Historian Officer Book Score Sheet

EL PASO COUNTY
COLORADO STATE UNIVERSITY EXTENSION

Club Name: _____

Historian Name(s): _____ ☐ Junior ☐ Intermediate ☐ Senior

_____ ☐ 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	Criteria Met	Total
Required Elements				
Is the front cover labeled with club name?	5		☐ Yes ☐ Partial ☐ No	
Does the title page list the Historian name(s) and 4-H level(s) (i.e., junior, intermediate, senior)?	5		☐ Yes ☐ Partial ☐ No	
Is a table of contents included?	5		☐ Yes ☐ Partial ☐ No	
Is a list or layout of club leaders and club officers included?	10		☐ Yes ☐ Partial ☐ No	
Is a list or layout of club members with projects included?	10		☐ Yes ☐ Partial ☐ No	
Is a copy of your Club's Annual Charter Document Memo included?	3		☐ Yes ☐ Partial ☐ No	
Are the following scrapbook elements included: Photographs with captions?	8		☐ Yes ☐ Partial ☐ No	
Club memorabilia (e.g., certificates, ribbons, etc.)?	2		☐ Yes ☐ Partial ☐ No	
Newspaper/newsletter articles (e.g., 4-H newsletter/social media/club reports, etc.)?	2		☐ Yes ☐ Partial ☐ No	
Format				
Are events labeled with a date?	5		☐ Yes ☐ Partial ☐ No	
Are member names included in photograph captions?	6		☐ Yes ☐ Partial ☐ No	
Is there continuity in the method of labeling?	6		☐ Yes ☐ Partial ☐ No	
Are layouts presented in complete chronological order and/or in chronological order by section/subject (e.g., events, fundraising, community service, meetings etc.)?	5		☐ Yes ☐ Partial ☐ No	
Are photographs clear?	5		☐ Yes ☐ Partial ☐ No	
Are labels/headings creative and unique?	5		☐ Yes ☐ Partial ☐ No	
Are several different activities or events included?	8		☐ Yes ☐ Partial ☐ No	
Is the overall appearance of the book professional and neat?	10		☐ Yes ☐ Partial ☐ No	

Comments:

A. Total Points Received	
B. Total Points Possible	100
A/B x 100 = % earned	%

Ranking/Rating: (circle one)

Blue greater than 90%
Red 80 to 89%
White 70 to 79%
Incomplete less than 70%