# Poweshiek County
## Outstanding Record Keeping Award

This is the evaluation form used to score your records for the Outstanding Record Keeping Award. Utilize it as a guide as you prepare your records.

**Name:** ____________________________  **Last Grade Complete:** ________

**Club:** ________________________________  **Please Circle One:**  Jr  Int  Sr

### Type of Record Keeping Submitted *(please circle one):*
- Book
- Electronic Format (PowerPoint presentation, video, etc.)
- Portfolio
- Audio/Video Tape
- Other ________________________________ (please write in)

*Please see reverse side for the point value rubric.*

### On Time *(record book was turned into the Extension Office by the deadline):*
- 0  1  2  3  4  5

### Introduction *(Title Page):*
- 0  1  2  3  4  5
  - Includes member's name, age, grade last completed, club, number of years in 4-H and photograph

### Yearly Summary:
Complete listing of their activities throughout the 4-H year:
- 0  1  2  3  4  5

Complete project summaries *(page 3 of the Yearly Summary):*  
- N/A  0  1  2  3  4  5
  - Should have a summary for each Project Area they participated in and completed records for
  - Members are required to participate and complete records for at least one project area to receive this award

Complete summarization *(last page of the Yearly Summary):*
- 0  1  2  3  4  5
  - Summary should include reflections about what was gained or learned through 4-H participation

### Supporting Materials
- N/A  0  1  2  3  4  5
  - Photos from 4-H events, newspaper clippings, meeting reports, etc.
  - Fair exhibit write-ups from project areas you did not complete a record for

### Project Records:
Project Record are complete
- 0  1  2  3  4  5
  - Should have one for each project area, not per exhibit
  - Minimum of 1 Project Record is required

Goal(s) are well written
- 0  1  2  3  4  5
  - Should include an action, result and timetable
  - Should be controllable by the 4-H's

Goal(s) are appropriate for the age and ability of the 4H'er:
- 0  1  2  3  4  5
Records explain what 4H’er has done and learned
• Should be more than just learning related to fair exhibits

Project Worksheets are thorough (if applicable)

Supportive Materials
• Project photos, newspaper clippings, etc. support the overall record

Record Information Score (add numbers circled, 0 points for N/A items):______________

General Observations and Overall Appearance:
Grammar and Spelling:
• Fewer than 8 errors within each record book section = 5 points

Information is well organized and easy to follow:

Record book is very neat:

Records are detail appropriate for the age and skill level of the 4-H’er:

Record Appearance Score:______________

Total Score:______________ (total of Record Information and Record Appearance)

Must receive an 80%

Comments:________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signature of Evaluator: ___________________________________________________________

Point Value Rubric

0 – No Evidence: Evaluator can’t find anything related to this category
1 – Needs Improvement: There is some information related to this category, but not enough to show 4-H’er has met basic requirements. 4-H’er has not met expectations.
2 – Work in Progress: Not quite at the 3 level but more deserving than a 1
3 – Meets Expectations/Satisfactory: All information within the category is there but 4-H’er did not go beyond the basic requirements. 4-H’er has met but not exceeded expectations.
4 – Excellent: Not quite at the 5 level but more deserving than a 3
5 – Exceeds Expectations/Outstanding: All the information is there and 4-H’er has gone beyond the basics. They have exceeded the expectations.