



# 4-H Record Keeping Evaluation Form (for Record Books)



**Member's Name:** \_\_\_\_\_

**Person Evaluating 4-H Record:** \_\_\_\_\_

Evaluation Criteria	YES	NO	Comments
Outside of Record Keeping is Neat and Clean			
4-H Record has a Title Page identifying the: Member, Grade and Club			
Table of Contents			
Yearly 4-H Summary is Current and Complete			
Project Record Worksheets: (a minimum of 1 Project Record should be submitted though 4-H'ers are encouraged to complete a project record for each project that they are enrolled in.)			
Goals and Accomplishments should be recorded			
Accurate record of what was done in the project during the year			
Leadership and Citizenship areas are complete, if applicable to the project			
Communications relating to the project listed			
Recognitions and EXHIBITS listed completely and accurately			
Financial Records complete and accurate, if applicable to the project			
Evaluation of project is complete			
Additional worksheets for specified projects are complete and accurate			
Additional sheets are needed for livestock, crop production, dairy, dog, entomology, horse and pony, horticulture, leadership, photography, poultry, and small engines			
Record Keeping is organized in some manner and easy to read			
Records have been kept neatly and accurately			