

HISTORIAN/SCRAPBOOK RUBRIC

Duties of a Historian:

- Keep a record of the club's accomplishments and activities for the year.
- Collect items such as pictures and news clippings about the club and its members.
- Organize a scrapbook to tell the club's story for the year.
- Make the scrapbook meaningful to members and future members.
- Make the book compact but complete by including items only if they involve the club directly or members of the club.

Club Name: _____ Historian's Name: _____

Year in 4-H: _____ Member's Age: _____

Judge: Please rate each section on a scale of 1-5 with 5 being *Excellent* and 1 being *Not Included*.

Title Page: _____ /5

Should Include: Club Name, Year and Historian's Name

Contents: _____ /35 (TOTAL FROM BELOW)

Table of Contents: _____

List of Group Members: _____

List of Officers: _____

List of Leaders: _____

Summary of Activities: _____

Photo Pages: _____

Newspaper Clippings: _____

COMMENTS

Bonus: _____ /10

A maximum of 10 extra points may be awarded to a Historian that creates an excellent example book. Judges should consider creativity, neatness, quantity of photos, additional club information (goals, meeting minutes, newspaper clippings...), etc. Typed and/or legible labels.

TOTAL POINTS: _____ /50

4-H CLUB SECRETARY'S BOOK RUBRIC

		Possible Points	Score
1.	Constitution – Completed (First 4 pages)	10	
2.	Membership information and attendance at meetings – correct and complete (Pg. 1-4)	20	
3.	Officer and leader information; club committees (if applicable) (Pg. 5-7)	15	
4.	Minutes of Meetings – Complete, proper order, proper form: (Pg. 8-19) a. Call to Order b. Pledges c. Roll Call d. Minutes read and approved e. Treasurer Report and approved f. Committee Reports g. Unfinished Business h. New Business i. Meeting Adjourned j. Program k. Recreation/Refreshment	35	
5.	Other Club Activities – completed (Pg. 22-23)	5	
6.	Written in ink or typed	5	
7.	Legible	10	
Total Score		100	

Secretary's Name: _____ Age: _____

Club: _____



**Frontier
Extension
District #11**

4-H Reporter's Notebook Scoresheet

Name _____ Co/District _____

Section Notes		Point Value	Score
Monthly Meeting Reports <ul style="list-style-type: none"> • Strong leads to draw reader into report • Factual • Accurate, well written • Proper Grammar, punctuation, spelling • Timely 		40 points	
Feature Stories <ul style="list-style-type: none"> • Catchy, informative leads to bring reader into story • Informative and interesting • Proper grammar, punctuation, spelling • Appropriate and timely 		40 points	
Photographs <ul style="list-style-type: none"> • Compliment Story • Eye-appealing 		15 points	
Notebook <ul style="list-style-type: none"> • Neat • Accurate • Complete 		5 points	
TOTAL		100	

4-H CLUB TREASURER'S BOOK - SCORE SHEET

Club Name:

Treasurer's Name:

Requirements:	Possible Points	Points Received
Information Completed	5 points	_____
Club Roster	10 points	_____
Record of Club Expenses & Receipts (Club Treasurer's Reports)	25 points	_____
Checkbook Balancing/Reconciliation	10 points	_____
Treasurer's Annual Report	10 points	_____
Annual Audit Certificate	10 points	_____
Financial Planning Meeting	20 points	_____
Neatness	<u>10 points</u>	_____
Total	100 points	

Comments: