

Historian Officer Book Score Sheet

Club Name: _____

Historian's Name: _____

Junior

Intermediate

Senior



Due: Officer books are due annually by the date set by the Extension Office in the 4-H Newsletter. Record books should include records for the full 4-H year, October 1 - September 30.

	Points Possible	Points Received	Total
Required Elements			
Is front cover labeled with club name?	5		
Is a table of contents included?	10		
Is a list of club members and leaders with projects included?	10		
Is a copy of the club charter included?(USDA)	8		
Are photographs, club memorabilia (i.e. certificates, ribbons, etc.), and newspaper/newsletter articles included?	10		

Format			
Are events labeled with date?	8		
Are member names included in photograph captions?	6		
Is there continuity in the method of labeling?	6		
Is information listed in chronological order?	7		
Are photographs clear?	7		
Are labels/headings creative and unique?	5		
Are several different activities or events included?	8		
Is the overall appearance of the book professional and neat?	10		

A. Total Points Received

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B. Total Points Possible

100

A/B x 100 = % earned

%

Comments:

Blue greater than 90%

Red 80 to 89%

White 70 to 79%

Incomplete less than 70%