

May 2017

Memorandum

TO: District 7 County Extension Agents

SUBJECT: 4-H Planning Day (Morning)
AND
District 4-H Record Book Judging (Afternoon)
Both of these events are mandatory and ALL AGENTS are expected to attend.

EVENT DATE: July 11, 2017 (Tuesday)

LOCATION: Tom Green County 4-H Building, San Angelo TX

FEE \$10.00 for lunch (must be prepaid)

ENTRY DEADLINE: **RECORD BOOK JUDGING**
DUE TO THE DISTRICT OFFICE BY June 26, 2017:

- County Entry Form (Due to District Office)
- Agent/Judge Submission Form (Due to District Office)
- Payment with County Check for Lunch (Due to District Office)

BRING THE DAY OF THE JUDGING JULY 11, 2017:

- Record Books (with cover sheet, check sheet, score sheets)

DISTRICT 7 4-H PLANNING

- Please be prepared to plan 4-H events for the 2017-18 year. **Current Chairmen and Committees are responsible for gathering & presenting information of their respective event to the meeting.**

Please find the Guidelines, Rules and Regulations for this event on the following pages. Please contact the District 7 Office if you have any questions or concerns.

Sincerely,


Garry Branham

District Specialist – 4-H & Youth Development



4-H and Youth Development
Texas A&M AgriLife Extension Service
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DISTRICT 7 4-H RECORD BOOK JUDGING

PARTICIPANT AGE

The following contestant ages are as of August 31, 2016:

- JUNIOR – age 8 and in the 3rd grade to 5th grade
- INTERMEDIATE – grades 6th – 8th
- SENIOR – grades 9th- 12th (contestant must not have reached their 18th birthday on or before August 31)

ENTRIES

County Extension agents will need to compile all entries from the county and make one entry for the entire county on the enclosed County Entry Form and return to the District Office.

Counties may submit the following number of entries in each category:

- Juniors Two (2) Record Books per category
- Intermediates Two (2) Record Books per category
- Seniors One (1) Record Book per category

-It is VERY important that youth are entered in the appropriate age division!!

You will be responsible for getting your county winning record books to the judging location and for taking them back home. Remember to bring your list of books you bring so you can check them off as you get ready to go home. Record Books are a precious item and should be handled with care.

SPECIAL INSTRUCTIONS

Please refer to the Family Guide for instructions and guidelines for completing a record book. Make sure the following information is completed before bringing books to the District Contest.

- **4-H Record Book Judging Cover Sheet**
Complete and attach to the FRONT COVER of each record book.
- **4-H Record Book Judging Check Sheet**
Complete and attach to the INSIDE FRONT COVER of each record book.
- **4-H Record Book Program Score Sheets - THREE (3) for each age group.**
Complete the top portion and attach to the INSIDE FRONT COVER of each record book.
*** Make sure correct score sheets are attached for appropriate age group***

CATEGORIES

Please make sure that Record Books are entered in the correct category. The list can be found under the attachments section. The description in the Recordbook Categories document can be used to decide this.

JUDGES

All Counties will be asked to provide ONE (1) judge in addition to each agent also serving as a judge. Please indicate the best suited age division for each judge. Because books are judged in category groups, it is difficult to assign judges to specific category. You may request a specific category, but there will be other categories in that group. Please also indicate categories or age divisions they CANNOT judge.

*** If we do not need all of the judges submitted, the counties will be notified of released judges***

The District office will NOT send a letter to judges. A sample letter is attached for your convenience. Please remember that the District Record Book Judging is NOT a training activity. Make sure that the judge that you secure have a good understanding of record books and have had previous judging experience. To assist in orientating your judges at the county level, please review the Judges Training Packet. (REMINDER: If judge is not needed- we will notify county.)

DRESS

The dress for agents will be professional casual.

SCHEDULE

- 9:30AM Arrive
- 10:00AM 4-H Planning Meeting
- 12:00 PM Lunch
- 12:30 PM Judges Arrive/Sort Record Books into correct categories
- 1:00 PM Judges Orientation
- 1:15 PM Judging Begins

LUNCH/REGISTRATION FEE – Meal MUST be pre-paid

In order to make the best use of time, a registration fee of \$10 will be charged which will include lunch. Everyone is expected to pay the registration fee in advance. Volunteers are welcome to come for lunch, but we must know in advance to place our food order. COUNTY CHECKS ONLY!! Please make checks payable to Texas A&M AgriLife Extension Service.

AWARDS

There will be NO Awards Ceremony.

- 1st – 6th place and participant ribbons in each category and age division
- Participant Ribbons

STATE RECORDBOOK JUDGING

Information for the State Recordbook Judging Contest will be provided to the district winners at the completion of the district contest.