Record Book Guide for Fond du Lac County 4-H



4-H MEMBER

Yearly Plan and Record

Name Chris Clover **County** Fond du Lac

Address 444 Green Clover Rd **City or Town** Fond du Lac **ZIP** 54937

Birth Date: Month February **Day** 3 **Year** 2003

Name of Club Happy Clovers 4-H Club

Parent's Name John & Susan Clover

Fond du Lac County 4-H Mission

Enriching youth, families, and communities through citizenship, leadership and life skill experiences.

Extension
UNIVERSITY OF WISCONSIN-MADISON
FOND DU LAC COUNTY



Record Book Guide

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(Portions of this booklet have been adapted from Dodge County 4-H Record Book Guide)

Who Does a 4-H Record Book?

Each 4-H member in grades 3 to 13 has an option to do a 4-H Record Book each year.

Cloverbud members complete the special 4-H Cloverbud Record Book.

Members may substitute a portfolio for their record book in their last year of 4-H. If this option is chosen, the member will not be eligible for any project awards. The portfolio of your 4-H career should be 7-9 pages in length and include:

a. Introduction page (photo, name, club, years in 4-H, projects and activities)
b. Letter to new 4-H member/family (welcoming them, advise to new member)
c. What I have learned
d. Favorite 4-H photos
e. Top ten list of 4-H memories
f. Thank you letter to an adult who influenced your 4-H experiences



Why Do a 4-H Record Book?

The 4-H record book is a valuable part of the 4-H program. The book will be a record of your activities, challenges, and accomplishments, as well as of what you learn through your project work and activities each club year. Your record book will also help others to know and understand you and to evaluate your progress and achievements. It gives you the opportunity to be recognized on the club and county levels.

Over the years, your record books will reflect your growth in project work, as well as in leadership, citizenship, and community service. That information will be extremely useful to you when completing future award, scholarship, college and/or job applications. Record books will help you to develop skills in and goal setting, planning, organizing, evaluating, and written communication.

This guide gives tips on completing your record book. Your general club leader, project leaders, and older 4-H youth can also provide assistance.
Ask them to bring sample books to your club meeting.



When to Do 4-H Records

Work on your record book throughout the year. Record your goals; plan what you are going to do and learn when the 4-H year begins. When you do a 4-H activity or something in a project, write it down. Save receipts for expenses. Keep track of any income as it is received. Records are like journals; they help you remember. Record your efforts from September 1 through early to mid August. Give your completed book to your general leader at the end of each club year. Your 4-H club will set the date when your record book is due (generally in August).

Record Book Criteria



- Put your record book in a three-ring binder or a report cover.
  If using a binder, use 1'' or less.
- Use blue or black ink, or pencil throughout the book, or type or computer generate completely. For neatness, do not interchange colors or writing instruments.
- Use white paper.
- Do not include project literature, construction paper, or decorative artwork.
- Proofread your work, check spelling, punctuation and grammar!
- Rubber cement or 2-sided tape works well for mounting photos.
- Your record book should represent the current year's 4-H work
- To be eligible for any awards (gold, silver, bronze, project, career), the required MPE-A, MPE, and PFR must be submitted for all projects enrolled in.

What's Included in a 4-H Record Book?

A. Record Book Cover
B. Cumulative Project List
C. Tabs (optional)
D. Introduction
E. Table of Contents
F. Member Program Evaluation of Activities (MPE-A)
G. MPE-A related photographs (optional)
H. Project #1 Member Program Evaluation (MPE) and/or Special Project Forms
I. Project #1 Project Financial Records (PFR)
J. Project #1 Photographs (optional)
   Note – follow this same order for all additional projects
K. Newspaper or newsletter clippings (optional)
L. 4-H Memorabilia (optional)

Forms may be downloaded from https://fonddulac.extension.wisc.edu/4h/records/or requested from your Club General Leader or the Extension office.

Sections of a 4-H Record Book



The Record Book Cover may be reused each year or you may use a new cover.
Fill in your name, county, address, birth date, club and parent(s).

Cumulative Project List

The Cumulative Project List is a record with information added each year.
List each project you take.
List the years at the top of the chart.
Check each year you take a project.
If you receive a county award for a project, star (*) that project.
See the sample below.

SAMPLE CUMULATIVE PROJECT LIST

Name of Project	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Cloverbud	√	√						
Exploring			√					
Arts & Crafts			√	√	√		√	*√
Photography					√	*√	√	√

Tabs

Tabs are optional.
They may be used to separate and identify sections of the record book.
Tabs may be homemade or purchased.

