

# 4-H President Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. President officer books may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria   | Comments |
|--|----------|
| <b>Binder/Report Cover</b>   |          |
| <b>Cover Page</b><br>Includes officer name, club name, year  |          |
| <b>Goals</b><br>List of yearly goals   |          |
| <b>Yearly 4-H Summary</b><br>Summarize your club leadership responsibilities<br>Summarize what was learned about being president |          |
| <b>Monthly Meeting Agendas</b><br>Submit youth monthly meeting agendas for the year<br>(September 2017—August 2018)              |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers   |          |

Gold

Silver

Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Vice President Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Vice President officer books may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria  | Comments |
|---|----------|
| <b>Binder/Report Cover</b>  |          |
| <b>Cover Page</b><br>Includes officer name, club name, year   |          |
| <b>Goals</b><br>List of yearly goals  |          |
| <b>Yearly 4-H Summary</b><br>Summarize your club leadership responsibilities<br>Summarize what was learned about being vice president |          |
| <b>Monthly Meeting Agendas</b><br>Submit youth monthly meeting agendas for the year<br>(September 2017—August 2018)                   |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers  |          |

Gold     Silver     Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Secretary Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Secretary officer book should be submitted. Goals and yearly summary may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria  | Comments |
|---|----------|
| <b>4-H Secretary Book</b>   |          |
| <b>Cover Page</b><br>Includes club name, year, county<br>List of 4-H Club Officers<br>List of 4-H Leaders   |          |
| <b>4-H Member Attendance</b><br>List of all enrolled club members<br>Date of each club meeting<br>Club member attendance marked off<br>Presentation records |          |
| <b>Monthly Meeting Minutes</b><br>Minutes of Meeting filled out and complete for each monthly meeting<br>Monthly meeting minutes signed                     |          |
| <b>Goals</b><br>List of yearly goals  |          |
| <b>Yearly 4-H Summary</b><br>Summarize what was learned about being secretary   |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers  |          |



Gold



Silver



Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Treasurer Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Treasurer officer book should be submitted. Goals and yearly summary may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria   | Comments |
|--|----------|
| <b>4-H Treasurer Book</b>  |          |
| <b>Cover Page</b><br>Includes officer name, club name, year, county  |          |
| <b>Receipts and Expenses for the Year</b><br>Pages 5-6 should be complete and up to date<br>Each record should include date, item, checking, balance   |          |
| <b>Year End Net Worth Statement for the Year</b><br>Final Balance (should match bank statement)<br>List of all unpaid bills<br>List of monetary assets<br>Treasurer signature<br>Club leader audit signature |          |
| <b>Bank Statements</b><br>Monthly bank statements for the year   |          |
| <b>Goals</b><br>List of yearly goals   |          |
| <b>Yearly 4-H Summary</b><br>Summarize what was learned about being treasurer  |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers   |          |



Gold



Silver



Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Reporter Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Reporter officer book may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria  | Comments |
|---|----------|
| <b>Binder/Report Cover</b>  |          |
| <b>Cover Page</b><br>Includes officer name, club name, year, county   |          |
| <b>Goals</b><br>List of yearly goals  |          |
| <b>Yearly 4-H Summary</b><br>Summarize what was learned about being reporter  |          |
| <b>4-H News Articles</b><br>Monthly club meeting news articles for the 4-H year<br>Additional club event news articles for the 4-H year |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers  |          |



Gold



Silver



Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Photographer Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Photographer officer book may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria  | Comments |
|---|----------|
| <b>Binder/Report Cover</b>  |          |
| <b>Cover Page</b><br>Includes officer name, club name, year, county                     |          |
| <b>Goals</b><br>List of yearly goals  |          |
| <b>Yearly 4-H Summary</b><br>Summarize what was learned about being photographer        |          |
| <b>4-H Club Photos</b><br>Submit pictures related to the club from the current 4-H year |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers                |          |



Gold



Silver



Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Historian Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Historian book may be done in their own formats, as no forms are required. Photos, newspaper clippings, etc. should be directly related to 4-H and the club. Club member personal hobbies should not be included.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria  | Comments |
|---|----------|
| <b>Binder/Report Cover</b>  |          |
| <b>Cover Page</b><br>Includes officer name, club name, year, county   |          |
| <b>Goals</b><br>List of yearly goals  |          |
| <b>Yearly 4-H Summary</b><br>Summarize what was learned about being historian   |          |
| <b>4-H Club Photo</b><br>Include a group photo of the club  |          |
| <b>4-H Club Information</b><br>Include a list of club members<br>Include a list of club leaders   |          |
| <b>4-H Photos</b><br>Include photos from all club activities<br>Include photos from all county wide activities that club members participate in.<br>All photos should be labeled left to right with names.<br>Caption should help readers understand the photo. |          |
| <b>4-H Clippings</b><br>Include newspaper and newsletter clippings related directly to the club.  |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers  |          |

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  Bronze

Record Book Judges Signature: \_\_\_\_\_

# 4-H Recreational Leader Book Evaluation Form

Officer: \_\_\_\_\_ Club: \_\_\_\_\_

Club Officers may submit an officer record book of their own work for the 4-H year. Club officers may type or hand the criteria below. Recreational leader book may be done in their own formats, as no forms are required.

Officer books must be submitted to the club leaders to be judged prior to submitting them at the county level for judging.

| Judging Criteria  | Comments |
|---|----------|
| <b>Binder/Report Cover</b>  |          |
| <b>Cover Page</b><br>Includes officer name, club name, year, county                     |          |
| <b>Goals</b><br>List of yearly goals  |          |
| <b>Yearly 4-H Summary</b><br>Summarize what was learned about being recreational leader |          |
| <b>4-H Club Photo</b><br>Include photos of club recreational activities                 |          |
| <b>Overall Appearance</b><br>Organized, neat, easy to read, tab dividers                |          |



Gold



Silver



Bronze

Record Book Judges Signature: \_\_\_\_\_