

# Northwest 4-H Life Skills Project Book Score Sheet

## Guidelines and Helpful Hints

Many Life Skills 4-H project books vary in their content and design. However, all books are marked using the same score sheets. The purpose of these guidelines and helpful hints is to clarify various sections of the Northwest 4-H Life Skills Project Book Score Sheet, and to assist members, leaders, and project book markers in creating and marking Life Skills record books consistently using the Score Sheet as a reference. Make sure to look over the score sheets carefully to notice the requirements for juniors, intermediates, and seniors in regards to using pencil, pen, and/or computers. When creating these guidelines and tips, we felt the “Table of Contents” was very important to having a record book that was well organized and easy to follow. Using these guidelines and following the ideas and tips will assist members in creating a record book that will hold the practical components of their project records as well as the many memories from their year in 4-H. **Final words:** Remember, this is just a guideline to help members, leaders and record bookmarkers. How “in-depth” a book is, depends on the expectations of each club, the leaders and the members. Please provide feedback on how to make these guidelines and helpful hints even more useful in assisting members. Thank you.

## Score Sheet Front Page:

Category	What to Include	Hints
<b>General:</b>		
Cover	Name, club, project Age category (jr. int. sr)	•purchase a durable/suitable binder with an insert on the front cover
Title Page	Name, Club, Project, Age category, Club Year, Membership Year	•Age category (jr. int. sr), •Club Year (eg.2013-14) •Membership Year (# of years in 4-H, eg. 6 <sup>th</sup> year)
4-H Pledge, Grace, Motto	To create and add (if necessary)	•add your own personality and flair
<b>Organization:</b>		
<b>Note:</b> Feel free to pull apart the record books, reorganize, create, add, and photocopy pages so it is easier to follow and meets all the criteria of the marking guides.		
Table of Contents (very important)	•a listing of all sections, pages, and items in record book.	
Sections Identified	•tabs/dividers to separate various sections in project book	•Ideas for Sections: <i>NOTE: these are just possible ideas, but if you choose to use some of them, be sure to include them in your table of contents</i> -project records -member information -club information -club communication -articles/photos -4H activities/photos -achievement day -newspaper clippings -judging activities -club/district events -minutes/agendas/ -meeting notes and handouts
Information Organized in an easy to follow sequence	If the table of contents and sections are clear and concise then information will be easy to follow 😊	

Category	What to Include	Hints
<b>Club/District/Region Information</b>	Agendas, minutes, handouts	<ul style="list-style-type: none"> <li>•Be sure to include this in the table of contents</li> <li>NOTE: member's <u>own</u> handwritten notes are important in this section</li> </ul>
<b>Project Records</b>	<i>(will be covered in more detail within guideline package)</i>	
<b>Activities</b>	<p>Record of all club activities that list activities as a club in chronological order.</p> <p>NOTE: These are activities done with the entire club, not the activities done with a specific project.</p>	<ul style="list-style-type: none"> <li>•even include club activities that member did not attend with a reason why</li> <li>If this page is not included in your record book, a .pdf is available on the 4-H Alberta website under resources. Look under “generic record book.”</li> <li>User name: alberta 4h</li> <li>Password: cleaver</li> <li>Or use the generic one included in this package, or create your own.</li> </ul>
	Any activities from club to provincial level that member participated in eg. parties, camps, district activities, communication activities, etc	<p>NOTE: Some of these may be separated into different individual sections eg. Communication Activities. Be sure it is clearly labeled in your Table of Contents.</p>

Category	What to Include	Hints
<b>Neatness and Accuracy</b>	This includes legibility, spelling, and math. NOTE: Follow scoring sheet for use of pencil, pen, computers guidelines	•if using plastic protective sheets, use extra wide dividers so they will stick out and be easy to see
<b>Originality</b>	Extra additions could include details and embellishments. Consistency of themes and colours is important. This category may be used in the event of tiebreaker in competitions.	

## Marking Guide for Life Skills Project Record Books: Guideline and Helpful Hints

There are a wide variety of Life Skills record books and resource guides available from 4H Alberta and some clubs may even create their own record books to suit their projects, however, to get full credit for your book, remember to make sure these pages are included. Feel free to pull apart, create, or adapt pages to suit your method of organization and personality. Remember to list all these pages on your Table of Contents.

Pages	What to Include	Hints
<b>About Me</b>	<p>If this page is not included in your record book, a fillable .pdf is available on the 4-H Alberta website under resources. Look under “generic record book.”</p> <p>User name: alberta 4h</p> <p>Password: cleaver</p> <p>Or use the generic one included in this package, or create your own.</p>	
<b>About Club</b>	<p>Club Information, years of operation, executive, member listings. If page is not available see “About Me” section for ideas where to get resources.</p>	
<p><b>About My Project</b></p> <p>(Multiple projects may be included in <u>one</u> record book if member is recognizing it as <u>one</u> entry in their diary under projects. For each project individually recognized in diary there must be a separate record book.) <i>Leaders please make a note on release page.</i></p>	<ul style="list-style-type: none"> <li>•describe project</li> <li>•what you hope to learn from project</li> </ul>	<p>If page is not available see “About Me” section for ideas where to get resources.</p>

