

RECORD BOOK REVIEW

Member: _____ Age: _____ Club: _____

	Excellent(3)	Average(2)	Needs(1) Improvement
Record book includes: Title Page Permanent Record (pg. 1 to 6) Project Pages Activity Pages			
Set and achieved goals			
Identified resources used to learn more			
Shared knowledge with others			
Amount of work completed			
Overall effort (pictures, clippings, additional information, & neatness)			
Subtotals			

Please include comments explaining ratings on the back of this sheet.

RECORD BOOK REVIEW

Member: _____ Age: _____ Club: _____

	Excellent(3)	Average(2)	Needs(1) Improvement
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Set and achieved goals			
Identified resources used to learn more			
Shared knowledge with others			
Amount of work completed			
Overall effort (pictures, clippings, additional information, & neatness)			
Subtotals			

Please include comments explaining ratings on the back of this sheet.

CLOVERBUD ACHIEVEMENT AWARD (AGES 5-7)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent (3)</i>	<i>Average (2)</i>	<i>Needs(1) Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

CLOVERBUD ACHIEVEMENT AWARD (AGES 5-7)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent (3)</i>	<i>Average (2)</i>	<i>Needs(1) Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

YOUNGER YOUTH ACHIEVEMENT AWARD (AGES 8-10)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent (3)</i>	<i>Average (2)</i>	<i>Needs(1) Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

YOUNGER YOUTH ACHIEVEMENT AWARD (AGES 8-10)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent (3)</i>	<i>Average (2)</i>	<i>Needs(1) Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

INTERMEDIATE YOUTH ACHIEVEMENT AWARD (AGES 11-13)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent (3)</i>	<i>Average (2)</i>	<i>Needs(1) Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Participation in state and other activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

INTERMEDIATE YOUTH ACHIEVEMENT AWARD (AGES 11-13)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent (3)</i>	<i>Average (2)</i>	<i>Needs(1) Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Participation in state and other activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

YOUTH ACHIEVEMENT AWARD (AGES 14-19)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent</i>	<i>Average</i>	<i>Needs Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Participation in state and other activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

YOUTH ACHIEVEMENT AWARD (AGES 14-19)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

	<i>Excellent</i>	<i>Average</i>	<i>Needs Improvement</i>
Project work			
Involvement in club activities			
Participation in county activities			
Participation in state and other activities			
Totals			

Award Selection: Include Positive and Constructive Comments:

YOUTH CITIZENSHIP AWARD (AGES 14 -19)

Complete the following table using information found in the application, in the permanent record and in the record book. Members achieving in questions below qualify for this award.

Leadership Roles	Achieved (3)	Not Achieved (0)
Shown Growth/Development in citizenship activities		
Level of Involvement shown on 4-H Citizenship/Community Service Sheet in Record book		
Number of Community Service activities		
Shows depth of involvement		
Other Leadership Roles (e.g. teach at Discovery Day, Camp Counselor)		
Totals		

Award Selection: Include Positive and Constructive Comments:

YOUTH CITIZENSHIP AWARD (AGES 14 -19)

Complete the following table using information found in the application, in the permanent record and in the record book. Members achieving in questions below qualify for this award.

Leadership Roles	Achieved (3)	Not Achieved (0)
Shown Growth/Development in citizenship activities		
Level of Involvement shown on 4-H Citizenship/Community Service Sheet in Record book		
Number of Community Service activities		
Shows depth of involvement		
Other Leadership Roles (e.g. teach at Discovery Day, Camp Counselor)		
Totals		

Award Selection: Include Positive and Constructive Comments:

YOUTH LEADERSHIP AWARD (AGES 14-19)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

<i>Leadership Roles</i>	<i>Excellent</i>	<i>Average</i>	<i>Needs Improvement</i>
Shows Growth/Development in leadership skills			
Project Leadership			
Club/County Officer Roles			
Committee Work			
Other Leadership Roles (e.g. - teach at Project Discovery Day, Camp Counselor)			
Totals			

Award Selection: Include Positive and Constructive Comments:

YOUTH LEADERSHIP AWARD (AGES 14-19)

Member Name: _____

Complete the following table using information found in the application, in the permanent record and in the record book.

