

Buchanan County 4-H - Record Book Evaluation Form

Name _____ Club _____

Junior _____ Intermediate _____ Senior _____

Record Book Award Certificate Summary

Please list each Project Area and check which award certificate will be received. Only check one per Project Area.

Project Area	Record Book Completion Certificate	Project Area Certificate
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Organization and Appearance Evaluation

Criteria	Points Awarded	Comments
Cover Page is present (1 pt.)		
Records include an Expected Standards Form with all signatures (1 pt.)		
Records include a Yearly Summary, completed with general/full details (1-2 pt.)		
Records include at least one Project Summary that shows: 1. Goal(s) set (1 pt.) 2. Plan to reach goal(s) (1 pt.) 3. Reflection (1 pt.)		
Support Materials: pictures, news clippings & other support information are neat and orderly. (1 pt.)		
Records are neatly done (1 pt.)		
Few grammar and spelling mistakes (1 pt.)		
Record Book is in proper order (1 pt.)		
Extra Project Summary beyond the one minimum requirement is filled out (1 pt.)		
Total Points Awarded (Please circle rating below)		

Gold	Silver	Bronze
10-12 pts.	7-9 pts.	4-6 pts.

Please see reverse for additional instructions.

Record books are eligible for a **Project Area Certificate** for each completed Project Summary if they have earned a **gold rating** in Organization and Appearance **AND** contain a completed *Award Request Form**

Record books that earn a bronze or silver rating (with or without a completed Award Request Form), or gold rating (without a completed Award Request Form) will receive a **Record Book Completion Certificate** for each completed Project Summary.

***Please check here if Award Request Form is completed. If so AND have gold rating in Organization and Appearance, please move on to Project Evaluation below, filling out Summary on front when completed. If Award Request Form is not completed, please stop here and fill out Summary on front.**

Project Evaluation

Project Area: _____	Points Awarded (1 pt. ea.)	Comments	Total Points _____
Goal(s) are clearly defined and records include a plan to reach goal(s)			
Records show growth and learning in the project area			
Records include reflection of the outcome of goal(s)			
Records show evidence of citizenship/community service			
Records show evidence of leadership			
Records show evidence of communications experience			
Support material is organized (pictures, newspaper articles etc.) *Livestock – animal worksheet is mandatory *Building Exhibits include exhibit write-ups, goal sheet			
Project Area: _____	Points Awarded (1 pt. ea.)	Comments	Total Points _____
Goal(s) are clearly defined and records include a plan to reach goal(s)			
Records show growth and learning in the project area			
Records include a reflection of the outcome of goal(s)			
Records show evidence of citizenship/community service			
Records show evidence of leadership			
Records show evidence of communications experience			
Support material is organized (pictures, newspaper articles etc.) *Livestock – animal worksheet is mandatory *Building Exhibits include exhibit write-ups, goal sheet			
Project Area: _____	Points Awarded (1 pt. ea.)	Comments	Total Points _____
Goal(s) are clearly defined and records include a plan to reach goal(s)			
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Records include a reflection of the outcome of goal(s)			
Records show evidence of citizenship/community service			
Records show evidence of leadership			
Records show evidence of communications experience			
Support material is organized (pictures, newspaper articles etc.) *Livestock – animal worksheet is mandatory *Building Exhibits include exhibit write-ups, goal sheet			

Junior	Intermediate	Senior
4-5 pts.	5-6 pts.	6-7 pts.

Scoring: Must score **maximum points above** to receive a **Project Area Certificate** for each Project Area.
Those that scored **below max. points** will receive a **Record Book Completion Certificate** for each Project Area.

Please complete Summary on front with results.