



Cedar County 4-H Recordkeeping Award Evaluation Form

Name _____	Level in 4-H: (Circle one)	Award Received (Circle One)
Club _____	Junior	Gold (36-45 points)
Year in 4-H _____	Intermediate	Green (20-35 points)
Grade Completed _____	Senior	Certificate (20 pts & Below)

Area of Evaluation	Points (circle/highlight one)	Comments
Goals/Steps to achieve goals	1- No evidence of goals 3- Has a goal but goal does not include an action, result, and timetable. 5- Has multiple goals. Includes steps to achieving goals. All goals are action, result, and timetable based.	
Growth in Skills/Knowledge	1- No evidence of growth in skills or knowledge 2- You can see that there might be growth in skills/knowledge by comparing to previous records, but it is not mentioned by member in records. 3- There is evidence of growth in skills/knowledge and member mentions one thing they learned, or a new skill gained. 4- There is evidence of growth in skills/knowledge and member mentions multiple things they learned, or skills gained. 5- There is obvious evidence of growth in skills/knowledge and member mentions multiple things they learned, or skills gained and the process they took to learn these new skills.	
Self Evaluation	1- No evidence of self-evaluation. 2- Member briefly reflects in some way, but not detailed. 3- Member has a 4-H story or self-evaluation form, but it is not filled out or does not elaborate on their self-evaluation. 4- Has a complete 4-H yearly summary, 4-H story, or self-evaluation form. 5- Member highlights their year and reflects in detail in their 4-H story (yearly summary) and completely fills out a self-evaluation form.	
Leadership Roles, Service, and Citizenship	1- No evidence of leadership roles, service activities, or citizenship. No evidence of new leadership skills or helping others. 3- Evidence of service activities, leadership roles or citizenship. 5- Evidence of multiple leadership roles, service activities, or citizenship.	
Club Participation	1- Record shows no evidence of club participation or any learning activities 2- Member has completed some type of learning activity or project, but shows no club participation 3- Member briefly mentions one club activity they participated in. 4- Member reflects on multiple club meetings and/or activities. 5- Member is clearly involved in the entire 4-H program and has multiple examples of this in records.	

<p>Organization of Materials</p>	<ol style="list-style-type: none"> 1- There is no evidence of an organizational system and specific records are extremely difficult to locate. 2- There are no tabs or table of contents. Organizational system may be there, but it needs to be improved. 3- Records are in some way organized, but do not have tabs or a table of contents. Specific records may not be easily located. 4- Records are clearly organized, and specific records can be easily located. 5- Member goes above and beyond with organization. Records may be tabbed, color coded, and records are easy to find. 	
<p>Completeness of Records</p>	<ol style="list-style-type: none"> 1- There is no evidence of project records or yearly summary. No previous year records. 2- There are records, but there is no evidence of any project learning or multiple forms are missing. Previous years records not completed or turned in. 3- Previous year's records are turned in. Record does not include a financial form. There is at least one project record. Might be missing an additional form. 4- Records are complete for one project area, including financials. Records also have a yearly summary, self-evaluation, picture page, and other important record forms. 5- Records are complete for multiple project areas. Pictures, stories, clippings, or other materials have been added. 	
<p>Overall Neatness</p>	<ol style="list-style-type: none"> 1- Records are hard to read. Pages are torn, stained, or otherwise damaged. Records are not in a cover or folder. Records have not been well taken care of and are damaged. 3- If there is handwriting, it could be improved. Records might not be well secured, or a page might have some damage. 5- Exhibitor has a very clean record book and has excelled in neatness. Records are easy to read, stay in place, and not damaged. 	
<p>Grammar, Spelling, etc.</p>	<ol style="list-style-type: none"> 1- There are many grammar, spelling, or punctual errors in records. Records have something else not previously mentioned wrong with them. 3- There are grammar, spelling, or punctual errors, but no more than what is expected at this age level. 5- There are no obvious grammar, spelling, or punctual errors. Their writing exceeds expectations. 	
<p>Total Score</p>		