

Northwest 4-H Life Skills Project Book Score Sheet

General Guidelines and Helpful Hints

2016/17

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 Project Book Score Sheet, and to assist members, leaders, and project book markers in creating and marking 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. To help ensure markers can find everything in your book, your Table of Contents should list which items on the score sheet are in each section. 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 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.

Marking Guide for Life Skills Project Record Books: Guideline and Helpful Hints (front page)

Category	What to Include	Hints
General		
Cover/Title Page	Name, Club, District , Project, Age Category, Club Year, Membership Year	<ul style="list-style-type: none"> • Purchase a durable and suitable binder • Outside of binder should clearly identify the project and member • Age Category - Jr, Int, Sr • Club Year – eg. 2013-14 • Membership Year - # of years in 4-H (eg. 6th) • No 3D or glued on items preferred; a clear ‘insert’ cover is best • Can have a title page inside the binder, the same as the cover

Category	What to Include	Hints
4-H Pledge, Grace, Motto	Create and add if necessary	<ul style="list-style-type: none"> • Can add your own personality and flair
Organization *Note: Feel free to pull apart the record book, 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 the book	<ul style="list-style-type: none"> • Each item on the score sheet should be included • Create your own
Sections Identified	Tabs/dividers to separate various sections in project book	<ul style="list-style-type: none"> • Ideas for Sections (*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) <ul style="list-style-type: none"> - Project records - Member information - Club information - Club communication - Articles/photos - 4-H activities/photos - Achievement day - Newspaper clippings - Judging activities - Club/district/region events - Minutes/agendas/meeting notes - Handouts
Information organized in easy to follow sequence	If the table of contents and sections are clear and concise, information will be easy to find and follow for the markers 😊	
Club/District/Region Information	Agendas, minutes, handouts	<ul style="list-style-type: none"> • Be sure to include this in the table of contents (*Note: member's <u>own</u> handwritten notes are important in this section)
Project Records	Covered in more detail in the next section	
Activities	Record of ALL club activities in chronological order. *Note: These are activities done with the entire club, not the activities done with a specific project group	<ul style="list-style-type: none"> • Even include club activities that members did not attend, with a reason why • If this page is not included in your record book, a pdf is available on the 4-H website in the generic record book, or in the NW Region record book competition information. You can also create your own.
	Any activities from club to provincial level that member participate in (eg. Parties, camps, district activities, communication activities, etc)	Note: Some of these may be separated into different individual sections (eg. Communication Activities) <ul style="list-style-type: none"> • Be sure it is clearly labeled in your Table of Contents

Category	What to Include	Hints
Story/Summary of my 4-H Year	Includes a story about member's entire 4-H year. Should reflect goals set at the start of the year, participation, what was learned. Personal viewpoints about what was enjoyed and highlights of the year. Goals and planning for next year are also included here.	Writing Tips: <ul style="list-style-type: none"> • story captures reader's interest • story has specific details and examples • complete sentences • capitals/end punctuation correct • words spelled correctly • communication is clear
Neatness and Accuracy	This includes legibility, spelling, and math. Note: Follow scoring sheet for use of pencil, pen, computer guidelines	If using plastic protective sleeves, use extra wide dividers so they will stick out and be easy to see.
Originality	Extra additions could include details and embellishments. Consistency of themes and colours is important. This category may be used in the event of a tie in competitions.	Be aware that your book may be transferred (boxed or bagged) multiple times and embellishments on the outside of your binder may come off.

Marking Guide for Life Skills Project Record Books: Guideline and Helpful Hints (back page)

There are a wide variety of Life Skills record books and resource guides available from 4-H 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
About Me	If this page is not included in your record book, a fillable .pdf is available on the 4-H Alberta website under “Downloads”, look under “generic record book”, in the NW region record book competition information, or create your own in consultation with your project leader.	
About My Club	Club Information, years of operation, executive, member listings. If page is not available see “About Me” section for ideas.	
About My Project (Multiple life skills 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 the diary there must be a separate record book.) Leaders- please make a note on the release page.	<ul style="list-style-type: none"> •describe project •what you hope to learn by completing the project 	If page is not available, see “About Me” section for ideas of where to get resources.
Project Planning and/or Goal Setting for My 4-H Year	<ul style="list-style-type: none"> •could be goals for your 4-H year and/or for your project •what you hope to accomplish •what do you want to improve on this year in your project and in your club •what you will contribute to your club 	<ul style="list-style-type: none"> •These goals should reflect the level of member eg. Jr/Int – what they hope to learn and do Sr. – how they will contribute Feel free to expand on goals See the generic record book on the 4-H website for ideas.

Pages	What to Include	Hints
Equipment Inventory	<p>These are assets which you may carry forward to the next year (non-consumables)</p> <ul style="list-style-type: none"> •list previously owned and borrowed items and cost •list newly purchased items and cost •list donated items and potential costs <p>If no inventory, please provide an explanation</p> <p>See the NW region record book competition information on the 4-H website for ideas</p>	
Project Costs	<p>These are items required specifically for the project which will be used up (consumable items – for example: glue, thread, photo paper, etc.)</p>	<p>Cost details should reflect the level of the member (eg. Jr=general costs, Sr= specific cost/item)</p> <p>Hint: Project leaders may create a cost sheet for commonly used items required for projects so that prices are consistent for all members in that project.</p>
Financial summary	<p>Summary of all expenses/costs (eg. Membership fee, projects fees, mileage, hotels, clothing, entry fees, etc.) incurred by the project during the year and any income you earned (prize money, sale, etc). Donated items should also be included.</p> <p>Show if project year resulted in a profit or loss. A generic summary sheet is available in the NW record book information on the 4-H website.</p>	
Record of Project Meetings, Activities, and Progress	<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 or learned</p>	<p>NOTE: Handouts and worksheets included here. Good rule of thumb... “Anything handed out to you should be in your project book”</p>
<p>Signed by Leader</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"> -certificate of book completion signed by leader -leader signs after each project entry

Pages	What to Include	Hints
Photos/Clippings	All articles and photographs should include a date and caption. Articles need to have source and reason why the article is included	Articles can be photocopied. Neatly mount all items.
Project Evaluation	<ul style="list-style-type: none"> •this is specific to your project and goals •evaluate project goals set at the start of the year and progress •can state plans for next year (if using a 'mail away' version, please include a photocopy in the book) Can use a generic version included in the NW Region record book competition information on the 4-H website.	

Northwest 4-H Region Life Skills Record Book Score Sheet

Revised: March 2016

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
<u>General</u> -Cover (durable, suitable) -Title Page (Name, Club, District, Project, Age Category, Club Year, Membership Year) -4-H Pledge/Grace/Motto	5	
<u>Organization</u> -Table of Contents -Sections identified -Information Organized in an easy to follow sequence	5	
<u>Club/District/Region Information</u> -Include agendas, meeting notes, minutes, program plans, etc.	5	
<u>Project Records</u> (use scoring guide on the back of this page) -Specific requirements for each 4-H project as listed in the manual -Book must be signed by leader where appropriate/required	85	
<u>Activities</u> -Record of 4-H Activities that tell about member involvement from Club to Provincial events -Ex. Communication (copy of speech/presentation), judging, camps, etc.	5	
<u>Story or Summary of 4-H Year</u> Include whole year	10	
<u>Neatness and Accuracy</u> -Mechanics: spelling, arithmetic, punctuation, legibility -Junior – pencil accepted as minimum; pen, computer, typewritten equally accepted -Intermediate & Senior – ink, computer, typewritten equally accepted; no pencil	5	
<u>Originality</u>	5	
TOTAL	125	

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 4-H Year	7	
Equipment Inventory	5	
Project Costs	15	
Financial Summary	5	
Record of Project Meetings, Activities, and Progress	24	
Signed by Leader (Signed release included)	2	
Photos/Clippings	8	
Project Evaluation	6	
TOTAL	85	

Judges Signature: _____

Comments:

**Ideas and
Sample Record
Book Pages**

Life Skills

About Me

Member's name _____

Mailing address _____

Town or city _____ Postal code _____

Phone number _____ Fax number _____

E-mail _____

Birthday _____ (mm/dd/yyyy)

Parents or guardians names _____

This is my _____ year in 4-H.

This record book is for the 4-H club year _____

My 4-H project this year is Project _____

Level _____

I joined 4-H this year because _____

My Goals:

I hope to achieve the following through 4-H activities this year _____

I am going to do the following for my club this year _____

My yearly 4-H diary from last year is filled out. Date _____

About My Club

Club name

Number of members

My club has been operating for _____ years.

4-H district

4-H region

Club Leader(s)

First name

Last name

Phone number

First name	Last name	Phone number

Club Executive

President

Phone number

Vice President

Phone number

Secretary

Phone number

Treasurer

Phone number

Club Reporter

Phone number

Historian

Phone number

Others

Phone number

Phone number

Phone number

About My 4-H Project

Describe your project.

What are you hoping to learn from taking this 4-H project?

Requirements for Achievement Day

Date of Achievement Day _____

What do you need to have completed for Achievement Day?

1. A completed record book.
2. _____
3. _____
4. _____

Record of Project Costs

Keep a record of the cost of supplies for your project. You may want to list all the expenses on one page (Sample I). If you are making different items, you may want to record the individual item costs (Sample II). If you sell anything, add an income column.

Sample I- Financial Summary for Year

Date	Supplies and Services Purchased	Cost
	Total Cost of 4-H Project(s) at year end	

Sample II- Expense Summary for a Project Item or Activity

Project Item or Activity _____

Supplies and Services Purchased	Cost
Total Cost to make item or complete activity	

About My Project

Project Name _____

Materials used and cost:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Cost: \$ _____

Record of Project Activities

Keep a log of the project activities you do during the year. List the activity and identify any progress you make, the events you attend, and so on. If you do several activities in one month for your project, you may want to record them month by month (Sample I). Otherwise, keep a continuous dated log (Sample II).

Sample I - Make a chart for each month you have project activities.

Month of	
Project Meeting Date	Project Material Covered/Done
Comments from 4-H Project Leader	

Sample II - List all project activities for the year in one chart with space for both member and leader comments.

Date	Project Material Covered/Work Done/Comments
	Leaders Comments
	Leaders Comments
	Leaders Comments

Record of Project Activities

Date	Project Material Covered/Work Done/Comments
	Leaders Comments
	Leaders Comments
	Leaders Comments
	Leaders Comments
	Leaders Comments
	Leaders Comments

Project Summary

Just before Achievement Day, summarize what you learned in your 4-H project this year. How well did you meet your project goals?

Feedback Comments from my 4-H Project Leader

PROJECT EVALUATION PAGE QUESTIONS FOR LIFE SKILLS RECORD BOOK

Possible questions to put on a Project Evaluation Page, depending on the project

ABOUT MY _____ PROJECT (PHOTOGRAPHY, WOODWORKING, etc)

My greatest success was

The hardest part was

The funniest thing was

What I liked best was

I learned this about myself

What I think I will always remember

So far my best "picture" is.... Because

I learned this about working with others

I learned this about safety

Which techniques and skills did you learn and use for this project?

What did you like best about completing this project?

Are you please with your project? Is there anything you would change if you were able to do this project again?

What are you going to do with your project?

How long did it take for you to finish your project?