Introduction

Attach picture of yourself to a white sheet of typing paper.
Include a short paragraph about yourself (i.e. 50 words or less).
Include your grade in school at the beginning of the 4-H year.

Table of Contents

List forms in your record book in the order they appear.

- Cumulative Project List
- Introduction
- MPE-A
- Project (i.e. Photography) – MPE/Special Forms, PFR, Photos
- Project (i.e. Swine) – MPE/Special Forms, PFR, Photos
- Project (i.e. Adventures) – MPE/Special Forms, PFR, Photos
- Newspaper of Newsletter Clippings (optional)
- 4-H Memorabilia, securely attached (optional)



The MPE-A consists of two parts:

A. A chart with separate sections for club, county, and higher level activities. It is a cumulative record with information added each year. This section is required.

B. A story/paragraph format, outline or photo essay that describes the club, county, and other activities that you did this year. This section is required only if you want to be considered for any county awards or recognition this year.

Directions for completing the MPE-A charts

Write the 4-H years across the top.
You may use either one of two methods to complete the boxes.
A. Checkmark √ all of your non-project 4-H activities for each year in 4-H; or

B. In the box, write the number of times you did the activity this year.

For any activities you did that are not listed, add them to the "Other Activities" lines. Record the number of club meetings that were held and the number you attended. Use the letter key below to complete the Officer boxes.

P=President VP=Vice President SC=Secretary	T=Treasurer R=Reporter H=Historian	SA=Sergeant at Arms SL=Song Leader SS=Sunshine

SAMPLE MPE-A CHARTS

NAME: _Chris Clover_____ **Date of Birth:** __2__ /__3__ /_2003_
CLUB: Happy Clovers

YEAR IN 4-H:	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
CLUB ACTIVITIES:												
Offices Held					SA							
Demonstrations		1			1							
Speeches				1								
Recreation			3	1	2							
Promotion (4-H, Dairy, etc.)					1							
Record Book Award: Bronze (B), Silver (S), Gold (G) (Previous Year)				S								
Number of club meetings held	8	10	10	9	9							
Number of club meetings attended	8	8	10	9	8							

SAMPLE MPE-A CHARTS continued

YEAR IN 4-H:	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
COUNTY ACTIVITIES:												
Teen Leader					1							
Creative Arts Fest		1	1	1								
Officer Training Workshop												
Family Learning Day	1	1										
Awards: Agriculture (A), Arts & Communication (C), Mechanical Science (M), Natural Science (N), Home and Family (H)					A							
DISTRICT, STATE & NATIONAL ACTIVITIES:												
Camp (Teen Winter, Arts, etc.)				1								
Leadership Workshops												
Wisconsin Key Award												
State Fair Exhibitor					1							
Wisconsin 4-H & Youth Conference					1							

Directions for completing the story/paragraph, outline or photo essay

Describe each club, county, and other activities that you did this year.
Explain your participation, responsibilities, leadership roles held, and what you learned and experienced.
(Do <u>not</u> elaborate about Project activities on the MPE-A.)
You have three options to describe your activities.

A. Story/paragraph (No more than 2 pages)
B. Outline (No more than 2 pages)
C. Photo Essay

SAMPLE MPE-A STORY/PARAGRAPH

MPE-A

I started out my 4-H year in November by being installed as the Sergeant at Arms for the Happy Clovers 4-H Club. It is my responsibility as the Sergeant at Arms to lead the club in the pledges at every meeting, make sure that the American and 4-H flags are at the front of the room, and to assist with putting up and taking down chairs at the town hall where our 4-H meetings are held. In January, I gave a demonstration on how to make a terrarium. I really like planting plants, and talking about it in front of others was easy. My general leader suggested that I do a demonstration at the Speaking and Demonstration contest. My mom thought it was a good idea too, so I made another terrarium. I got a red on my demonstration. In June for Dairy Month, the club handed out cheese at the bank in town. We did it on Friday all day and Saturday in the morning. My sister and I worked a 2-hour shift in the afternoon on Friday.

Every month our club does recreation. In March, it was my family's turn to do something. My mom, sister, and I had the club play relay games. For community service, we did two things. At Christmas time, we went to the Shady Lane's Nursing Home and sang Christmas songs. We also had a party with them and had cookies and punch. I liked doing it. Our club also cleaned up the old cemetery down the road from our house. I chaired the fund-raising committee in our club. I found out that we need to plan further ahead.

