

4-H Reporter Book Award Evaluation Form

Reporter's Name: _____

Award Received: **Gold** (36-40 points)

Club: _____

(circle one) **Silver** (31-35 points)

Year: _____

Bronze (1-30 points)

Area of Evaluation	Points				Comments	
	No Evidence	Needs Improvement	Meets Expectations	Exceeds Expectations	Strengths:	Suggestions:
Reporter's Book includes:						
Title page complete with club, year and reporter.	0	1	2	3	4	5
Copy of sent reports and/or newspaper clippings for each meeting or activity.	0	1	2	3	4	5
Reports sent regularly to newspaper. Indicate if no monthly meeting or activity.	0	1	2	3	4	5
Reports Include:						
The name of the club, date and place of meeting.	0	1	2	3	4	5
The name of the presiding officer, roll call and number of members, leaders and visitors present.	0	1	2	3	4	5
A summary of business at the meeting, in paragraph form, using complete sentences.	0	1	2	3	4	5
The names of host, members who have given presentations (and what it was on) and who lead activities (and what they were).	0	1	2	3	4	5
The date, time and place of the next meeting or activity.	0	1	2	3	4	5
Total Score:						