Winneshiek County 4-H Record Keeping Awards Application and Evaluation Form
For Clover Kids (K - 3rd) and Junior 4-H Members (4th - 6th)

Please complete this form and place in the front cover of you 4-H record book. Indicate which awards you are applying for below. This application reflects your past year's 4-H work.

Member's Name: _____ **Club:** _____

I am applying for the following awards:

_____ **Outstanding Achievement in Record Keeping**

You have submitted complete and quality records including:

Cover Page with Picture   *At least one project record*

Expected Standards Form   *Support information for your Yearly*

Yearly 4-H Summary Form   *Summary and Project Records*

_____ **Recognition Award for Record Keeping Completion**

* You submit your record book, but you are aware that it may not be complete.

_____ **First Year 4-H Record Keeping Recognition**

* is for first year 4-H/Clover Kid members only

Requirements for submitting records:

* 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 record books to your 4-H leader by September 15th.

* Clover/Junior- Must use Basic Project Record Form or More Advance Form

* Livestock project area records must include 4-H Market/Breeding Animal Worksheets to show feed rations, vet care and cost analysis plus the requirements listed below including ART Goals.

* Submit **only** current year of records (please note - as an intermediate and senior 4-H member you will need to submit current year of records plus prior two years' records, especially for those project areas in which you are applying for an award.

Record Keeping Evaluation Form
To be completed by 4-H Club Leader

C= Complete	*NI = Needs Improvement*	*I = Incomplete*

75% C=Completion warrants recipient of respective award

Organization and Appearance	C	NI	I
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			

Outstanding Achievement in Record Keeping	C	NI	I
ART Goals are used: Action, Result, Timetable			
Member shows progress towards meeting goals			
Costs of project shown			
Member reflects how learned skills can be used in the future			
Support material present			

Comments:

Member Recommended for Award: _____

Definition of Terms

Local = your 4-H Club

County = involves other Winneshiek County 4-H'ers

Region = involves 4-H'ers from Allamakee, Chickasaw, Clayton, Fayette, Howard and Winneshiek

State = involves 4-H'ers from all counties in Iowa

Citizenship/Service: Helping or working for the benefit of others or community for no pay with goal to benefit someone else

Club Citizenship Examples:

* host a meeting   * work with club on community service or fund raising project

* lead pledges   * 4-H'ers for 4-H donation

* serve on a committee   * National 4-H Week Promotion

County Citizenship Examples:

* herdsmanship at the county fair   * picking up trash at the fairgrounds

* hosting the exhibit building at the fair   * pre and post fair clean-up

* cleaning show rings and wash racks   * work at county fundraisers

Project Citizenship Examples:

* help a new 4-H member with a project   * make a donation to charity, care facility, food pantry, or needy family

*serve on a committee to plan a community event   * volunteer at a community event related to your project

* help others at a workshop related to your project   * make a gift for someone related to your project

* prepare a display for a community event   * care for animals, yard, garden, etc. (or for friends or neighbors while they are away)

* recycle articles related to your project

* take your project to show people at the elderly care center, day care center, pre-school, or library   *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

Club Communications Examples:

* answering roll call   * making posters to promote a club event

* club presentations   * community service project

County Communications Examples:

* working exhibit   * 4-H poster contest   * share the fun

* educational presentation   * speaking part at a 4-H event   * public service announcement on the radio

Project Communications Examples:

* any of the county communications examples related to a project area   * interview an expert in your project area

* write 4-H newsletter articles or local newspaper articles

* write a report dealing with a project area

* talk about or show your project to a class, non 4-   * take photos or make a scrapbook of your project to show others

Clover Kids/Junior Project Area Record Keeping Evaluation Form

Member Name: _____

_____ Project	C	NI	I
ART Goals are used: Action, Result, Timetable			
Member shows progress towards meeting goals			
Costs of project shown			
Member reflects how learned skills can be used in the future			
Support material present			

Comments:

Member Recommended for Award: _____

_____ Project	C	NI	I
ART Goals are used: Action, Result, Timetable			
Member shows progress towards meeting goals			
Costs of project shown			
Member reflects how learned skills can be used in the future			
Support material present			

Comments:

Member Recommended for Award: _____

_____ Project	C	NI	I
ART Goals are used: Action, Result, Timetable			
Member shows progress towards meeting goals			
Costs of project shown			
Member reflects how learned skills can be used in the future			
Support material present			

Comments:

Member Recommended for Award: _____

_____ Project	C	NI	I
ART Goals are used: Action, Result, Timetable			
Member shows progress towards meeting goals			
Costs of project shown			
Member reflects how learned skills can be used in the future			
Support material present			

Comments:

Member Recommended for Award: _____