

May 1, 2023

MEMORANDUM

TO: District 12 County Extension Agents

FROM: District 12 4-H Record Book Judging Committee

SUBJECT: 2023 District 12 4-H Record Book Judging (Virtual – July 13-18)

Due Date: July 6, 2023 (uploaded on 4-H Online)

County Approval: July 7, 2023

Judging: July 13-18, 2023

Planning Committee:

Frank Escobedo – Chair

Marco Ponce Vidal Saenz

Phyllishia Lopez Romeo Ozuna

Jesse Rodriguez

The 2023 District 12 4-H Record Book Judging process will be taking place electronically. Besides the virtual judging process, all other relevant and significant aspects of the Texas 4-H Record Book awards program remain unaffected.

Judging Timeline – Agents must judge ALL BOOKS from Thursday, July 13 through Tuesday, July 18, 2023. Agents will be assigned so make sure these dates are on your calendar.

Record Book Entries and Registration:

Each county may enter one Record Book per category in each age division. There will be a fee of \$5.00 per Record Book entry. All entries must be completed by the deadline of July 6, 2023.

- **Registration Process!** All Record Book entries must be completed on 4-H Online through individual profiles. This process is the same as in previous years which includes uploading the book digitally.
- The Record Book must be uploaded directly to 4-H Online as a **single PDF file**. Counties can and should provide any assistance to families, so please plan and communicate this accordingly.
- 4-H Record Book Entry – Counties must ensure that any/all entries are their qualified entries before being approved on 4-H Online. The event is listed as “2023 D12 4-H Record Book Judging (July 13 Virtual)” and will open June 13 through July 6, 2023. All approvals must be confirmed at the county level by July 7, 2023.
- **IMPORTANT:** Record Book Check Sheet & Personal Information Page – These two parts of every Record Book must be included and uploaded as part of the single PDF file with all appropriate information and signatures. The Entry on 4-H Online will also require families to verify the same information while submitting their entries. Please be sure that these two important documents are completed correctly and included in the single PDF file upload in the correct order:



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- Check Sheet – **NEW** although not required for state, this will be required for district
- Personal Information Page – **NEW** only signatures of member and parent required
- 4-H Story & Photo Portfolio
- Texas 4-H Report Form (Section I – VII)

Judging Process

The judging process will be completed virtually. The electronic files will be available to the teams of judges to review and evaluate using the same metrics identified in the Record Book Score Sheet. Each team of judges will only have access to the Record Books they are assigned. Once judging is completed, access to these books will be disabled.

- **Judges** – All agents listed on the Planning or Support committee will be placed in judging teams based on experience and subject matter knowledge. There will be teams of 3 judges per group of books. Books will be grouped by category and number of entries. There will be a “Team Leader” assigned to each judging group to ensure the books are evaluated completely and assigned the corresponding award. This year, we will not extend the judging process to volunteers.
- **Judging Timeline** – Judges will be assigned Record Books by Thursday, July 13th and will be expected to complete judging by Tuesday, July 18, 2023.
- **Awards** – All awards will be processed and mailed to county offices for distribution locally. Results will be posted online once judging is completed, and each Team Leader verifies the awards and placings.

State-Qualifying Senior Record Books

All Senior level Record Books that win their category and advance to State Record Book Judging will need to follow state entry requirements (attached). State Record books must be uploaded by July 31st.

Resources

District 12 4-H: <https://d124-h.tamu.edu/4-h-event/4-h-recordbooks/>

Texas 4-H website: <https://texas4-h.tamu.edu/recordbooks/>

If you have any questions, please do not hesitate to contact the District Office.

Sincerely,



Ruben J. Saldana, Ed.D
District Extension Administrator
District 12

cc: Jana Osbourn
Jason Ott