



Tips and Guidelines for Judging Record Books

1. Be Constructive, But Gentle

The record book process is all about the learning, so we need to make sure we are helping our members learn how to grow and become better in their record keeping, self-advocacy, and professional writing skills.

- a. That means we will have to give constructive criticism about their records. We need to be gentle in how we give that criticism, however. Here are some examples in how to do that: “Make sure you double check your spelling!” Make sure to take your time when writing.” “Great job with the project! Next year I’d like to see you talk about _____.” “You worked really hard in this project! What goals did you set?”

2. Look for Growth

- a. Remember we are trying to teach them how to showcase their achievements in a way they can use as they enter the next stage in life: college or the job market. Here are some ways to look for growth:
 - i. Look at their resume. Are they listing a depth of activities? Are they describing a variety of achievements there?
 - ii. Look at their cover letter. Are they highlighting experiences that show ways they have gone above and beyond?
 - iii. Look at their reflections. Do they talk about what they learned? What didn’t go well? How they built upon what they knew? Do they set goals for next year?

3. How do I compare different formats fairly?

- a. If they don’t have the correct format, remember all record books will include the things listed below. Also share with the member so they can put an emphasis on them next time.
 - i. Cover information
 - ii. Cover Letter
 - iii. Resume
 - iv. Supporting Documentation for Each Project
 1. Goal Setting
 2. Financial Records
 3. Reflection 1
 4. Reflection 2
 5. Reflection 3
 6. Project Table Listing
 - v. A Written and Visual Component that has Evidence of Effort

- b. If you have a record book that really stands out-share why with the other members. It’s our goal to help them learn to keep records and show themselves off the best way they can. It’s all about the learning!

4. Thank the member for his or her time spent on the record book and thank them for the work he or she does in the club.