Pages	What to Include	Hints
<b>Project Planning and/or Goal Setting</b>	<ul style="list-style-type: none"> <li>•could be goals for your 4-H year and/or for your project</li> <li>•what you hope to accomplish</li> <li>•what do you want to improve on this year in your project and in your club</li> <li>•what you will contribute to your club</li> </ul>	<ul style="list-style-type: none"> <li>•These goals should reflect the level of member eg. Jr/Int – what they hope to learn and do</li> <li>Sr. – how they will contribute</li> <li>Feel free to expand on goals</li> <li>See generic page in package for ideas</li> </ul>
<b>Equipment Inventory</b>	<p>These are assets which you may keep forever (non-consumable items)</p> <ul style="list-style-type: none"> <li>•list previously owned and borrowed items and cost</li> <li>•list newly purchased items and cost</li> <li>•list donated items and potential costs</li> </ul> <p>See generic page in package for ideas</p>	
<b>Project Costs</b>	<p>These are items required specifically for the project which will be used up (consumable items)</p>	<p>Costs details should reflect the level of the member. Eg. Jr – general costs</p> <p>Sr – specific cost/item</p> <p>HINT: Project leaders may create a cost sheet for commonly used items required for projects so prices are consistent for all members in that project.</p>
<b>Record of Project Activities</b>	<p>Chronological listing of each time project group met and activities participated in. Include project meeting dates and activities, in depth detail of what was accomplished</p>	<p>NOTE: Handouts and worksheets included here. Good rule of thumb . . . “Anything handed out to you, should be in your project book.”</p>

Pages	What to Include	Hints
<p><b>Signed by Leader</b></p> <p><u>NOTE:</u> Signed release form must be at the front of project book before it can be viewed by outside judges.</p>	<p>Need some type of confirmation that a leader has reviewed project book and approved it for further competition.</p>	<p>Other ideas:</p> <ul style="list-style-type: none"> <li>-certificate of book completion signed by leader</li> <li>-leader signs after each project entry</li> </ul>
<p><b>Story/Summary of my 4-H Year</b></p>	<p>Includes a story about member's <u>entire</u> 4H year. Should reflect goals set at the start of the year, participation, what was learned. Personal viewpoints about what was enjoyed and hi-lights of the year. Goals and planning for next year are also included here.</p>	<p>Writing Tips:</p> <ul style="list-style-type: none"> <li>•story captures reader's interest</li> <li>•story has specific details and examples</li> <li>•complete sentences</li> <li>•capitals/end punctuation correct</li> <li>•words spelled correctly</li> <li>•communication is clear</li> </ul>
<p><b>Project Evaluation</b></p>	<p>This is specific to your project work and goals. If using the "mail-away" version of the project evaluation, include a photocopy in your book.</p> <p>Can also use generic version included in package or from 4H Alberta website.</p>	
<p><b>Photo/Clippings</b></p>	<p>All articles and photographs should include a date and caption. Articles need to have source and reason why the article is included</p>	<p>Articles can be photocopied. Neatly mount all items.</p>

# Northwest 4-H Region Life Skills Record Book Score Sheet

*Revised: March 2014*

Name \_\_\_\_\_ Project \_\_\_\_\_

Club \_\_\_\_\_ District \_\_\_\_\_

Category: Jr \_\_\_\_\_ Int \_\_\_\_\_ Sr \_\_\_\_\_

Competition Level: Club \_\_\_\_\_ District \_\_\_\_\_ Region \_\_\_\_\_

***A project book release form signed by the leader must be included at the front of the book.***

Category	Possible Points	Points Awarded
<b><u>General</u></b> -Cover (durable, suitable) -Title Page (Name, Club, Project, Age Category, Club Year, Membership Year) -4-H Pledge/Grace/Motto	<b>5</b>	
<b><u>Organization</u></b> -Table of Contents -Sections identified -Information Organized in an easy to follow sequence	<b>5</b>	
<b><u>Club/District/Region Information</u></b> -Include agendas, meeting notes, minutes, program plans, etc.	<b>5</b>	
<b><u>Project Records</u></b> (use scoring guide on the back of this page) -Specific requirements for each 4-H project as listed in the manual - <i>Book must be signed by leader where appropriate/required</i>	<b>95</b>	
<b><u>Activities</u></b> -Record of 4-H Activities that tell about member involvement from Club to Provincial events -Ex. Communication (copy of speech/presentation), judging, camps, etc.	<b>5</b>	
<b><u>Neatness and Accuracy</u></b> -Mechanics: spelling, arithmetic, punctuation, legibility -Junior – pencil accepted as minimum; pen, computer, typewritten equally accepted -Intermediate & Senior – ink, computer, typewritten equally accepted; no pencil	<b>5</b>	
<b><u>Originality</u></b>	<b>5</b>	
<b>TOTAL</b>	<b>125</b>	



## Marking Guide for Life Skills Project Record Books

Page(s)	Possible Points	Pts. Awarded
About Me	3	
About My Club	4	
About My Project	6	
Project Planning and/or Goal Setting for my 4H Year	7	
Equipment Inventory	5	
Project Costs	20	
Record of Project Activities	24	
Signed by Leader (Signed release included)	2	
Story or Summary of my 4H Year	10	
Project Evaluation	8	
Photos/Clippings	6	
<b>TOTAL</b>	<b>95</b>	

Judges Signature \_\_\_\_\_

Comments: