

**4-H E-Record Book Rubric (for STAR Award)**

	<b>Excellent 5</b> (All bullets were met or exceeded)	<b>Very Good 4</b>	<b>Good 3</b>	<b>Fair 2</b>	<b>Needs Improvement 1</b>
<b>Neatness</b>	<ul style="list-style-type: none"> <li>An appropriate cover has been included.</li> <li>Answers are typed using a font that is consistent in both size and style throughout or completed using handwriting that is neat and legible.</li> <li>All sections are organized in a logical order.</li> <li>All pages are all crisp and clean.</li> </ul>	There is 1 instance in which neatness could be improved.	There are 2 instances in which neatness could be improved.	There are 3 instances in which neatness could be improved.	There are 4 or more instances in which neatness could be improved. OR Portions of the e-record were illegible.
<b>4-H Story</b>	<p>The story is specific to the project and written at a skill level that is appropriate for the member.</p> <p align="center"><b>AND</b></p> <ul style="list-style-type: none"> <li>All length and format guidelines for the e-record book have been met.</li> <li>Information is presented in an organized manner.</li> <li>There is indication that growth and development occurred.</li> <li>Goals included are S.M.A.R.T (Specific, Measurable, Attainable, Relevant &amp; Timely).</li> </ul>	There is 1 guideline or bullet that was not met.	There are 2 guidelines or bullets that were not met.	There are 3 guidelines or bullets that were not met.	There are 4 or more guidelines or bullets that were not met. OR Story is too broad, could have been used for any project. OR Story was not written at a level that is appropriate for the member.
<b>Photos</b>	<p>The specified minimum number of photos have been included. More is great!</p> <p align="center"><b>AND</b></p> <ul style="list-style-type: none"> <li>Photos are project specific.</li> <li>Photos are project appropriate.</li> <li>No images are duplicates.</li> <li>Each photo includes a descriptive caption.</li> <li>Captions are complete sentences that are fitting for the image.</li> <li>Photos help illustrate what the member did while completing their project.</li> <li>Photos are arranged in a manner that is well organized and logical.</li> </ul>	There is 1 bullet that was not met.	There are 2 bullets that were not met.	There are 3 bullets that were not met.	There are 4 or more bullets that were not met. OR Fewer photos were provided than required. OR An image was included that was not taken as a part of the 4-H project.

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<p><b>E-Record Requirements/Completeness</b></p> <ul style="list-style-type: none"> <li>• All sections are included.</li> <li>• Every requirement of the e-record has been met or exceeded. (i.e., all signatures were obtained, every question and section answered completely and appropriately even if that answer is N/A).</li> <li>• The required number of activities for the project were completed and properly documented.</li> </ul>	<p>An answer to a question was left unanswered or incomplete.</p>	<p>2 questions were left unanswered or incomplete.</p>	<p>3 questions are incomplete OR 1 project requirement was not met.</p>	<p>4 or more questions are incomplete. OR 2 or more project requirements were not met. OR 1 or more sections are missing from the e-record.</p>
<p><b>Grammar and Spelling</b></p> <ul style="list-style-type: none"> <li>• Complete sentences were used where appropriate. (All open-ended questions are answered using complete sentences. Closed-ended questions may be answered with an appropriate answer such as yes, no or a number.)</li> <li>• There are no spelling errors.</li> <li>• There are no grammatical errors, or the grammatical errors that exist are appropriate for the age of the member.</li> </ul>	<p>Complete sentences were used where appropriate. 1-2 minor grammatical or spelling errors were found.</p>	<p>Complete sentences were used where appropriate. There are 3-4 grammatical or spelling errors.</p>	<p>Incomplete sentences were used. OR There were 5 -6 grammatical or spelling errors.</p>	<p>There were significant grammatical and/or spelling errors.</p>