

# Record Book Evaluation Form

(For Evaluation Use Only, Please Circle)

Club or County Evaluation

Member Name: \_\_\_\_\_

Project: \_\_\_\_\_

**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.
<b>Record Book Cover Page</b>				
1.) <b>Cover Page</b> includes: member name and photo; participation table; Disc and County Project applied for.				
<b>Resume</b>				
2.) <b>Objective</b> includes: objective written as a complete sentence; matches project applied for; correct grammar/spelling				
3.) <b>Education</b> includes: correctly spelled school name & address; years in school as of October 1 <sup>st</sup> of this year; graduation date				
4.) <b>Leadership</b> includes: name of leadership role/s; brief description of duties; years in both 4-H and non-4-H activities.				
5.) <b>4-H Projects</b> include: projects listed that relate to this award and years enrolled.				
6.) <b>School &amp; Community</b> include: lists significant activities such as sports, organizations, church, etc. and list years participated.				
7.) <b>Achievements</b> include: lists any awards; honors; and other successes and year received.				
8.) <b>References</b> include: 3 or more references that directly relate to project.				
First Page Total Points	+	+	=	

Continue Evaluation on Back

## Record Book Evaluation Form

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

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