



Overall Record Keeping Cass County 4-H Year Record Evaluation



Please complete this form once, evaluating your record book as a whole, and place inside your Record Book before turning in to your leader for judging.

NOTE: This application, and your book, reflects your work for the past 4-H year (September-August).

Name: _____ Club: _____

Place an "X" beside the level of 4-H you were in during the **previous** 4-H year (grade just completed):

___ **Junior** (Grade 4-6 last year) ___ **Intermediate** (Grade 7-8 last year) ___ **Senior** (Grade 9-12 last year)

Requirements for submitting record books:

- Include required forms: Cover Page, Yearly 4-H Summary, Personal Goal Record Sheet and complete Project Record forms for all project areas, including supporting documents
- Complete record book in suggested order, based on the Record Book Order/Instructions form online
- Record books must be submitted to your club leader by their deadline. All record books will be evaluated by club leaders.
- Jr/Int with 25+ points receives "record keeping star" award at county convention. Project awards will be based on club leader evaluation. Projects are evaluated on sperate forms.
- Any Senior record book advancing for project or other county-level award recognition should be turned in based on Leader's recommendation, with County-Level Awards form enclosed, to the Cass County Extension Office by **October 2.**

Record Keeping Evaluation Form

To be completed by Record Book Evaluator (Club Leader or County Judge)

E=Excellent

G=Good

NI=Needs Improvement

I=Incomplete

Organization & Appearance	E 4 pts.	G 3 pts.	NI 2 pts.	I 1 pt.
Record book in suggested order				
Records neatly done				
Proper spelling and grammar				
Cover page complete				
Yearly Summary complete				
Personal Goal Record Complete				
Completed project record forms				
Support information neat and orderly				

Comments (to be filled in by evaluator):