



Sample Record Book Rubric

Record Book Evaluation Form

(For Evaluation Use Only, Please Circle)
Club or County Evaluation

Member Name: June Clover

Project: Horse

Rubric Directions: There are essentially four components to evaluating Record Books (1) the Cover Page, (2) the Resume, (3) the Cover Letter, and (4) the Supporting Documentation. Each has specific sections to be evaluated. Please review each section and circle any requirement in that section if it is not included in the record book. Apply points accordingly.

Excellent (5 Points) – If section is complete, 4-H record book receives 5 points.

Good (3-4 Points) – If one or two items listed on the form are missing, please circle item, 4-H record book receives 3-4 Points.

Fair (1-2 Points) – If more than two items are missing, please circle items, 4-H record book receives 1-2 Points.

"I cannot find this" or comments – If you cannot find an ENTIRE SECTION listed, please mark the last box with an "X"; You may also use this space to make a comment on each section.

Finally add all points together. Maximum amount of points is 100.

Judging goal of record books is to celebrate and recognize member's achievement.

	EXCELLENT 5 Points	GOOD 3-4 Points	FAIR 1-2 Points	"I cannot find this section" and/or Comments Mark with "x" to indicate.
Record Book Cover Page				
1.) Cover Page includes: member name and photo; participation table; Disc and County Project applied for.	5			Looks great!
Resume				
2.) Objective includes: objective written as a complete sentence; matches project applied for; correct grammar/spelling		3		More than 3 errors!
3.) Education includes: correctly spelled school name & address; years in school as of October 1 st of this year; graduation date	5			
4.) Leadership includes: name of leadership role/s; brief description of duties; years in both 4-H and non-4-H activities.	5			Wow! Impressive!
5.) 4-H Projects include: projects listed that relate to this award and years enrolled.	5			
6.) School & Community include: lists significant activities such as sports, organizations, church, etc. and list years participated.		4		No community activities listed
7.) Achievements include: lists any awards; honors; and other successes and year received.	5			
8.) References include 3 or more references that directly relate to project.				1 only listed...
First Page Total Points	25 + 7 + 1 = 33			

Continue Evaluation on Back



Record Book Evaluation Form

Once you are finished adding all the points. Please make final comments on Record Book here:

Missing a few items but overall
you did a good job!



EXCELLENT 5 Points	GOOD 3-4 Points	FAIR 1-2 Points	"I cannot find this section" and/or Comments Mark with "x" to indicate.
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Cover Letter			
9.) Address Line includes: correct return address; and correct recipient address.	5		
10.) Subject Line includes: complete and accurate information, includes county award and disc applied for.	5		
11.) Introduction Paragraph includes: 3 or more reasons for consideration; complete and accurate information.	5		
12.) County & State Paragraphs include: 2 or more reasons for consideration; complete and accurate information.		4	only listed 1...
13.) Summary Paragraph includes: complete and accurate summary of what was learned this year in 4-H and in project. Includes how member shared project with others.	5		
14.) Closing includes: complete and accurate information.	5		
Supporting Documentation			
15.) Evidence of Goal Setting include: clear state of goal; why goal was set; correct grammar/spelling.			
16.) Financial Records include: <u>clearly documented record</u> ; correctly documented money spent and earned from project.		2	X organization was messy
17.) Reflection includes: paragraph for both highlights and lowlights during the project; <u>paragraph that explains growth and sharing of a project</u> and paragraph that describes next year's improvements; <u>correct grammar/spelling</u> .		3	Watch grammar. Could expand Paragraph more
18.) Project Listing by Year: All should be present, none should be missing.	5		
19.) Written & Visual Components include: written (printed or hand printed) & visual components (pictures, newspaper clippings, certificates, tags, graphics) that illustrate experience.	5		
20.) Evidence of Effort include: overall neatness; organization style; thoughtfulness; and creativity.	5		wonderful!
	33 + 40 + 7 + 2 = 82 / 100		