



CANADA
4-H Saskatchewan

Guide for 4-H Achievement Day Judges

Spring 2019

What is Achievement Day

Achievement Day is the pinnacle of the 4-H year, and essentially is a “Show and Tell” of all the members learned in the 4-H year. It is traditionally a time to evaluate member project work, give recognition to members and leaders for their achievements, demonstrate to the public what 4-H is all about and give recognition to sponsors and others who have helped out the club in a special way.

The Role of a Judge

The role of a judge is not an easy one. It is important to be encouraging and approachable while at the same time, objectively critical. The information in this publication will help answer some questions you may have about the 4-H program, and will come in useful when judging a 4-H Achievement Day.

Philosophy of 4-H Judging

The 4-H philosophy of judging emphasizes the importance of members, their development and the project. The amount that each member has learned, and the extent to which he or she has improved is the key to the 4-H philosophy of judging.

General Information to Know

Achievement Days are busy, and it may be difficult for General Leaders and Judges to find time to discuss all that is necessary for a successful day. To reduce misunderstandings, some items should be discussed before the Achievement Day:

- Date and location (preferably a month in advance)
- Time you should arrive, when judging should take place and when the program is over
- The 4-H Age categories:
 - ◇ Cloverbud (CB) - 6-8 Junior (JR) - 9-12 Intermediate (INT) - 13-15 Senior (SR) - 16-21
- The Projects you will be judging
- The members in these Projects
- Whether you want to see all Achievement Day materials (questionnaires, score cards, etc.) in advance
- Honorarium and travel costs
- What you are expected to do. These duties may include: judge project articles, record books, administer or mark questionnaires, judge demonstrations, speak at the banquet or evening program, meet with General Leader beforehand, chat with members as they demonstrate their project articles, etc.

Specific Information to Know

The club's General Leader should provide you with specific information regarding project goals and changes (if any) in the project completion requirements. You should be informed of any substitutions and deletions in the project work. The General Leader should bring to your attention any special instructions given to members and/or special needs, circumstances, or handicaps of members in each project being judged.

Questionnaires

All 4-H members must write two quizzes to complete their 4-H year—one is General 4-H Information, put out by the Provincial 4-H Office. The other is a project-specific questionnaire, created by the Project leader. These questionnaires may be displayed with the members work. Though rare, you may be asked to administer and mark these questionnaires.

Demonstrations

Depending on the type of club, members may do individual, team or group demonstrations. You may be asked to judge the demonstrations, though this is not a requirement of judges.

Record Books!

One of your most important duties may be judging the members' record books. The completion of a Record Book is an important part of both a 4-H member's year, and also the completion of his or her project. It is a 4-H Saskatchewan requirement in order for the 4-H member's year to be considered complete. 4-H Saskatchewan views the completion of a 4-H Record Book to be important for the following reasons:

- Provides a record of information learned from the project
- Records the time, money and effort that went into a project
- Teaches and develops record keeping skills that will be an essential part of every member's life.
- Allows the member to keep track for the 4-H activities they have been involved in (which can be very helpful when the member is applying for scholarships, travel awards, post-secondary education or a job)
- Offers another opportunity and level for the 4-H member to compete and receive recognition
- Provides a permanent record of the member's achievements both for themselves and generations to come.

Most clubs exhibit their 4-H members' record books at their year end "show-and-tell": **Achievement Day**. Please read pages 2 to 6 on how to judge 4-H record books.

Don't Forget the Members

Try to give **constructive** criticism. To make Achievement Day a positive learning experience, explain and show members how they might improve their projects. Members who do not reach the top in their projects are still successful, for they are "Learning to do by Doing". There are many opportunities in 4-H, in addition to placing first in their project. Encourage them to seek new experiences, such as participating in district, regional and provincial activities where possible.

Record Book Sections

A 4-H Record Book should be divided into at least four sections. Members are encouraged to use their own creativity and organizational skills to make their record book both functional for them and inviting to look at for others. The following is a breakdown of the four main sections, including what material each section might contain. These are the sections that are suggested by the provincial 4-H office.