SAMPLE MPE-A OUTLINE

I. Installation of Members & Officers

A. Ceremony held Saturday, November 8

B. Installed as Sergeant at Arms

C. Sergeant at Arms responsibilities

1. Lead the club in pledges.

2. Make sure flags are in front of room.

3. Put up and take down chairs.

II. Speeches and Demonstrations

A. All members must do a speech or demonstration.

B. My club demonstration

1. Titled "How to Make a Terrarium"

2. Did demonstration at January club meeting

C. Speaking and Demonstration Contest

1. Titled "How to Make a Terrarium"

2. Participated at county event held in March

3. Received a red at contest.

III. June Dairy Month Activities

A. Handed out cheese at local bank

B. Worked a 2-hour shift of Friday afternoon.

IV. Recreation

A. Club does monthly recreation activity

B. My family was responsible for month of March

C. Organized relay games after club meeting

V. Community Service

A. Club did 2 activities this year

B. Shady Lanes Nursing Home

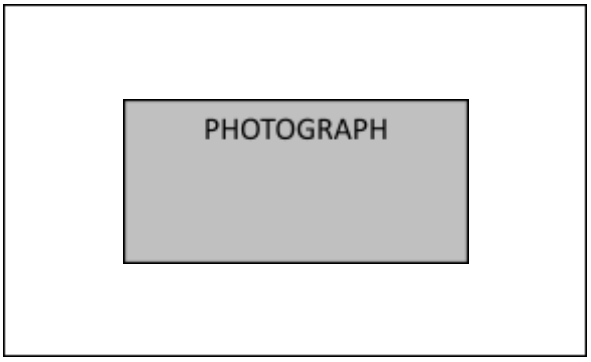
1. Sang Christmas songs to old people

2. Had a party with cookies & punch

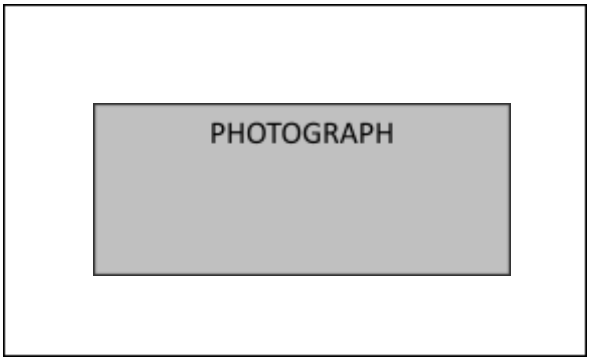
C. Cemetery clean up

1. Picked up trash & cut down small trees.

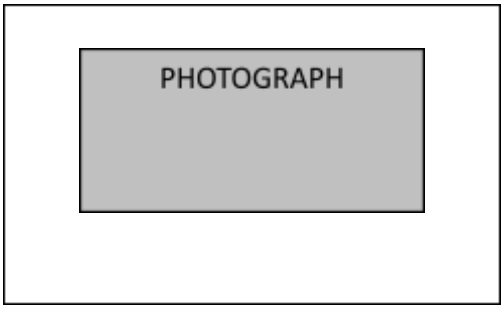
SAMPLE MPE-A PHOTO ESSAY



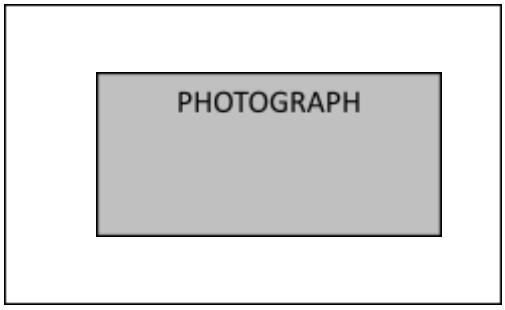
Here I am being installed with other Officers of the Happy Clovers 4-H Club. As the new Sergeant at Arms, I lead the Pledges.



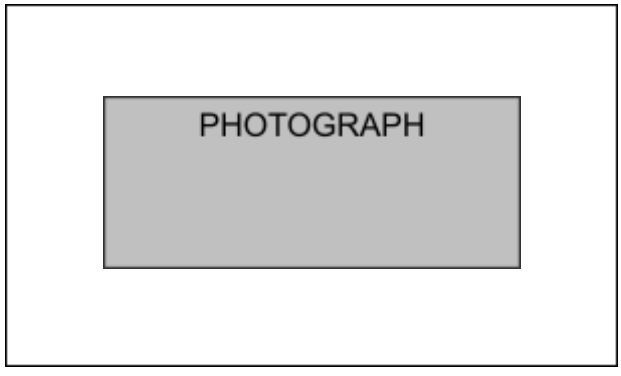
My sister & I handing out cheese at the bank. Our club gave out over 500 samples.