<i>Leadership Roles</i>	<i>Excellent</i>	<i>Average</i>	<i>Needs Improvement</i>
Shows Growth/Development in leadership skills			
Project Leadership			
Club/County Officer Roles			
Committee Work			
Other Leadership Roles (e.g. - teach at Project Discovery Day, Camp Counselor)			
Totals			

Award Selection: Include Positive and Constructive Comments:

Considerations for Reviewing 4-H Secretary Book

MEETING MINUTES

Complete

- Note: Date, start time, end time, and location of meeting
- Identifies who called the meeting to order, who lead the pledges, who moved and seconded the motions
- Treasurers report is noted with an ending balance
- Who gave speech and demonstrations
- Next meeting logistics

Roll Call

- Roll Call attendance sheet is included with a listing of the roll call topic at each meeting.

Overall Neatness of Minutes

- Written, printed neatly (computer produced minutes are acceptable – place your signature at the bottom of the minutes to customize them)
- Minutes are in date order

SECRETARY BOOK REVIEW

Age of Secretary: ____ Name: _____ Club: _____

Meeting agenda included: Y N Meeting minutes included: Y N Minutes handwritten or typed (circle one)

Secretary Reports	Excellent (3)	Average (2)	Needs (1) Improvement
Date, Start & End time, Location of Meeting			
Attendance Record (roll call)			
Identifies who called the meeting to order			
Secretary's approved			
Treasurers Report Approved Club Finance discussion noted			
Notation of people who: Moved the Motion/Seconded/Failed or Passed			
Who adjourned the meeting Speeches and Demonstrations Given by Next meeting logistics			
Overall effort (neatness of notes)			
Total			

Please include comments explaining ratings:

Considerations for Reviewing Club Scrap Book

Reflects the club year from October 1st to September 30th

Includes

- Table of contents or index page (e.g. calendar of events) with page numbers
- Pictures show active engagement and titled to inform the reader what they are looking at
- Involvement at the club, county, and fair level

4-H CLUB SCRAPBOOK REVIEW

Member(s): _____ Club _____

Officer Roll (e.g. Historian, Reporter, etc.) _____

	Excellent (3)	Average (2)	Needs(1) Improvement
Cover identifies the club			
Identifies the individuals who put the book together, their role, and age			
Pictures captioned			
Scrapbooks tell a thorough story of the club year through pictures, clippings, certificates, letters, etc.			
Scrapbook is neat and well-organized			
Total			

Please include comments explaining ratings:

Considerations for Reviewing 4-H Treasurer Book

TREASURER REPORTS

Required

1. Treasurer Book Cover (Name, Grade, Club, Financial Year)
2. Club Monthly Treasurer Reports
3. Beginning Balance on hand when Treasurer position transferred
4. End of Year Financial Report (*including June 30 bank statement*)
5. Club Financial Record Page or Check/Saving Ledger

Recommended

6. Member Listing and Dues Record Page (if applicable)
7. Listing of Club Assets (Any property your club owns, such as flags, podiums, speakers, etc. with a recorded value of that property)
8. Expense/Profit Report of Club Fundraisers
9. Monthly Bank Statements with Evidence of Checkbook Reconciliation

Overall Neatness of Reports

- Written, printed neatly (computer produced minutes are acceptable – place your signature at the bottom of the report to customize them)
- Reports are in date order

TREASURER REPORT REVIEW

Age of Treasurer: _____ Name: _____ Club: _____

Treasurer Reports	Excellent (3)	Average (2)	Needs (1) Improvement
Treasurer Book Cover Name, Grade, Club, Financial Year			
Monthly Treasurer Reports			
End of Year Financial Report			
Club Financial Record Page or Check/Saving Ledger			
Overall effort (neatness of reports)			
Total			

Please include comments explaining ratings: