DATE: November 4, 2014

MEMO TO: Panhandle County Extension Agents (AG, FCS & 4-H)
4-H Program Assistants

SUBJECT: 2015 4-H RECORD BOOKS – July 9, 2015

June 18th - Registration via 4-H CONNECT - $10.00 registration fee. 4-H Connect will close July 2nd

July 3rd - Agent and Leader Judging Applications - Due to District Office.

July 8th - Record Books must be turned in to District Office by Noon July 8th. Note: Record Book Judging is a required event for all agents. Permission to NOT be there is obtained through Brandon Dukes, District Extension Administrator. Record book committee will meet at the District office at 1:30 p.m. on July 8th.

July 9th - RECORD BOOK JUDGING at District Office in Amarillo.
  Registration – 9:00 - 9:30 a.m.
  Judges Orientation - 9:30 a.m.
  Record book Judging - 10:00 a.m. - 1:00 p.m.

Lunch will NOT be served, only light refreshments. Lunch breaks can be taken.

Please note the following information:

All age groups will use the DOWNLOADABLE REPORT FORMS (in word format) from the DISTRICT 1 4-H WEBSITE.  http://d14-h.tamu.edu/ JUNIORS AND INTERMEDIATES WILL USE THE SAME FORM (These forms are actually the Senior forms that have been formatted to make it easy to understand) AND SENIORS WILL USE THE STATE FORM.

Juniors and Intermediates will only use the word formatted documents NOT the online record book system.

All Age Divisions will include a Story and Photo Portfolio. All ages are limited to 10 pages maximum/

Tips for those completing a record book for the first time include:

- The title of the 4H story should be as follows: “My 4-H __________ (Recordbook Category) Story and Photo Portfolio”. Example: “My 4-H Horse Story and Photo Portfolio”. The member may add a subtitle to the story and photo portfolio; however, each story must begin with this title. The story should include such information as:
  - Information about yourself, your family and your community
  - When and why you joined 4-H
  - Project Goals
  - Things about your involvement in the recordbook category you are entering and the most important things that you have learned in 4-H
  - Highlights of other 4-H projects and activities
  - How 4-H has helped you become a better leader and citizen and what you have learned through your community service and leadership activities
  - How being a 4-H member has helped you set goals (tell what the goals are) and develop new interests, and if 4-H has influenced your future plans or career goals
Only current year information should be included in the form. Prior year record forms (not the story and photo portfolio) should be included at the back following this year’s form up to a maximum of 4 years.

- Check sheets should be bound inside the record book cover just like the remainder of the record book.
- Counties are asked to use the enclosed Transmittal Form in accompanying books to the district judging for the purpose of checking books in and releasing books.
- A registration fee of $10.00 is required for District Record Book entries must be entered through 4-H Connect.
- 2014-2015 Record Book entry categories can be found at: http://4hreports.com/index.aspx?URL=categories
- Resumes are no longer required for Seniors
- Awards will be given to each 1st place ranked book in each category of each age division.
- All 1st place winners from each age division will be entered into a drawing for a $100 gift card in their respective divisions. A total of 3 gift cards will be given – 1 Senior, 1 Intermediate and 1 Junior.

JUDGES
We are asking each county to secure one or two leaders to assist with record book judging. ALL POTENTIAL JUDGES (CEAs AND VOLUNTEERS) NEED TO COMPLETE THE APPLICATION AND RETURN TO Shawnte Clawson BY July 3rd. (Agents: You need to be certain that leaders asked to judge have received training and guidance or judged at the county level. If I need to meet with them prior to the event please let me know and arrangements will be made).

The number of junior and intermediate entries from each county is not limited. Only one senior book per category per county

Age Division:
A. JUNIORS - Age 8 and in the 3rd grade, 9 & 10 as of August 31, 2014.

B. INTERMEDIATES - Age 11, 12 & 13 as of August 31, 2014.

C. SENIORS - Age 14-18 as of August 31, 2014.

EVALUATION
The 4-H Program Development Board has designed and used a non-scoring District Junior and Intermediate comment sheet for record books. The point system on the Texas Senior 4-H Report Form Score Sheet does not fairly evaluate junior or intermediate level books, nor does it facilitate developmentally appropriate comments that can be used constructively to improve a book. Copies are enclosed.

AGENT TRAINING
An agent training will be held on December 8, 2014 from 9:00 – 9:30 by lync to explain and clarify the record book system for District 1.

STATE 4-H RECORD BOOK JUDGING
State judging will be conducted on a regional basis the first week of August, the location and detailed information will be forthcoming. District 1 state qualifying record books must be received at the district office no later than Friday, July 17th at noon. There is a $15.00 entry fee per book. This fee will be paid through 4-H Connect, the online registration program. State entries will require county and district certification in 4-H Connect. This fee will be directed to offset costs of judge’s lunches, and refreshments.
PHOTO COPYING OF RECORD BOOKS
4-H Record Books are no longer being copied at the District and State levels for mass distribution to other 4-H members and leaders. The District Office may ask for permission to copy books and use the information for educational or interpretation purposes. Each county is responsible for deciding their own policy regarding photo copying of 4-H Record Books at the local level.

RECOGNITION COMMITTEE - Thanks to the Panhandle Recognition Committee for their commitment and efforts towards this district recognition program: Kristy Slough, Jody Bradford, Molly Forman, Scott Strawn, Andy Holloway and Peggy Winegarner.

Record Books will only be accepted in 2014-2015 categories. The committee requests that counties determine the appropriate category. An awards program should be entered according to information available regarding Record Books on the Texas 4-H website. The committee has final say in determining age and awards program category.

ORDER OF BOOK FOR Seniors
1. Cover
2. Check Sheet
3. Personal Information Page
4. 4-H Story & Photo Portfolio (10 page maximum)
5. Texas Senior 4-H Report Form (Sections I – VII)
   Section I - 4-H PROJECT EXPERIENCES 2014-2015
   Section II - 4-H LEADERSHIP EXPERIENCES 2014-2015
   Section III - 4-H COMMUNITY SERVICE 2014-2015
   Section IV - OTHER 4-H PROJECTS 2014-2015
   Section V – 4-H RECOGNITION AND AWARDS 2014-2015
   Section VI – NON 4-H ACTIVITIES 2014-2015
   Section VII - COLLEGE/CAREER EXPLORATION
6. Photography Record Book additional 6 pages of photos

ORDER OF BOOK FOR Intermediates/Juniors
1. Cover
2. Check Sheet
3. Personal Information Page
4. 4-H Story & Photo Portfolio (10 page maximum)
5. 4-H Report Form (Sections I – VI)
   Section I - 4-H PROJECT EXPERIENCES 2014-2015
   Section II - 4-H LEADERSHIP EXPERIENCES 2014-2015
   Section III - 4-H COMMUNITY SERVICE 2014-2015
   Section IV - OTHER 4-H PROJECTS 2014-2015
   Section V – 4-H RECOGNITION AND AWARDS 2014-2015
   Section VI – NON 4-H ACTIVITIES 2014-2015
6. Photography Record Book additional 6 pages of photos

Sincerely,

Shawnte Clawson
Extension Specialist
4-H and Youth Development

Kristy Slough
Hutchinson AgriLife Extension Agent
Recognition Committee Chair

cc: Brandon Dukes, District Extension Administrator
Panhandle Recognition Committee

Attachments: CEA and Volunteer Judging Application
Record book Score Sheet
I.D. Tag Template
Record book Transmittal Form
Competitive Record book Categories
4-H Record book Check Sheet