

Monroe County 4-H
Record Keeping Evaluation Form

Name _____

Club _____ Year _____

Junior (4th-6th) _____ Intermediate (7th-8th) _____ Senior (9th-12th) _____

LEGEND: E=Excellent G=Good NI=Needs Improvement I-Incomplete

Organization and Appearance	E	G	NI	I
Cover Page Complete				
Yearly summary complete				
Completed at least one project record				
Support information is neat and orderly				
Evidence of communications activity				
Evidence of community service				
Evidence of leadership				
Comments:				

Project Area	E	G	NI	I
Goal, Plan of Action, What you learned and future plans				
Shows progress towards meeting goals				
If livestock: worksheets included				
If livestock: financial report included				
Member reflects how learned skills can be used in the future				
Support materials included				
Community Service Related to Project				
Communications Related to Project				
Leadership Related to Project				
Comments:				

Project Area	E	G	NI	I
Goal, Plan of Action, What you learned and future plans				
Shows progress towards meeting goals				
If livestock: worksheets included				
If livestock: financial report included				
Member reflects how learned skills can be used in the future				
Support materials included				
Community Service Related to Project				
Communications Related to Project				
Leadership Related to Project				
Comments:				

Project Area	E	G	NI	I
Goal, Plan of Action, What you learned and future plans				
Shows progress towards meeting goals				
If livestock: worksheets included				
If livestock: financial report included				
Member reflects how learned skills can be used in the future				
Support materials included				
Community Service Related to Project				
Communications Related to Project				
Leadership Related to Project				
Comments:				

Helpful Hints for Good Record Keeping

The following are guidelines for good record keeping. These guidelines will be used by those who evaluate your records.

- Provide documentation of what you have learned and done in 4-H projects and activities for all the years you have participated in the project.
- Your goals are logical for your maturity and your years of participation in the project area.
- You have demonstrated and described new knowledge gained, attitudes, and/or skills learned.
- Show evidence that your projects and activities are related to your project goals.
- Show evidence of personal growth as related through your participation experience.
- Show evidence of your 4-H leadership experiences.
- Describe your leadership roles within the project area given.
- Evidence of other club and county leadership roles you have had.
- Describe and document 4-H experiences other than in your project area.
- Describe and document 4-H experiences related to citizenship.
- Describe and document 4-H experiences related to community service.
- Show evidence of understanding your strengths and weaknesses.
- Show evidence of self-evaluation of your goals and accomplishments.
- If a livestock project, provide a financial report including livestock worksheets.