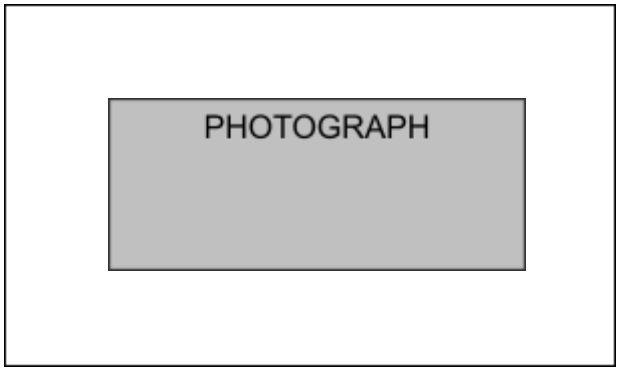
The club working together to clean up a nearby cemetery.



Me giving a demonstration at the county contest. I got a red! The judge said I need to speak louder.



My club painted a window for June Dairy Month. I painted the clown all by myself. We took 1st place for our efforts.



A group of my club's members doing relay games that I organized.

MPE-A Photographs

Photographs are optional for story/paragraph and outline formats.
There is no total picture limit for story and outline formats.
Limit photos to one photo/activity. For example, if your club went roller-skating, one photo of that event would be fine.

Securely attach MPE-A related photos to a blank sheet of white typing paper. Cropping pictures is allowed. Write captions under each picture.

MPE, PFR, Both Forms or Special Forms?

Some projects require only a Member Program Evaluation (MPE)
Some projects require both a MPE and a Project Financial Record (PFR)
Some projects require special forms. Find your projects on the lists below to determine which forms are needed. Complete those forms and group them together. Then do the same for all other projects that you are enrolled in.
If your project is not listed – contact the Extension Office for requirements.

Projects Requiring ONLY an MPE Form

If a project is starred (*) see the Special Forms section below

Birds	Dairy*	Horse*	Robotics
Civic Engagement	Entomology (Insects)	Intergenerational	Shooting Sports
Coding & Computer Science	Entrepreneurship	Market Livestock (beef, goat,	Vet Science
Communications	Exploring	sheep, swine) *	Wildflowers
Community Service	Foods & Nutrition	Mechanical Sciences	Wildlife & Habitat
Conservation	Global & Cultural Education	Outdoor Recreation	Workforce Readiness
Consumer Savvy	GPS & Mapping	Performing Arts	Youth Leadership
Crops*	Health	Personal Finance	

Projects Requiring BOTH MPE and PFR Form

Aerospace	Fiber & Textile Arts	Llama/Alpaca	Rabbits*
Beef (Breeding Stock)	Goat	Model Building	Sewing
Cats	Home Environment	Photography	Sheep (Breeding Stock)
Child Development	Horticulture & Gardening	Plant Crafts	Swine (Breeding Stock)
Dog	Indoor Plants	Pocket Pets	Visual Arts
Energy & Electricity	Landscaping & Design	Poultry*	Woodworking

Projects Requiring SPECIAL FORMS

Crops - Crops Budget is required if in the project 4 or more years
Dairy - One (1) NEW Lifetime Dairy Record for EACH ANIMAL exhibited. To show growth in the project, records should be kept on hand for any current or former project animal that remains in the herd. These need to be included in the record book.
Horse - HFR1 and HFR2
Model Horse - MHFR Does not need MPE form.
Market Livestock - One (1) MPE required PER LIVESTOCK PROJECT, including beef, sheep & swine breeding stock.
MPE and MLP (Market Livestock Production) record form for all Beef, Goat, Sheep and Swine projects involved in Market Livestock Production (one per animal).
Poultry - PO - (Poultry Form)
Rabbits - RB - (Rabbit Form)
Youth Leadership - ***Teen Leaders need not complete an MPE unless they are enrolled in Youth Leadership Projects.

The MPE consists of two parts:



A. The first page of the MPE consists of project goals, meetings, activities, and parental comments. Do not combine different projects onto one MPE (i.e. do not put electricity and gardening on the same forms). <u>This section is required.</u>

B. The second part of the MPE is your story/paragraph, outline or photo essay that describes the project activities that you did this year. <u>This section is required only if you want to be considered for any county awards or recognition this year</u>.

Note: "Projects" refer to what you enroll in at the start of the 4-H year, not what you enter at the fair. For example, Art is the "Project", not each exhibit such as a drawing, ceramic item, homemade greeting cards, etc.

Directions for completing the first page of the MPE

Complete the basic information at the top of the form.

<u>At the beginning of the 4-H year,</u> write your goal of what you hope to do and learn in the project this year. You might consider how to incorporate the Fond du Lac County 4-H Values into your goals. Share these goals with your project leader.

> **"It is more important to know where you are going than to get there quickly. Do not mistake activity for achievement."**
>
> **Mabel Newcomber**

Record the number of club and county level meetings that were held and that you attended.

List fair entries and <u>project</u> related activities you participated in.

Your parent should comment on how the member has grown through this project. The parent should hand sign the form (not computer generated).

SAMPLE MPE - PAGE 1

NAME: CHRIS CLOVER DATE OF BIRTH: 2-3-03

PROJECT: HOUSE PLANTS YEARS IN PROJECT: 3 YEARS IN 4-H: 3

PROJECT GOAL - Things I want to do and learn in my project this year:

To start all my houseplants from slips from my grandmother's plants and to have them grow large enough to go to the fair.

PROJECT MEETINGS:	**NUMBER HELD:**	**NUMBER ATTENDED:**
CLUB LEVEL:	5	5
COUNTY LEVEL:	2	1

PROJECT ACTIVITY (List fair exhibits, shows, trips, demos, tours, etc.)	**DATE HELD**	**LOCATION OR EVENT**	**AWARD (IF ANY)**
Gave a Demonstration on flower arrangements	4/8	Club Mtg	
Green Thumb Nursery Tour	5/10	Nursery	
Spider Plant	7/16	Fair	Blue
African Violet	7/16	Fair	Blue
Begonia	7/16	Fair	Red

Parent Comments: How has your child grown through this project?

Chris really worked hard this year in houseplants. She worked with my mother and got all cuttings from her. Chris did all the work on her own this year.

Parent/Guardian Signature: *Susan Clover*

Directions for completing the story/paragraph, outline or photo essay of the MPE

You have three options to describe your project activities. If you have more than one project, you may choose to use the same or different formats (story/paragraph, outline, photo essay) for each project.

A. Story/paragraph (No more than 2 pages)
B. Outline (No more than 2 pages)
C. Photo Essay

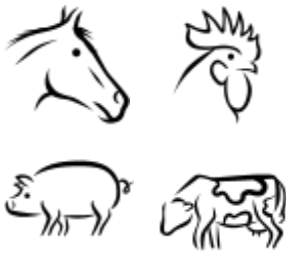
<u>Ideas to help you write your MPE story/paragraph, outline or photo essay: Describe…</u>

- What you did this year in this project.
- What you learned and accomplished this year in this project.
- What you learned from your mistakes/problems.
- What you learned from your successes.
- What leadership roles you may have had with this project.
- How you might apply what you have learned to future situations.
- What might you want to learn more about or try if you enroll in this project again?

<u>Additional ideas to help you write your story, outline or photo essay:</u>

For **<u>animal projects,</u>** you may describe the following:

- How, and from whom you obtained these animals
- Why you chose them
- Financial arrangements you have with these animals
- What feeds make up your animal's rations
- Housing for the animal
- Chores you do with the animals
- Project activities you have participated in - Include public presentations, things you have learned raising animals, fitting & showing activities, and other experiences



For **<u>crop, fruit, vegetable, flower or houseplant projects,</u>** you might describe the following:

- What did you grow?
- Did you purchase your seeds or plants, or did you save seeds from last year's plants?
- Did you start your plants indoors from seeds?
- What kind of care did you give your plants, (weeding, mulching, watering, insect control, etc.?)
- How do you feel your garden/crop produced? Why?
- Would you do anything differently next year?
- How do you feel you did financially? Why? Was it worth it?
- Tell us about anything else you learned, experienced, or had any problems with in your garden/crop project.
- You may choose to draw your garden/fields or attach a picture and give dimensions/size. Label/list the plants.

SAMPLE MPE STORY/PARAGRAPH

This is my third year in houseplants. I really like starting something and watching it grow. My grandmother is my project leader and has many plants. I started all of my plants from what she has. This year I started a Christmas cactus, spider plant, African violet and begonia. My houseplants project meetings are held at my grandmother's house, so it was easy for me to get to them. We had four meetings this year and a tour. During our project meetings, I learned how to start plants from seed, start a plant from a slip, and how to repot plants. There are six members, including me, who were involved with houseplants. I attended all of these meetings. We went on a tour of Green Thumb Nursery in March. Mr. Jones, the owner, is good friends with my grandmother and was happy to show us around. One thing I really liked were all of the small pots with little plants in them. I took my spider plant, African violet, and begonia to the fair. My Christmas cactus didn't grow too much. My grandmother says I watered it too much. I got two blues and one red at the fair.

SAMPLE MPE OUTLINE

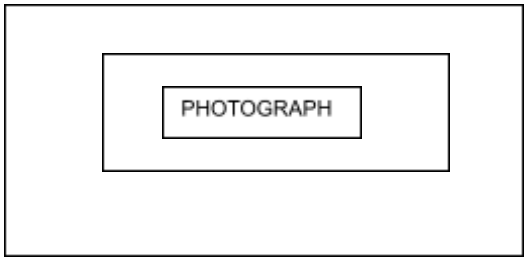
I. Background in Houseplant Project.
- A. Third year in project.
- B. Started 4 different plants from slips this year.

II. Project Meetings.
- A. Grandmother is my project leader.
- B. Had 4 project meetings and a tour.
- C. Learned the following:
  1. Starting plants from seeds.
  2. Starting plants from slips.
  3. Learning how to repot plants.

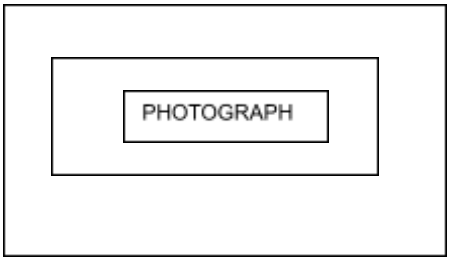
III. Project Tour.
- A. Visited Green Thumb Nursery in March.
- B. Learned how different variety of plants are started.
- C. Learned about how a nursery prepares for spring season.

IV. County Fair
- A. Took the following houseplants to fair.
  1. Spider Plant
  2. African Violet
  3. Begonia
- B. Placing at the Fair
  1. 2 Blues
  2. 1 Red

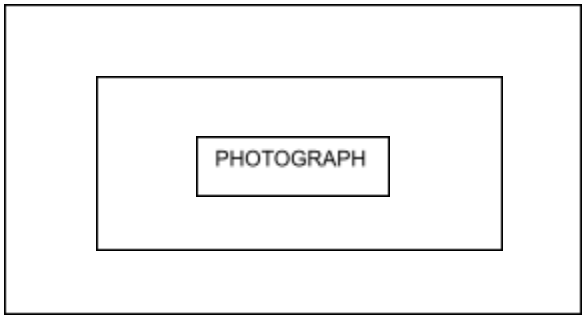
SAMPLE MPE PHOTO ESSAY



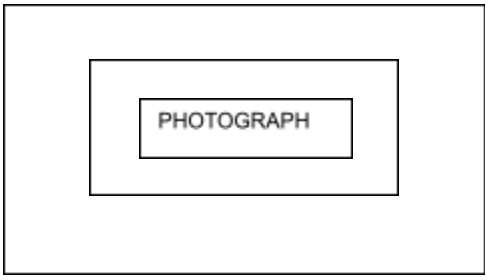
Here I am with my grandmother and my four new plants for this year.



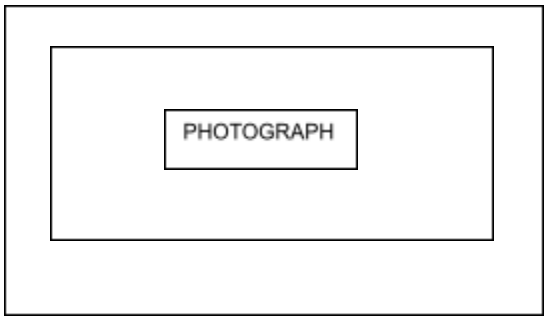
Working on repotting my spider plant at a project meeting.



Me with the judge at this year's county fair. He told me to trim some of the leaves.



Mr. Jones at Green Thumb Nursery showing us one of his green houses.



