

## RECORD BOOK COMPLETION SCORE SHEET

NAME \_\_\_\_\_ CLUB \_\_\_\_\_

1.	<b>General Appearance:</b> Front cover neat and complete	5	
2.	<b>Calendar:</b> Use to plan the whole 4-H year. Must include events pertaining to project, club and all county activities such as poster contests, talent shows, public presentations, fairs, etc. Checked when attended.	10	
3.	<b>Code of Ethics:</b> Signed and dated.	5	
4.	<b>Project Record/Commitment:</b> Needs to be complete, have realistic goals and show what you want to learn in the project.	10	
	<b>Signatures:</b> Member, Leader and Parent. Must be done and signed at the beginning of the year.	5	
5.	<b>Project Journal / Diary:</b> Needs to show all project work and activities. Must be used from the beginning of project to now. Show what is done, how it is done and what was learned, etc.	20	
	<b>Expense totals:</b> Use journal or add sheet: Needs to be up-to-date and realistic totals, beginning inventory complete and weight record included.	10	
6.	<b>Project Summary / Highlights:</b> A statement as to what was learned, problems, successes and what will be done differently.	10	
7.	<b>Project Pictures / Information:</b> Must be only project related. Date and caption.	5	
8.	<b>Permanent Record:</b> Must be up-to-date. Be sure to list projects by titles, not sheep, sewing, etc. The previous year's record must be included as contests entered and fairs.	10	
9.	<b>Story:</b> Must be started. Introduction done.	5	
10.	<b>Supplement Page:</b> 4-H pictures and the information can be added to highlight the year. Include club and individual things for general 4-H not project related. Date and caption.	5	

**Totals: 100**