

# Memorandum

TO: District 7 County Extension Agents

SUBJECT: District 4-H Record Book Judging  
**This event is mandatory, and ALL AGENTS are expected to attend.**

EVENT DATE: July 9th, 2024 (Tuesday)

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

FEE \$10.00 per Record Book Entry (4-H Online)

ENTRY DEADLINE: 4-H Online Record Book Registration:  
**Opens 6/10 -- Closes 6/24**

*Any entries made after the closing date of 4-H Online will incur a \$50 late fee in addition to the original contest fee.*

*(Pending late entry is approved based on timeline needed for contest preparation)*

## RECORD BOOK JUDGING

**DUE TO THE DISTRICT OFFICE BY June 24th, 2024:**

- Agent/Judge Submission Form on the D7 Website

**BRING THE DAY OF THE JUDGING:**

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

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

Missy Olofsson  
4-H Program Assistant



4-H and Youth Development  
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The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

## DISTRICT 7 4-H RECORD BOOK JUDGING

### PARTICIPANT AGE

The following contestant ages are as of August 31, 2023:

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

### ENTRIES

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 precious items 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 it to the INSIDE FRONT COVER of each record book.  
\*\*\* Make sure correct score sheets are attached for the appropriate age group\*\*\*

### CATEGORIES

Please make sure that Record Books are entered in the correct category. The list can be found on the Texas 4-H Record Book Page. The Record Book Categories document description 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 categories. You may request a specific category, but there will be other categories in that group. Please also indicate categories or age divisions they CAN NOT 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.** Please remember that the District Record Book Judging is NOT a training activity. Ensure that the judge you secure has a good understanding of record books and has had previous judging experience. Please review the Judges Training Packet to assist in orientating your judges at the county level. (REMINDER: If the judge is not needed- we will notify the county.)

### **DRESS**

The dress for agents will be professional casual.

### **SCHEDULE**

- 10:00AM Arrive
- 10:30 AM Orientation immediately followed by judging
- 12:00 PM Lunch
- Continue judging after lunch as needed

### **LUNCH**

Lunch will be provided for agents and volunteer judges that wish to eat lunch, but we must have an accurate headcount. Please use the form on the D7 Website to submit names.

### **AWARDS**

There will be NO Awards Ceremony.

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

### **STATE RECORDBOOK JUDGING**

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