



Alameda County Record Book Evaluation Instruction/Informational Sheet

Record Book Evaluation for Alameda County:

- Saturday, September 7, 2019
- County 4-H Office, Hayward
 - 8:30am-2:30pm
 - Record Book Drop Off 8:30 AM
 - Evaluation process 9AM-2PM
 - Evaluated Record Books released by 2:30pm to club leader or designee
- **CLUBS to bring**
 - **ONE evaluator for every FOUR Record Books** submitted.
 - CLUBS not sending the required number of evaluators need to prioritize their books. Those in excess of the required ratio will be evaluated as time and number of evaluators allows.
 - **Two completed copies of 2019 Club Record Book Submission Form**
 - **Clearly indicate what PROJECT each Record Book should be acknowledged for**
 - **Clearly indicate if Intermediate members completed Junior Leadership**
 - **NEW: Note any books to be considered for "Best My 4-H Story"**
 - **Record Books** to be evaluated
 - **LIST ONLY** (on back of RB Submission Form) of **Primary** members being recognized
- **Please email a copy of your club's Record Book Submission Form to barb.butko@gmail.com by 9/5/19.**
 - Record Book Submission Form linked through the county web site on the "Member Resources" page under "Record Books" here http://4halameda.ucanr.edu/resources/Member_Resources/

Information about club and county record book evaluations and forms are found on the state 4-H website here: http://4h.ucanr.edu/Resources/Member_Resources/RecordBook/RBCompetition/

PRIMARY FORMS AND PINS: The Basic Primary PDR is found on the state website page linked above.

- Primary members wishing to receive special pins for their work can fill out the Alameda County Primary Completion Form on the county web site: <http://4halameda.ucanr.edu/files/276030.pdf>.
- These Primary Completion Forms should be turned into the Club Leader or Club Record Book Adviser who can then request the pins through the county office.
 - Please remember that although primary members may request more than one pin per year this is not encouraged for the younger members and each member may only receive one complete set of the four pins total by the time they move out of the Primary designation.

It is very important that we have enough evaluators to make the evaluation process run smoothly and be completed on time. Please work with your parents and volunteers to assure your club has enough representation at this event.

Additional help is also needed (above and beyond your club's number of evaluators) with back-office tasks for this process. Please contact Barbara if you or someone you know can help.

