

4-H Secretary Book Rubric

Name of Participant _____ Club _____

Instructions: Check the indicators demonstrated by the member. Circle the score that best describes the level of the member's performance based on the printed indicators for each element. **Write positive, constructive comments whenever points are lowered to help members identify their strengths and areas for improvements. This Rubric will help you know what the judges are looking for when they review your book. Zero points may be given if an item is missing.**

Appearance

Neatness: shows evidence of neat and orderly appearance

Excellent appearance __ Few mistakes & corrections __ Easy to follow __ No smears or smudges __ Innovative presentation __
5 4 3 2 1

Legible: is orderly and easily read

Orderly __ Correct spelling __ Correct grammar __ Kept writing on lines __ No foreign matter on pages __
5 4 3 2 1

Details: includes names of members, minutes of each meeting

Everything included __ Names in order __ Minutes complete __ Dates and times __ Additional information orderly __
5 4 3 2 1

Accurate: shows accurate information throughout book

Information accurate __ Minutes match other information __ Complete and detailed __ Up to date information __ Organized __
5 4 3 2 1

Format: follows 4-H Secretary's Record Book guidelines (found at: <http://www.ohio4h.org/publications/>)

Used official 4-H Sec. forms __ Included additional needed material __ Followed outline __ Attachments included __ Order maintained __
5 4 3 2 1

Identification: distinguishes book to be that of a particular club

Club name __ Secretary's name __ Advisor's name __ Year __ Originality __
5 4 3 2 1

Meeting Roll

Alphabetical order__ Attendance correctly documented__ Correct personal information __ Correct project information __Neat & legible__
(project information should be included, if it's not listed in handbook guidelines)

10 8 6 4 2

Constitution & By-Laws

Attach club constitution__ Format similar to book__ Neat & Orderly__ Correct grammar/spelling__ Signed by club members__

10 8 6 4 2

Program

Program attached__ Contains dates, locations, plans__ Uniform page size__ correct grammar, spelling__ Clear & orderly__

10 8 6 4 2

Minutes

Includes date__ Time__ Place__ Reason__ All components completed__ Accurate notes for meeting__ Correct grammar__
Correct punctuation__ Correct spelling__ Appropriate spelling__

10 9 8 7 6 5 4 3 2 1

Committees

Members listed__ Committee titled__ Chairperson listed__ Details given__ Responsibilities listed__

10 8 6 4 2

Correspondence

Photographs (& people identified)__ News articles__ Other correspondence__ Neatly arranged__ Member photos (& people identified)__

10 8 6 4 2

Deadline

Required signature__ Met entry deadline__ Turned in at Ext. Office__ All materials included__

10 8 6 4 2

Rating

3 Star 90-100 points
2 Star 70-89 points
1 star 1-69 points

Total (please initial after rating the book) _____
Verification of total score (please initial) _____
4-H Office verification (Ext. Educators' initial) _____

Total page 1 _____
Total page 2 _____ Total _____

Your secretary's book is due to the Extension office Oct. 31 of the current year, with a note containing your Advisor's signature that all information is accurate.