



Scoring Rubric Arkansas 4-H Record Books

SCORE:
General -
Section I -
Section II -
Section III -
Section IV -
Section V -
Story -
Photo -
Resume -

Name:
Level:
Category:
Project:

Does Record Book Have all Sections Completed?

- Yes – Proceed with judging Record book.
- No – If a section is completely blank, (ie. **ALL** of components in a section are blank, missing story, photos or resume), **STOP** – Return book to county agent.

General 4-H Record Book (16 Points)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Has all required Signatures	Has all needed signatures	Missing 1 signature	Missing 2 signatures	No Signatures
Spelling and Grammar Correct – Entire document	No spelling & grammatical errors	Minimal spelling or grammatical errors (1-5)	Some spelling or grammatical errors (6-10)	Significant spelling & grammatical errors
Record book divided by tabbed dividers	Yes 2 Points		No 0 Points	
Record book has proper font size/type face	Yes 2 Points		No 0 Points	
Record book uses proper 1inch margins	Yes 2 Points		No 0 Points	
Record book form proper length (does not exceed 10 pages)	Yes 2 Points		No 0 Points	

SECTION I - Project Work (56 points possible) –

A. **Project Goals** (8 points possible) - State your main project goals(s) for this year your **THREE (3)** top S.M.A.R.T goals. (Remember they should be Specific, Measurable, Attainable, Relevant, Timely)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Project work reflects work towards goal(s)	All three goals are directly related to project work	2 of the three goals relate to project	Only one goal relate to the project	Goals do not relate to the main project
Goals are Specific, Measurable, Attainable, Relevant & Timely	All goals that meet all 5 S.M.A.R.T standards	Two goals meet all 5 SMART standards	Only one goal reflects all 5 SMART standards	Goals are vague and do not meet 5 SMART Standards

B. **Most Important Things I Learned this Year** (4 points possible) - List the three most important things you learned this year in your main 4-H project.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Depth and quality of knowledge	All lessons learned detail how they relate to goals, and are relevant to main project	Majority of lessons expand on the main project, but detail not provided.	Lessons are simply restated goals, no expansion on what they learned	Lessons do not relate to goals listed

C. **Main Project Work Overview** (12 points possible) -Describe all the things you have done in your main 4-H main project. Use numbers if you can (example: number of animals, size of garden, etc.). Use activities (example: health project - list personal, family activities, etc.). Judges will be looking for three basic things: amount of project work; variety of project work and quality of project work. Show financial information if you can. Give totals where possible.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Growth and development	4+ skills/activities reflected in project work, 2+ years	2-3 skills/activities reflected in work, over 2+ years	2-3 skills/activities reflected in project work, 1 year only	All project work basic in nature. Only 1 year
Variety of activities	Activities reflect 8+ aspects of the project	Activities reflect 5-7 aspects of the project	Activities reflect 2-4 aspects of the project	Activities focus on only one aspect of the project
Numbers used	Yes - 2		No- 1	
Information presented in organized manner	Yes - 2		No- 1	

- D. **Educational Experiences in Your Main 4-H Project** (12 points possible) - Record activities you participated in and learned about your main project. List tours, talks or demonstrations seen or heard, individual instruction, exhibits, workshops, camps, competitions, consumer experiences, interviews made, websites visited, books and pamphlets read. Be sure to indicate level where educational experience took place (L=local; C=county; D=district; S=state, R=regional, N=national).

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of learning experiences	Participated in at least 7 different types of educational experiences	Participated in at least 5 different types of educational experiences	Participated in at least 3 different types of educational experiences	Participate in 2 or fewer types of educational experiences
Depth of learning experiences	Experiences covering over 5 topics related to project	Experiences covering 4-5 topics related to project	Experiences limited to covering 2-3 topics related to project	Experiences limited to one method; covering only one topic related to project
Several levels indicated (L, C, D, S, N)	Has experiences up to (and including) the state or national level	Experiences only at the local, county and district level	Experiences only at the local and county level	Experience only at the local level

- E. **Overview of Other 4-H Projects and Activity Experiences** (8 points possible) - This page is to be used to report experiences in those projects and activities that are not reported on page 2. Report no more than three. List the name of each project and then tell your activities. Use numbers if you can (# of animals, size of garden, household safety checks, first aid kits built, etc.) **Do not repeat activities reported anywhere else.**

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Growth and development shown	4+ skills/activities reflected in project work, 2+ years	2-3 skills/activities reflected in work, over 2+ years	2-3 skills/activities reflected in project work, 1 year only	All project work basic in nature. Only 1 year
Several other projects and activities shown	Has three additional project areas, with 4+ activities reported in each of the areas	Has three additional project areas, but few activities in areas (3 or less)	Has two additional projects	Only has one additional project area

F. **Educational Experiences in Other Projects and Activities** (12 points possible) - List activities which you participated in and learned things about your *other* projects. Include tours taken, workshops, demonstrations or talks seen or heard, judging events attended, interviews made, books and pamphlets read, and exhibits. Numbers should reflect the number of activities participated in, NOT number of contacts. **No mass media numbers should be reported.** Use level (L=local, C=county, D=district, S=state, R=regional, N=national, I=international)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of experiences	Presented, participated, or took part in at least 7 different types of educational experiences	Presented, participated, or took part in at least 5 different types of educational experiences	Presented, participated, or took part in at least 3 different types of educational experiences	Presented, participated, or took part in 2 or fewer types of educational experiences
Depth of learning experiences	Experiences covering over 5 topics related to project	Experiences covering 4-5 topics related to project	Experiences limited to covering 2-3 topics related to project	Experiences limited to one method; covering only one topic related to project
Several levels indicated (L, C, D, S, N)	Has experiences up to (and including) the state or national level	Experiences only at the local, county and district level	Experiences only at the local and county level	Experience only at the local level

SECTION II – 4-H Leadership (32 points possible)

A. 4-H Leadership Experiences (24 points possible) - List your 4-H leadership experiences and include 4-H promotional leadership activities. Remember – leadership is **planning, leading, teaching, conducting, organizing, coordinating, directing, etc.** **Do not repeat information listed on any other page.** List demonstrations and talks given in this section. Use numbers reached here only if they were face-to-face contacts. No mass media numbers should be reported.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of leadership shown	Presented, participated, or took part in at least 7 different types of leadership experiences	Presented, participated, or took part in at least 5 different types of leadership experiences	Presented, participated, or took part in at least 3 different types of leadership experiences	Presented, participated, or took part in 2 or fewer types of leadership experiences
Depth of leadership shown	Experiences with multiple groups sizes, covering over 5 topics related to project	Experiences with multiple sized groups; covering 2-5 topics related to project	Experiences limited to small groups; covering 2-5 topics related to project	Experiences limited to small groups; covering only one topic
Progress shown in leadership	Serves in over 7 leadership roles of increasing responsibility over 2+ years	Serves in 5-6 leadership roles of increasing responsibility over 2+ years	Serves in 2-4 leadership roles over two years, same level of responsibility	Only one leadership role
Knowledge shared within their local club or group	Presented, participated, or took part in at least 7 different types of presentations. (* used to mark project related events)	Presented, participated, or took part in at least 5 types of presentations. (* used to mark project related events)	Presented, participated, or took part in at least 3 different types of presentations. (* used to mark project related events)	Presented, participated, or took part in 2 or fewer types of presentations No events related to projects indicated
Knowledge shared (including talks and demos) with other groups and clubs (including other 4-H clubs and non-4-H groups)	Presented at least 7 times at multiple 4-H clubs, and non 4-H groups.	Presented in at least 5 different times at another 4-H club and outside group	3-4 presentations only in another 4-H Club or outside group	2 or less presentations in another group
Several levels of leadership shown (L, C, D, S, N)	Has experiences up to (and including) the state or national level	Experiences only at the local, county and district level	Experiences only at the local and county level	Experience only at the local level

B. 4-H Elected/Appointed Leadership (8 points possible) - List 4-H offices you have held and committees served on. Give your specific responsibility.
Use L=local, C=county, D=district, S-state.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of 4-H offices or committee positions held	Held 5+ elected roles and served on 5+ committees.	Held 2-5 elected roles and served on 5+ committees.	Held one elected role, served on up to 5 committees. Chaired at least one committee.	Only has served up to 5 committees, no leadership role in committee.
Progress shown in leadership positions	Has experiences up to (and including) the state or national level	Experiences only at the local, county, and district level	Experiences only at the local and county level	Experience only at the local level

SECTION III - Community Service/Service Learning (20 points possible) LIMITED TO 1 ½ pages

A. Community Service/Service Learning - List, by year, your community service activities. Include everything you did that helped someone else.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Variety of service activities	Presented, participated, or took part in at least 7 different types of service activities	Presented, participated, or took part in at least 5 different types of service activities	Presented, participated, or took part in at least 3 different types of service activities	Presented, participated, or took part in 2 or fewer types of service activities
Depth of service activities	Experiences in 5+ types of service activities, experiences span individual to large groups.	Experiences in 3-4 types of service activities, experiences span individual to large groups.	Experiences in 1-2 types of service activities, experiences focused on only two group sizes.	Experiences in 1-2 types of service activities, focused on only one size group.
Progress shown in service	Serves in over 7 service projects with leadership roles	Serves in 5-6 service projects, with leadership roles	Serves in 3-4 service projects, with leadership roles	Two or fewer service projects at local level, limited leadership
Active in service projects	16+ service projects indicated	11-15 service projects indicated	6-10 service projects indicated	Little to no (5 or under) service projects indicated
Community service in project areas evident	8+ service activities relate to project areas.	5-7 service activities relate to project areas.	2-4 service activities relate to project areas.	Little to no (1 or under) community service work related to project indicated

SECTION IV – 4-H Awards and Promotion (12 points possible)

A. **4-H Awards** (8 points) - List, by year, major awards received in 4-H. --LESS THAN ½ Page

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Participated in 4-H competitive activities.	Awards listed by year, with project related awards marked (*). Only 4-H awards mentioned. Awards from State, district, county and club level	Awards listed by year, with project related awards marked (*). Only 4-H awards mentioned. Awards from district, county and club level	Awards listed by year, with project related awards marked (*). Only 4-H awards mentioned. Awards county and club level	Awards not listed by year, Limited awards in project area, or awards only at club level
Variety of competitive activities	Participated in over 5 competitive areas	Participated in 4-5 competitive areas	Participated in 2-3 competitive areas	Only participated in one kind of competitive activity

B. **4-H Promotion/Marketing** (4 points) List, by year, special 4-H promotional activities. *T-shirts don't count.* –LESS THAN ½ Page

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Actively promoted 4-H	Promoted 4-H through over 15 activities, used over 5 methods of promotion.	Promoted 4-H through 10-14 activities. Only used 2-5 methods.	Promoted 4-H through 4-9 activities	Limited promotion to no promotion indicated (0-3 activities)

SECTION V – 4-H Impact (4 points possible) 4-H Impact - In 100 words or less describe the differences 4-H has made in your life.

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
4-H impact description	Impact statement within 100 word requirement, impact of 4-H clearly indicated	Impact statement within 100 word requirement, impact of 4-H superficially referenced	Impact statement exceeds 100 words, does not focus on impact of 4-H	Impact only has two or fewer sentences, does not focus on impact of 4-H

4-H Story (28 points possible) – 5 pages or less, 12 point Times New Roman font, 1” margins, double spaced

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Expresses what the 4-H'er has learned	2-3 paragraphs summarizing what they have learned	3-4 sentence paragraph summarizing what they have learned	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to what they have learned
Project work well presented	2-3 paragraphs detailing project work	3-4 sentence paragraph detailing project work.	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to project work
Leadership work well presented	2-3 paragraphs detailing leadership activity	3-4 sentence paragraph detailing leadership activity	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to Leadership work
Community Service work well presented	2-3 paragraphs detailing community service	3-4 sentence paragraph detailing community service	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to community service
Impact 4-H has had on 4-H member's career and education goals are articulated	2-3 paragraphs detailing career and education goals.	3-4 sentence paragraph detailing career and education goals.	1-2 activities described but with incomplete sentences or ideas	Nothing in story related to career or education goals
Correct use of grammar and spelling	No spelling & grammatical errors	Minimal spelling or grammatical errors (1-5)	Some spelling or grammatical errors (6-10)	Significant spelling & grammatical errors (over 10)
Story is formatted correctly and is within correct length restriction. (Under 5 pages, black ink, 1 inch margins, double spaced)	Meets all four (4) format requirements	Has three (3) of the format requirements	Has two (2) of the format requirements	Has one (1) or less of the format requirements

4-H Photos (16 points possible) 4 page max-one sided. Additional 10 pages for photography project

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Main project photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots
Other project photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots
Leadership photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots
Community service photos show involvement	6-9 pictures, captions, action shots	3-5 pictures, captions, action shots	1-2 pictures, captions, few action shots	1-2 pictures, no captions, not action shots

ADVANCED ONLY

Resume (12 Points)

	Very Good 4	Good 3	Fair 2	Needs Improvement 1
Complete Resume	Includes contact information, Personal Development statement, education, employment, skills, and honors	Missing 1 component of resume	Missing 2-3 components of resume	Missing over 4+ components of a resume
Style, Appearance & Tone	Is not overcrowded, font style and size readable, relevant info on top ½ of page, Section headings reflect content, bullets used	Has two errors in basic formatting	Page Appears crowded, exceeds two pages	Margins less than ½ inch or more than 1 inch, exceeds two pages, is unreadable
Grammar/Spelling	No spelling & grammatical errors	Minimal spelling or grammatical errors (1-5)	Some spelling or grammatical errors (6-10)	Significant spelling & grammatical errors (over 10)

Additional Comments from Judge:

Judges Initials