
Completed at least one project record				
Support information neat and orderly				
Evidence of communications activity				
Evidence of service or leadership activity				
Project: _____				
ART Goals are used: Action, Result, Timetable				
Member shows progress toward meeting goals				
Costs of project shown				
Member reflects how learned skills can be used in the future				
Support material present				
Project: _____				
ART Goals are used: Action, Result, Timetable				
Member shows progress toward meeting goals				
Costs of project shown				
Member reflects how learned skills can be used in the future				
Support materials present				
Project: _____				
ART Goals are used: Action, Result, Timetable				
Member shows progress toward meeting goals				
Costs of project shown				
Member reflects how learned skills can be used in the future				
Support materials present				
Member Recommended for the following awards:				



List of Record Keeping Awards and Definition of Terms



Definition of Terms

Local = your 4-H Club

Area = involves 4-Hers from neighboring counties

County = involves other Allamakee County 4-Hers

State = involves 4-Hers from all counties in Iowa

A 4-H *Record Book Completion* award - given to a Clover Kid who has completed the 4-H Expected Standards, submitted completed records (4-H Yearly Summary and 1 or more Project Record forms).

Citizenship/Service--helping or working for the benefit of others or the community for no pay with goal to benefit someone else.

Citizenship examples:

- ◆ host a meeting
- ◆ lead pledges
- ◆ serve on a committee
- ◆ work with club on community service or fund raising project
- ◆ 4-H'ers for 4-H donation
- ◆ National 4-H Week promotion
- ◆ herdsmanship at the county fair
- ◆ hosting the exhibit building at the fair
- ◆ cleaning show rings and wash racks
- ◆ picking up trash at the fairgrounds
- ◆ pre and post fair clean up
- ◆ work at fund raisers.

Project Citizenship examples:

- ◆ help a new 4-H member with a project
- ◆ serve on a committee to plan a community event
- ◆ help others at a workshop related to your project
- ◆ prepare a display for a community event
- ◆ recycle articles related to your project
- ◆ take you project to show people at the elderly care center, day care center, preschool, or library
- ◆ make a donation to charity, care facility, food pantry, or needy family
- ◆ volunteer at a community event related to your project
- ◆ make a gift for someone related to your project
- ◆ care for animals, yard, garden, etc. (or for friends or neighbors while they are away)
- ◆ plant flowers, bake a cake, decorate tray favors
- ◆ volunteer to babysit, make and donate bird feeders

Communication is writing, talking to, or showing others in order to share ideas, knowledge, or skills.

Communications examples:

- ◆ answering roll call
- ◆ club presentations
- ◆ making posters to promote a club fund raiser
- ◆ community service project
- ◆ working exhibit
- ◆ educational presentation
- ◆ share-the-fun act
- ◆ 4-H poster contest
- ◆ speaking part at a 4-H event
- ◆ public service announcements on the radio to promote 4-H

Project Communications examples:

- ◆ any of the county communications examples related to a project area
- ◆ write a report dealing with a project area
- ◆ create a display or poster related to a project area
- ◆ talk about or show your project to a class, non 4-H friends, community club, radio, etc.
- ◆ interview an expert in your project area
- ◆ write 4-H newsletter articles or local newspaper article
- ◆ take photos or make a scrapbook of your project to show others