

4-H E-Record Book Rubric

	Excellent 5 (All bullets were met or exceeded)	Very Good 4	Good 3	Fair 2	Needs Improvement 1
<p>Neatness</p> <ul style="list-style-type: none"> • An appropriate cover has been included. • Answers are typed using a font that is consistent in both size and style throughout or completed using handwriting that is neat and legible. • All sections are organized in a logical order. • All pages are all crisp and clean. 	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.	
<p>4-H Story</p> <p>The story is specific to the project and written at a skill level that is appropriate for the member.</p> <p align="center">AND</p> <ul style="list-style-type: none"> • All length and format guidelines for the e-record book have been met. • Information is presented in an organized manner. • There is indication that growth and development occurred. • Goals included are S.M.A.R.T (Specific, Measurable, Attainable, Relevant & Timely). 	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.	
<p>Photos</p> <p>The specified minimum number of photos have been included. More is great!</p> <p align="center">AND</p> <ul style="list-style-type: none"> • Photos are project specific. • Photos are project appropriate. • No images are duplicates. • Each photo includes a descriptive caption. • Captions are complete sentences that are fitting for the image. • Photos help illustrate what the member did while completing their project. • Photos are arranged in a manner that is well organized and logical. 	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>E-Record Requirements/Completeness</p> <ul style="list-style-type: none"> • All sections are included. • 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). • The required number of activities for the project were completed and properly documented. 	<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>Grammar and Spelling</p> <ul style="list-style-type: none"> • 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.) • There are no spelling errors. • There are no grammatical errors, or the grammatical errors that exist are appropriate for the age of the member. 	<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>