

4-H YOUTH DEVELOPMENT

May 20, 2024

**MEMORANDUM**

**TO:** District 12 County Extension Agents

**FROM:** District 12 4-H Record Book Judging Committee

**SUBJECT: 2024 District 12 4-H Record Book Judging (Virtual – July 9-16)**

*Due Date: July 5, 2024 (via 4-H Online)*

*Judging: July 9-16, 2024*

The 2024 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 remain unaffected.

**Judging Timeline** – Agents must judge ALL BOOKS from Thursday, July 9 through Tuesday, July 16, 2024. 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 5, 2024.

- **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 “2024 D12 4-H Record Book Judging (July 9 Virtual)” and will open June 11, 2024 through July 5, 2024. All approvals must be confirmed at the county level by July 6, 2024.
- **IMPORTANT:** The Personal Information Page of the Record Book must be included and uploaded as part of the single PDF file with all appropriate information and signatures. 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** is OPTIONAL and is not required for District. Once approving on the County level via 4-H Online, it is checking the box that the Record Books have been judged and are eligible 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 Tuesday, July 9<sup>th</sup> and will be expected to complete judging by Tuesday, July 16, 2024.
- **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 as the District 12 4-H qualifying entry for each category will need to be prepared to follow state entry requirements. State Record Book judging information has not been released.

### **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,



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