



## Pierce County 4-H Horse Department Record Book Guidelines & Scoring Facts

The following information is meant to help build a record book to maximize your scoring potential.

- More detailed direction can also be found in the Record Book Directions, in the sample Record Book, or through workshop attendance.
- Level 1 Record Books are recommended for use by beginning 4-H members but not required
- Read the instructions page as it has most information on how your record book should be completed.
- Never cross out or scribble out mistakes. White out is allowed.
- Never leave an item blank. If something doesn't apply to you this year, put the year and "N/A" or "None" in the other spaces.
- Permanent records are scored only for the current year and not prior years.
- There are 11 scored sections of the record books, each having a maximum number of points that can be earned. In each section, there are specific criteria required of each record book. Each criterion has a designated amount of points that can be awarded. If the book being scored matches the criteria listed, circle the number of points earned for that criteria. At the end of scoring each section, add up all points awarded (as circled) and note in the 'Section Points Awarded'. At the end of scoring, add up all the 'Section Points Awarded' to identify the 'Total Points Awarded'. This total will tell you the ribbon placing for the member's record book. Please refer to the scoring chart below for each age division to identify the correct ribbon to award.
- In the General Appearance Category, +1 can be awarded in the 'neatness' category for decoration used that are relevant to the Horse Project. Many youth chose to do a decorative cover, or decorate their divider pages. Please ensure added decorations don't go outside allowable limits found in the Record Book Directions in the front cover of the record book.
- The journal can be used as a diary form, or tally sheet for monthly activities. Either form requires notes for each entry. Each month entries can be anything from riding, training, feeding, club meetings, 4H events, events not related to 4H but related to your project, health care, etc. However, entries must be *more* than just club meetings and feeding.
- Spelling, grammar, punctuation and capitalization are important in clear communication. Record books will be judged for spelling and basic punctuation & capitalization.
- 4-H members learn by doing. Through hands-on experiences, youth members, with guidance from adult volunteers, learn life skills they can use throughout their lifetimes. All 4-H youth development emphasizes three types of basic life skills: competency, coping, and contributory. Youth develop life skills through the 4-H youth development to become capable, competent, and caring citizens. Youth are asked to highlight their life skills learned in their horse project in their record book.
- When turning in a record book before County Fair, Project Pictures, Project Summary Highlights, 4H Story and Supplemental Information do not need to be filled in. The pages *must* be included with a note indicating they will be completed after County Fair. If the pages are completed when turned in for County Fair awards, they will be judged. Otherwise, automatic points will be given for these sections at the time of County Fair awards judging. For all other items you only need to have entries complete through the end of June.
- Year End Award Tie Breaker: If at year end there are books of equal scores, tied in place for one of the established year end awards that can be give to a limited number of winners, precedence to be given to the member with the most detailed expense record, most detailed equipment inventory, the most copious notes in their journal entries and most detailed explanation of Life Skills learned and how they apply to their lives.

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**Ribbon Placing Chart:****Junior Placing:****Blue: 85-100****Red: 70-84****White: 69 and below****Intermediate/ Senior Placing:****Blue: 90-100****Red: 80-89****White: 79 and below**

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