

## Fairfield County 4-H Secretary Book Rubric

Participant Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

### Instructions for Reviewer:

1. Check the indicators demonstrated by the member.
2. Circle the score that best describes the level of the member's performance based on the printed indicators for each element. Remember that scoring goes from 0 – Lowest score to 5/10 - Best
3. Write positive, constructive comments whenever points are lowered to help members identify their strengths and areas for improvements. Zero points may be given if an item is missing.

### Appearance

**Neatness:** shows evidence of neat and orderly appearance      5      4      3      2      1      0

<input type="checkbox"/> Excellent appearance	<input type="checkbox"/> Few mistakes & corrections
<input type="checkbox"/> Easy to follow	<input type="checkbox"/> No smears or smudges
<input type="checkbox"/> Innovative presentation	

**Legible:** is clear and easily read      5      4      3      2      1      0

<input type="checkbox"/> Correct grammar	<input type="checkbox"/> Correct spelling
<input type="checkbox"/> Text is clear and legible	

**Details:** includes names of members, minutes of each meeting      5      4      3      2      1      0

<input type="checkbox"/> Complete minutes of each meeting	<input type="checkbox"/> Names in alphabetical order
<input type="checkbox"/> Dates and times of each meeting	<input type="checkbox"/> Additional information orderly

**Accurate:** shows accurate information throughout book      5      4      3      2      1      0

<input type="checkbox"/> Minutes accurate	<input type="checkbox"/> Up-to-date information
<input type="checkbox"/> Information is organized	<input type="checkbox"/> Signatures of President & Secretary

**Format:** follows 4-H Secretary's Record Book guidelines      5      4      3      2      1      0  
(Found at: <http://www.ohio4h.org/publications/>)

<input type="checkbox"/> Official 4-H Sec. forms or a similar organized layout used	
<input type="checkbox"/> Followed outline	<input type="checkbox"/> Attachments included, if needed

**Identification:** distinguishes book to be that of a particular club      5      4      3      2      1      0

<input type="checkbox"/> Club name	<input type="checkbox"/> Secretary's name
<input type="checkbox"/> Advisor's name	<input type="checkbox"/> Year
<input type="checkbox"/> Originality	

**Total Points-Appearance** \_\_\_\_\_

### Content

**Meeting Roll**      10      8      6      4      2      0

<input type="checkbox"/> Alphabetical order	<input type="checkbox"/> Attendance correctly documented
<input type="checkbox"/> Correct personal information	<input type="checkbox"/> Correct project information
<input type="checkbox"/> Neat & legible	

**Constitution & By-Laws**      10      8      6      4      2      0

<input type="checkbox"/> Includes current club constitution	<input type="checkbox"/> Includes current club by-laws
<input type="checkbox"/> Format similar to that provided in the <i>Ohio 4-H Secretary's Resource Guide</i>	



<b>Program (Club Calendar/Schedule of Activities)</b>	10	8	6	4	2	0					
<input type="checkbox"/> Program attached						<input type="checkbox"/> Contains dates, locations, plans					
<input type="checkbox"/> Uniform page size						<input type="checkbox"/> Correct grammar, spelling					
<input type="checkbox"/> Clear & orderly											
<b>Minutes</b>	10	9	8	7	6	5	4	3	2	1	0
<input type="checkbox"/> Includes date/time/place											<input type="checkbox"/> Includes reason for meeting
<input type="checkbox"/> All components completed											<input type="checkbox"/> Accurate notes for meeting
<input type="checkbox"/> Correct grammar											<input type="checkbox"/> Correct punctuation
<input type="checkbox"/> Correct spelling											<input type="checkbox"/> Correct spelling
<input type="checkbox"/> Secretary's signature											<input type="checkbox"/> President's signature
<b>Committees</b>	10	8	6	4	2	0					
<input type="checkbox"/> Members listed						<input type="checkbox"/> Committee titled					
<input type="checkbox"/> Chairperson listed						<input type="checkbox"/> Details given					
<input type="checkbox"/> Responsibilities listed											
<b>Correspondence</b>	10	8	6	4	2	0					
<input type="checkbox"/> Photographs (people identified)						<input type="checkbox"/> News articles					
<input type="checkbox"/> Other correspondence						<input type="checkbox"/> Neatly arranged					
<input type="checkbox"/> Member photos (people identified)											
<b>Deadline</b>	10	8	6	4	2	0					
<input type="checkbox"/> Met entry deadline						<input type="checkbox"/> All materials included					
<input type="checkbox"/> Note containing your Advisor's signature verifying that all information is accurate.											

**Total Points-Content** \_\_\_\_\_

**Additional Comments:**

**Total Appearance** \_\_\_\_\_

**Total Content** \_\_\_\_\_

**Total Score** \_\_\_\_\_

**Rating**

3 Star: 90-100 points

2 Star: 70-89 points

1 star: 1-69 points

Reviewer (please initial after rating the book)

Verification of total score (please initial)

4-H Office verification (Ext. Educators' initial)

**Note to Participant:** This Rubric is what the judges will use when reviewing your book. Your secretary's book is due to the Extension office October 31<sup>st</sup> of the current year, with a note containing your Advisor's signature that all information is accurate.