

Club Officer Book Evaluation Form

Club Name: _____

Rubric Directions: There are essentially six components to evaluating Club Officer Books (1) General Leader and Officer Summary, (2) Agendas from the year (3) The Attendance Record, (4) The Financial Record, (5) Minutes of Club Meetings, (6) Summary of the Year's Activities. 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 items, 4-H record book received 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 50.

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

	EXCELLENT 5 Points	GOOD 3-4 Points	FAIR 1-2 Points	"I cannot find this section" (Mark with "X" to indicate) and/or Comments
Title Page and Leadership Summary				
1) Title Page: First page included. Make sure to state the name of your club and the year.				
2) General Leader(s): List General Leader(s) full names and contact info.				
3) Officer Names and Roles				
Agendas				
4) Agendas: Provide the agendas from club meetings for the year.				
Attendance Record				
5) Attendance Record: Should be included for every meeting held as a way to track participation				
Financial Record				
6) Financial Record: Must include (1) a summary of the finances, (2) the incoming money, and (3) the expenses.				
Documentation should show reports throughout the whole year.				
Minutes of Club Meetings				
7) Minutes/Secretary Reports: Secretary reports/minutes should be present for all meetings throughout the year.				
Summary of Year's Activities				
8) Using narrative, pictures, scrapbooking, or other formats, provide a summary of the club's activities for the year.				
Overall				
9) Uses correct spelling and grammar				
10) Neatly compiled				
TOTAL POINTS:	+	+	=	/50

Final Comments on Record Book can be made on back side of page.