|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 (3 Points)** – If section is complete, 4-H member receives 3 points.  **Good (2 Points)** – If one item listed on the form is missing, please circle item, 4-H member receives 2 Points.  **Fair (1 Point)** – If more than one item is missing, please circle items, 4-H member receives 1 Point.  **“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 63.  Judging goal of record books is to celebrate and recognize member’s achievement. | | EXCELLENT | 3 Points | GOOD | 2 Points | FAIR | 1 Point | “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. | |  |  |  |  |
| Resume | |  |  |  |  |
| 2.) Objective includes: objective written as a complete sentence; matches project applied for; correct grammar/spelling | |  |  |  |  |
| 3.) Education includes: correctly spelled school name & address; years in school as of October 1st of this year; graduation date | |  |  |  |  |
| 4.) Leadership includes: name of leadership role/s; brief description of duties; years in both 4-H and non-4-H activities. | |  |  |  |  |
| 5.) 4-H Projects include: projects listed that relate to this award and years enrolled. | |  |  |  |  |
| 6.) School & Community include: lists significant activities such as sports, organizations, church, etc. and list years participated. | |  |  |  |  |
| 7.) Achievements include: lists any awards; honors; and other successes and year received. | |  |  |  |  |
| 8.) References include: 3 or more references that directly relate to project. | |  |  |  | **+ + =** |
| First Page Total Points | |  |  |  |  |
| Continue Evaluation on Back | |  |  |  |  |
| Once you are finished adding all the points. Please make final comments on Record Book here: | | **EXCELLENT | 3 Points** | **GOOD | 2 Points** | **FAIR | 1 Point** | **“I cannot find this section” and/or Comments**  **Mark with “x” to indicate.** |
| Cover Letter | |  |  |  |  |
| 9.) Address Line includes: correct return address; and correct recipient address. | |  |  |  |  |
| 10.) Subject Line includes: complete and accurate information. | |  |  |  |  |
| 11.) Introduction Paragraph includes: 3 or more reasons for consideration; complete and accurate information. | |  |  |  |  |
| 12.) County & State Paragraphs include: 2 or more reasons for consideration; complete and accurate information. | |  |  |  |  |
| 13.) Summary Paragraph includes: complete and accurate summary of what was learned this year in 4-H and in project. | |  |  |  |  |
| 14.) Closing includes: complete and accurate information. | |  |  |  |  |
| Supporting Documentation | |  |  |  |  |
| 15.) Evidence of Goal Setting include: clear state of goal; why goal was set; correct grammar/spelling. | |  |  |  |  |
| 16.) Financial Records include: clearly documented record; correctly documented money spent and earned from project. | |  |  |  |  |
| 17.) Reflection Part 1 includes: paragraph for both highlights and lowlights during the project; correct grammar/spelling. | |  |  |  |  |
| 18.) Reflection Part 2 includes: paragraph that explains growth and sharing of a project; correct grammar/spelling. | |  |  |  |  |
| 19.) Reflection Part 3 includes: paragraph that describes next year’s improvements; correct grammar/spelling. | |  |  |  |  |
| 20.) Project Listing by Year: If all is completed-3. If one or more is missing-2. If none are present-1. | |  |  |  |  |
| 21.) Written & Visual Components include: written (printed or hand printed) & visual components (pictures, newspaper clippings, certificates, tags, graphics) that illustrate experience. | |  |  |  |  |
| 22.) Evidence of Effort include: overall neatness; organization style; thoughtfulness; and creativity. | |  |  |  |  |
| TOTAL POINTS: | First Page Points: \_\_\_\_\_\_ | **+ + + =** |  |  | /66 |