

Club Officer Book Evaluation Form

Club Name: Sample

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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make sure to capitalize
2) General Leader(s): List General Leader(s) full names and contact info.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Officer Names and Roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agendas					
4) Agendas: Provide the agendas from club meetings for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Make sure agendas have specific business listed
Attendance Record					
5) Attendance Record: Should be included for every meeting held as a way to track participation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minutes of Club Meetings					
7) Minutes/Secretary Reports: Secretary reports/minutes should be present for all meetings throughout the year.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make sure to use a notes format that includes the whole meeting.
Summary of Year's Activities					
8) Using narrative, pictures, scrapbooking, or other formats, provide a summary of the club's activities for the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excellent summary!
Overall					
9) Uses correct spelling and grammar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10) Neatly compiled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL POINTS:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	$35 + 10 + 2 = 47$ /55

/50

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