4-H RECORD BOOK SECTION

- Record book from the 4-H office
- Your name, address, age and years in 4-H
- Club name, General Leader and all project leaders and members
- All general and project meetings and special activities, including location, date and your responsibilities
- Record of any resources you used – internet, library books, advice of an expert, TED talks, classes you attended, etc.
- Project goals and records and evaluations
- Remove pages not assigned to you or write N/A on them

PROJECT INFORMATION SECTION

- Project material – manual, workbook, lesson sheets, instructions, etc.
- Patterns and samples (mounted securely)
- Any pictures or other information about your project

ACTIVITIES SECTION

- Details of club activities (other than meetings or project-specific items)
- Note what the activity was, as well as the date, location, and any responsibilities you had at that event
- Includes: fundraisers, community service activities, special events and guest speakers, etc.
- Include event programs, brochures and pictures
- Include copies of your 4-H speech and judging cards,
- List district, regional or provincial activities that you participated in
- Include regional newsletters and articles on events you attended

GENERAL 4-H INFORMATION

- General 4-H information that you have collected throughout the year
- 4-H articles from newspapers and magazines
- Information about 4-H Saskatchewan and 4-H Canada
- Mailouts, handouts, pamphlets or articles from Regional 4-H Specialist or 4-H Saskatchewan.

Club Name Here!



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How do I Score a Record Book?

A score sheet that outlines the maximum points available for each category and what judges might look for in each of those categories is included for each record book. Of course, each judge will interpret those categories in their own unique ways. However, it is important that members not be penalized for things such as using a computer or a typewriter, using a pen to write in their book, printing, etc., when they have been told these things are acceptable.

FYI: Saskatchewan 4-H Council General Policies include: *A record book must receive a mark of 50% or more to be considered completed. A member who does not receive 50% should be given the opportunity to resubmit their book within a reasonable amount of time, to receive a passing mark and consider their year complete. Record Books may be completed by hand, typewriter, or computer.* Criteria for judging record books is included in the 4-H Saskatchewan Record Book score sheet.

Judge's Comments

Judges are encouraged to pay specific attention to the sections requiring members to note their responsibilities and to identify their goals for their project in the current 4-H year. The ability to set realistic goals is an important life skill that Saskatchewan 4-H is encouraging. Awareness and the acceptance of responsibility is an important part of responsible citizenship. When members take responsibility for making their club or a 4-H event successful (even by doing something as simple as showing up on time), and they are aware of their contribution, they are more committed and they develop healthy self-esteem.

Please do not write comments and scores directly in the 4-H member's Record Book. 4-H Saskatchewan has updated its record book score sheet to include a comments page, and we are asking that all judges complete this for each member. You may also want to include sticky notes throughout the member's book to draw attention to very specific parts of their book.

Thank You!

Most especially, thank you for your contribution of time and knowledge to the 4-H family. By serving as a Record Book judge, you are assisting 4-H Leader and members in your community and working in partnership with an organization that seeks to further the advancement of young people by developing leadership skills and responsible citizenship through learning by doing.

By judging record books, you are affirming both 4-H and the leaders in the organization who believe record keeping skills are an important part of the learning process. Your feedback will help 4-H members to improve their record books and become more competitive at other levels. As you give generously of your time and experience, it is hoped that you will gain satisfaction in knowing that your contribution is very much valued and appreciated.



Feed Record Information for Record Books

Feed Records are an important part of completing any 4-H project. For livestock projects, feed records are allow 4-H members to learn about the cost and nutritional aspects of raising their project animal(s).

Here are some tips to look for when marking livestock feed records:

ACCURATE MONTHS

- Please check for spelling and the number of days in the month. It is easy for members to use the same feed record every month, but many members forget to change the number of days in the month, the amount of feed, etc.
- Light Horse members may only select a few months to complete feed records on. If the project animal is in the pasture, there may not be a feed cost associated. However, there should be a note explaining why there is no feed cost.

CONSISTENT UNITS

- All quantity calculations must use the same weight unit throughout the entire feed record process. This means that all calculations must be in kilograms or pounds, and cannot switch throughout the book. Consistent units mean accurate feed records!

CALCULATIONS

- Please check the member's book to ensure that the calculations are correct *on at least one feed record*.

Feed	Quantity Weight Unit (kgs or lbs)		Price Per Weight Unit	Total Cost
	Per Day	Per Month		
Grains				

- To calculate quantity, first multiple the PER DAY column by the number of days in the month to receive the PER MONTH calculation

$$EX) 2 \text{ kgs per day} \times 30 \text{ days} = 60 \text{ kgs per month}$$

- To calculate the total cost, multiply the PER MONTH amount by the PRICE PER UNIT amount.

$$EX) 60 \text{ kgs per month} \times \$3 \text{ per unit} = \$180 \text{ total cost}$$

FINAL COST

- Please make a note of the final cost of the calculations. If the number doesn't seem correct, make note of it. For example, if the total cost per month is \$400, that is too high and there is most likely a calculation that is incorrect.

Hopefully these tips will help you while judging record books! If you require any additional help, please contact your Regional 4-H Specialist.

