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GUIDELINES FOR EXTENSION UNIT STAFF IN SELECTING A COMMITTEE

TO SCORE ACCUMULATED 4-H ACHIEVEMENT RECORDS

SEP 5 1978

Individual accumulated 4-H achievement records should be scored at the unit level by a committee. Members of this committee should be selected carefully by Extension Unit Staff. The size of the committee will vary depending on the number of records to be scored and the time to be spent in scoring records. Criteria to keep in mind in selecting a committee are:

1. People to consider as scoring committee members include teachers, volunteer leaders, former 4-H members, qualified business and civic leaders, professional persons in fields related to projects to be scored (such as home economist, agriculturist, photographer, and electrician) and other qualified persons.
2. At least two people should score each record entered.
3. Select enough committee members to thoroughly review and score each record in the time allotted. Usually it is wise to select enough people so scoring can be done in a short period of time -- one-half day or one evening.

Agent's Tasks in Working with Committee:

1. Have one or more workshops or training sessions with each member of the scoring committee. A group meeting is desirable, but individual sessions may also be needed.
2. Set date, time, and place for scoring records and notify committee members well in advance of actual date.
3. Assign committee members to scoring teams. In deciding on each scoring team, consider the following:
 - a. As much as possible, decide if persons to be placed on each team will work well together. Often it is good to place a person who makes decisions slowly with a person who works more rapidly.
 - b. People should score in project areas in which they have competency in subject-matter, if possible. A person with knowledge in subject-matter who has never scored before might work well with a leader who has good general knowledge of what goes into any achievement record.
 - c. Avoid having leaders and parents score their own 4-H members or children's records, if possible. If a committee member is well acquainted with a 4-H'er he or she is scoring and finds that this individual is one of those ranked at or near the top in the project, then the committee member should disqualify herself or himself from making the final decision. If it is a three-person scoring team, the remaining team members should make the final decision. If it is a two-person team, another person should be asked to review the top two or three books and help in making the final decision.
4. Check all books well in advance of scoring to be certain each is complete. Check for:
 - a. Pictures - one picture, black and white or color, shoulder to head shot, no smaller than 2" x 3".

M4-H 72

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- b. Age - is member eligible.
 - c. National 4-H Report Form - Completed - check for signatures of agent, leader, and parent on first page of report form.
 - d. 4-H Story
 - e. Project Record Book - the last full year's project records (e.g. September 1, 1976 - August 31, 1977) and the current year's project or activity record (e.g. September 1, 1977 - December 1, 1977) are included.
5. Set up work area for each scoring team. It is good if each team can be in a separate room so they can talk without disturbing others. Each team member should have a comfortable chair and a table or desk for a writing area. Have for each team pencils, plain paper, score sheet (M4-H 32), summary sheet listing all entries in project area they are to score, and the first set of records to be scored.
6. Meet total committee for general orientation. Include:
- a. Purpose of achievement records.
 - b. Purpose of scoring committee is to:
 - (1) Review each record thoroughly.
 - (2) Provide unbiased score for each.
 - (3) Refrain from discussing placing of 4-H'ers with other committee members (except those on your team) or when returning home.
 - (4) Remember - each record represents much work on the part of a 4-H'er and deserves careful consideration.
 - (5) The scoring committee is scoring records and placing them in ranking order. They are not selecting 4-H'ers for awards.
 - c. Review recommendations for achievement records and the National 4-H Report Form. It is good if each committee member receives these plus score sheets before the day records are scored.
 - d. Review score sheet.
 - e. Discuss teams, physical arrangements, time, etc. Each team should quickly review all records in project area they are scoring. Each team member should then score each record before discussing with other members of scoring team. After all have been scored, teams should discuss how they placed each record and why. The team should agree on a final score and ranking for each book.
 - f. When team completes scoring records in one project area and has recorded score, they should turn these, plus their score cards, in to the agent. Agent will then give them the next set of books they are to score.
7. It is good to have light refreshments for committee members. Each team should take a break as it suits them.
8. The agent(s) in charge should visit each team to see if they have questions. The agent(s) should be available throughout to answer questions, etc.