All of my houseplants from this year's fair.



Photographs are encouraged but not required for story/paragraph and outline formats. It is strongly recommended that you include a photo in each project. It helps tell your story.
There is no total picture limit for story and outline formats.
Limit photos to one photo/project activity.
Securely attach MPE related photos to a blank sheet of white typing paper.
Write captions under each picture.



The Project Financial Record (PFR) indicates your project expenses and income.
Save receipts, keep track of and record expenses throughout the year.
Even though you do not have to list the value, your completed projects do have value.
Do not include open class fair entries.
<u>To be considered for any county awards or recognition this year, you must complete the PFR for any projects that require the form.</u>

SAMPLE PFR

NAME: CHRIS CLOVER
PROJECT: HOUSEPLANTS

Date	*Item*	*Expense (Debit)*		*Income (Credit)*	
November	*POTTING SOIL*		*99*		
November	*SMALL POTS*	*3*	*00*		
November	*LARGE POTS*	*7*	*00*		
July	*Sold SPIDER PLANT to my neighbor*			*7*	*00*
	(2 BLUES AND 1 RED)				
	********** Total Fair Premiums for Project =			5	75
	TOTALS =	10	99	12	75

(Income) (Expense)
$<u>12.75</u> MINUS $<u>10.99</u> = $<u>1.76</u> (+ amount = Profit)

(- amount = Loss)

Newspaper or Newsletter Clippings

Newspaper and 4-H newsletter clippings are optional. Articles or photos related to 4-H should go on blank sheets of white typing paper at the end of the book. Clippings should be about members, projects, and activities in which member personally participated in. News clippings can overlap like shingles.

4-H Memorabilia

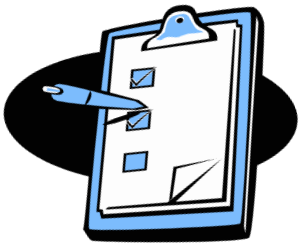
4-H memorabilia is optional. If included it should be only from this years' 4-H involvement. It must be securely attached. Memorabilia might include programs from county activities, certificates of participation, ribbons, or other things you might include in a scrapbook. All items go at the back of the record book. Do not include past year's memorabilia.

Items to Save During the Year



* Sales receipts for project expenses
* 4-H Club Calendar of Events
* Family Times 4-H Newsletters and club newsletters
* Pictures of projects and activities
* Newspaper clippings

Final Checklist



□ Complete the green 4-H Member Yearly Plan and Record Cover

□ Include…
- Cumulative Project List
- Introduction
- Table of Contents
- MPE-A
- MPE and/or Special Forms for each Project
- PFR for Required Projects

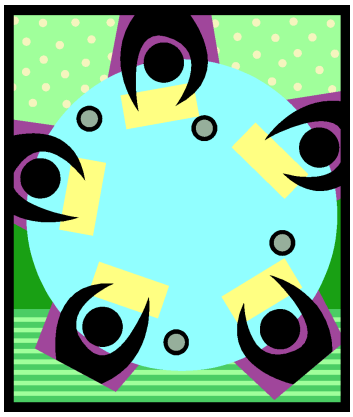
□ Add optional items as desired
- Tabs
- Photographs
- Newspaper or Newsletter Clippings
- 4-H Memorabilia

□ Put your completed book in a binder or report cover. Put member and club name on front of binder if binder does not have clear cover.

□ Turn your completed Record Book in to your General Leader by the deadline

Congratulations on completing your 4-H Record Book!

What Happens When Your Record Book is Turned in?



Leaders or parents in your club review your record book. They will complete the appropriate score sheet and add comments. If the book is of very high quality and meets the requirements, they will nominate it for one or more county level awards.

On the first Saturday after Labor Day in September, books turned in to the Extension Office by club leaders will be reviewed. Every club is asked to have one or more representatives at this meeting. Those in attendance will read the sections of the books pertaining to the categories that the member was nominated for. The readers will add comments to the score sheet. These books are returned to club leaders.

Club leaders will return the books and score sheets to all members of their club. Often this will take place at a club achievement program in October or November. Any youth receiving a county or golden award will be recognized at a county achievement program, usually on the third Sunday in October. The member will receive an invitation to attend.

