Member Name: _____ Chris Clover SAMPLE _____

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 Points	Good – 3-4 Points	Fair – 1-2 Points	"I cannot find this section" and/or comments. Mark with 'x' to indicate.
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.				
RECORD BOOK COVER PAGE				
1. Cover Page includes: member name, member photo, age, grade, years in 4-H, club meetings held and attended, demonstration given	5			All details complete!
4-H Portfolio or Annual 4-H Activity Record				
2. 4-H Club Participation/Activities		4		Month missing
3. 4-H County Activities	5			You've been active!
4. 4-H District, State, National Activities				X
5. 4-H Leadership	5			Wow! Impressive!
6. 4-H Project List		3		missing # of years
7. 4-H Project Junior Leader		3		missing description
8. 4-H Community Service		4		No dates given
9. Non 4-H Leadership	5			Great details!
10. Non 4-H Community Service				X
First Page Total Points	20	+ 14	+ 0	= 34

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(Continue Evaluation on Back)

SAMPLE

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.
PROJECT PAGES				
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")	5			Goals well written –
12. Financial Records – includes expenses and income. Specific Project financial guidelines followed.		3		Missing swine expense record
13. Reflection Part 1 – includes highlights of project and lowlights of project		4		2 spelling errors
14. Reflection Part 2 - includes growth and how member shared project information and lessons		4		grammar errors -2 2
15. Reflection Part 3 – includes what can be improved for next year and why	5			
16. 4-H Project Activity - includes information about meetings, activities, completed a demonstration(s), completed a fair or public exhibit?	5			
17. Written & Visual Component - Can be written or visual (pictures, newspaper clippings, certificates, etc.), labeled visuals if appropriate	5			
Evidence of Effort				
18. Is work thoughtful, organized, & neat?	5			Organized
19. Does work show creativity?		4		Include more to tell story.
20. Overall, is work complete & accurate? Spelling and grammar correct?		4		Be sure to Proof read
TOTAL POINTS: Points from front page here: 34	+ 25	+ 19	+ 0	= 78 / 100

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