

COLUMBIA COUNTY 4-H RECORD BOOK PROCESS -- EVALUATION FORM

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

**For Evaluation Use Only – Please circle one:**      **Club Evaluation**      or      **County Evaluation**

**Rubric Directions:** There are four components to evaluating Record Books: the cover page, 4-H Portfolio or Annual Activity Record, Project Page(s), and Evidence of Effort/Supporting Documentation. Each has specific sections to be evaluated. Please review each section and grade accordingly. Please circle the components missing.

**Excellent (5 pts):** If section is complete, 5 points are earned.

**Good (3-4 points):** If 1 or 2 items are missing, 3-4 points are earned.

**Fair (1-2 points):** If more than 2 items are missing, 1-2 points are earned.

**“I cannot find this” or comments-** if you cannot find an entire section, mark with an x. You may also use this space for comments.

	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. Cover Page includes: member name, member photo, age, grade, years in 4-H, club meetings held and attended, demonstration given				
<b>4-H Portfolio or Annual 4-H Activity Record</b>				
2. 4-H Club Participation/Activities				
3. 4-H County Activities				
4. 4-H District, State, National Activities				
5. 4-H Leadership				
6. 4-H Project List				
7. 4-H Project Junior Leader				
8. 4-H Community Service				
9. Non 4-H Leadership				
10. Non 4-H Community Service				
<b>First Page Total Points</b>		+	+	=

(Continue Evaluation on Back)

**Excellent (5 pts):** If section is complete, 5 points are earned.  
**Good (3-4 points):** If 1 or 2 items are missing, 3-4 points are earned.  
**Fair (1-2 points):** If more than 2 items are missing, 1-2 points are earned.  
**"I cannot find this" or comments-** if you cannot find an entire section, mark with an x. You may also use this space for comments.

	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>PROJECT PAGES</b>				
11. Goal Setting – includes a clear statement of goal, why interested in particular project, what member hoped to learn (more than "I want a blue ribbon at fair")				
12. Financial Records – includes expenses and income. Specific Project financial guidelines followed.				
13. Reflection Part 1 – includes highlights of project and lowlights of project				
14. Reflection Part 2 - includes growth and how member shared project information and lessons				
15. Reflection Part 3 – includes what can be improved for next year and why				
16. 4-H Project Activity - includes information about meetings, activities, completed a demonstration(s), completed a fair or public exhibit?				
17. Written & Visual Component - Can be written or visual (pictures, newspaper clippings, certificates, etc.), labeled visuals if appropriate				
<b>Evidence of Effort</b>				
18. Is work thoughtful, organized, & neat?				
19. Does work show creativity?				
20. Overall, is work complete & accurate? Spelling and grammar correct?				
<b>TOTAL POINTS:</b>				
Points from front page here: _____	+	+	+	=
				/ 100

Adapted from "Dunn County 4-H Record Book Process"