	Fond du Lac County 4-H Values
Fun	Enjoying 4-H programs and activities
Honesty & Integrity	Being truthful and respectful to yourself and others; Acknowledging conflict when it arises and addressing it respectfully
Responsibility	Being involved, dedicated and dependable
Teamwork	Collaborating among the 4-H community and with others as valued partners
Leadership	Developing opportunities to guide others; Serving the community
Politeness	Creating a friendly, safe and open environment, while understanding and appreciating others
Learning	Participating in educational opportunities that lead to personal growth

RECORD BOOK scoring and comments for members not considered for any county awards because member chose not to complete a story, outline or photo essay for the MPE-A, MPE and/or required PFRs for all projects enrolled in.

Name of Member _____

Cover & Cumulative Project List

Incomplete _____
Cover and list complete, but poorly presented – difficult to read _____
Complete – accurate and neat _____

Introduction Page

None, Incomplete _____
Have one, but no picture. Paragraph is not about yourself _____
Have a picture. Paragraph is about you. _____

Table of Contents

None, Incomplete _____
Complete – but material not correct or neat _____
Complete – accurate and neat _____

MPE-A Charts

Incomplete – Missing parts, Difficult to read; not neat _____
Complete – Neat – Demonstrates involvement _____

Club Meetings

Attended less than 50% of club meetings _____
Attended 50- 79% of club meetings _____
Attended 80% or more of club meetings _____

MPE page 1/Special Forms

Little or no goal setting. Lack of focus on learning/skills, focused more on fair outcome. Missing parts _____
Demonstrates goal-setting, completely filled out _____

Parent/Guardian Comments

None _____
Some – but not for every project. Comments are vague. _____
Done for every project. Comments indicate if member grew. _____

Extra

Tabs, Newspaper/Newsletter Clippings, Photos, 4-H Memorabilia _____

Other

Grammar & spelling
- Good _____
- Needs improvement _____

Member Attitude
- Good _____
- Fair _____

Leader's Comments: _____
_____
_____
_____
_____

Record Book Evaluation and Rating Sheet

Scoring form only needs to be completed for record books considered for any county awards. Person(s) reviewing the books at the club level complete the form. Written comments may be added to a separate sheet. Include form in book if book is passed on for county consideration. Forms are returned to members.

Member Name: _____

Poor	Good	Best	Score
Cover & Cumulative Project List Incomplete ***0 -1 Points***	Cover and list complete, but poorly presented – difficult to read ***2-3 Points***	Complete – Accurate and neat ***4-5 Points***	
Introduction Page None, Incomplete ***0 -1 Points***	Have one, but no picture. Paragraph is not about yourself ***2-3 Points***	Have a picture. Paragraph is about you. ***4-5 Points***	
Table of Contents None, Incomplete ***0-1 Points***	Complete – but material not correct or neat. ***2-3 Points***	Complete – Accurate and neat. ***4-5 Points***	
MPE-A Incomplete – Missing parts; Difficult to read; not neat; limited member involvement ***1-8 Points; 0 Points if missing***	Complete but story, outline or photo essay is not about club activities – incorrectly placed. ***9-17 Points***	Complete – Neat – Demonstrates strong member involvement. ***18-25 Points***	
Club Meetings Attended less than 50% of club meetings ***0 Points***	Attended 50- 79% of club meetings ***3 Points***	Attended 80% or more of club meetings ***5 Points***	
MPE *(score is for all projects combined)* Little or no goal setting. Lack of focus on learning/skills – focused more on fair outcome – missing parts ***0-12 Points***	Demonstrates goal setting – showed some growth/learning – some parts incomplete – story could have been detailed. ***12-23 Points***	Demonstrates goal setting – showed growth/learning, completely filled out – story well written and complete. ***24-35 Points***	
Parent/Guardian Comments None ***0 Points***	Some – but not for every project. ***1-2 Points***	Done for every project. ***3-5 Points***	
If no PFR or special forms are required, award member 10 points			
PFR/Special Forms *(score is for all required projects combined)* Incomplete – missing parts. ***0-4 Points***	Complete but poorly presented – difficult to read – placed incorrectly. ***5-10 Points***	Complete – Accurate and neat. ***11-15 Points***	
Extra Points - Tabs, Newspaper or Newsletter Clippings, Photos if using story or outline format, 4-H Memorabilia	Some present ***1-3 Points***	Has most/all present. Neat. Correctly placed ***4-5 Points***	
	0 Points for any missing form needed for that project. **Deduct 5 points for book turned in past club deadline**		***TOTAL:***

50 to 74 Points = Bronze **75 to 89 Points = Silver** **90 to 105 Points = Gold**