Record Book Tidbits & Considerations

NEW! RECORD BOOK COMMENTS PAGE:

- The record book score sheets now include a comments page.
- **Judges are asked to include constructive comments about the member's record book.**
- **Please do not write in the books, even in pencil.**

DETAILS TO KEEP IN MIND:

- Please judge and assign a mark to **every** book. If you feel there is a discrepancy with a book and that it should not be judged, speak with the General Leader as soon as possible.
- Check with the General Leader if ties are permitted, or if all ties must be broken by you.
- Please use the score sheets provided to judge each book, referring to this handout for assistance.

MARKING CONSIDERATIONS:

- You should have a record book score sheet for each member's book (and hopefully a few spares). Please judge the books according to the criteria on these sheets.
- If the member has written N/A on the page, or included information at the beginning of their book explaining that they did not cover that part of the book, they should not be docked marks for incompleteness. Project Leaders may not cover certain sections of the book, or instruct members to exclude that information.
- **All pages, photos, etc., should be well secured in the book.** Nothing should fall out if you pick it up, and there should be nothing in the front cover pockets. Old record book score sheets, ribbons, etc. should be documented properly (not just stuck in the front pocket).
- **The wrong club name** – Members should be docked mark(s) for using the incorrect club name. An incorrect example is calling the club "Roland Beef" when it should be "Roland Multiple 4-H Club". Check with the General Leader what the correct name of the club is, prior to judging.

LOGO SPECIFICS:

- **The 4-H Logo** – 4-H Saskatchewan introduced a brand new 4-H logo in 2015. Technically each 4-H club should have its own logo using our 4-H Saskatchewan Logo underneath the club's name.
- Members should be docked mark(s) for using the American logo or the *old* 4-H Canada logo. While we do prefer they use their club's new logo, **it is acceptable for them to use the 4-H Saskatchewan logo without their club's name on it.**



American Logo
DO NOT USE



Old Logo
DO NOT USE



Club Name Here!
New Club Logo
SHOULD BE USING!



4-H Saskatchewan Logo
ACCEPTABLE TO USE



4-H RECORD BOOK SCORE SHEET

Member's Name: _____

Club: _____ Age Category: Cloverbud / Junior / Intermediate / Senior

COVER <ul style="list-style-type: none"> Durable and neat (a 3-ring binder is suggested but not required) Colorful, creative and attractive Includes member's name, club, project, age category and a 4-H logo (Canada, Saskatchewan, or club) 	<p>_____/05</p>
COMPLETENESS <ul style="list-style-type: none"> All pages in the record and project book completed. Those pages not required by project leader should be removed or neatly stroked out and marked N/A. PLEASE NOTE: Project manuals are not used by all clubs; Not all Cloverbuds use livestock feed charts Includes dates and location of all club and project meetings, field trips, club activities and District, Regional and Provincial activities Indicates the role and responsibility member accepted to make meetings and activities successful Outlines project goals that clearly identify what the member wanted to learn and evaluates whether they believe those goals have been met and how Up-to-date cost and project related records Samples, drawings and photos labeled Use of project related information, photos and souvenirs to make the book interesting Includes newspaper articles about the club, project and/or 4-H 	<p>_____/40</p>
NEATNESS <ul style="list-style-type: none"> Legible writing or printing (member may use computer or typewriter to complete record book) but should use the same method consistently throughout the book Same color pen or pencil used throughout (junior members may use pencils, older members are encouraged to use pen) Mistakes are corrected neatly using "white-out" or neatly stroking the word or figure out and writing the correct one All pages are neatly secured in the book Photos, news articles and other clippings are mounted neatly and securely (use of scotch tape is not encouraged because it will brown and curl) 	<p>_____/15</p>
ACCURACY <ul style="list-style-type: none"> Spelling and math are correct Dates are consistent with other member's record books In the case of animal projects, judge's may wish to ensure feed and weight charts are realistic Work completed by member 	<p>_____/30</p>
ORGANIZATION <ul style="list-style-type: none"> Book has at least four logical sections (i.e. Record Book, Project Information, 4-H Activities and General 4-H Info) Use of labeled dividers between sections Table of contents 	<p>_____/05</p>
EXTRAS <ul style="list-style-type: none"> Photos, illustrations, brochures, souvenirs related to project and/or activities 4-H news and information Innovative ideas that the member may have used to make the record book more attractive and interesting (i.e. color, creativity, humour) 	<p>_____/05</p>
TOTAL SCORE	<p>_____/100</p>
JUDGE'S COMMENTS See Reverse <u>or</u> sticky notes throughout record book.	



4-H Record Book Competition Judge's Comments

Member's Name:

Club Name:

Age Category:

COVER

COMPLETENESS

NEATNESS

ACCURACY

ORGANIZATION

EXTRAS

Additional Comments: