El Paso County 4-H Tabletop/General Project E-Record Rubric

E-Record Sections	Excellent 5	Very Good 4	Good 3	Fair 2	Needs Improvement 1	SCORE
Cover: • All cover information complete, project name, unit number/title, year in project, age group, birthdate, 4-H age, member name, club name, & county	All portions are filled out correctly and completely.	Missing 1 piece of information.	Missing 2-3 pieces of information.	Missing 4 or more pieces of information.	Most/All information missing.	
Signatures/Completion of Project: • Member, leader and parents/guardians have signed and dated the E-Record—and signed at the END of the project year/period. • Organization leaders can delegate the grading and/or signing of the E-Record to project leaders or other knowledgeable 4-H volunteers, if communicated with club leader.	All signatures complete with dates.	All signatures completed, missing a date.	N/A	N/A	Signatures missing, project considered incomplete.	

Project Goals:
• Total number of required goals complete.
  ○ Juniors = at least 1 goal
  ○ Intermediates = at least 2 goals
  ○ Seniors = at least 3 goals)
• List of a minimum of 3 of "To-Do" items included
	Correct number of goals for age group, complete with at least 3 "To-Do" items listed.	One or two minor grammar/spelling mistakes.	Three or four small grammar/spelling mistakes.	Several pieces of information missing.	No goals listed or minimum goal number not met. No "To-Do" items listed.	

(How I Participate in 4-H): **4-H Projects this year:** • 4-H projects listed, or project description, with years in project included.	All 4-H projects listed, or project description, with years in project included.	One or two minor grammar/spelling mistakes.	Three or four small grammar/spelling mistakes.	Irrelevant or missing information.	No information listed.	
(How I Participate in 4-H): **Activities and Skills Learned:** • Activities that helped you learn the skills for this project this year. (project meetings, workshops, classes, contests, etc.)	All information is filled out and correct, to include complete total column, number of activities, complete list of project relevant trainings, workshops, classes, contests, etc.	Missing 1 piece of information/ one or two minor grammar/spelling mistakes.	Missing 2-3 pieces of information, three or four small grammar/spelling mistakes.	Irrelevant or missing information, many grammar/spelling mistakes.	No information listed.	
(How I Participate in 4-H): **Leadership Development in Project:** • Leadership experiences that you participated in. (club/district/state/officer/committee chair, LDC, CLC, Youth Fest, State Conference, JR./Teen Leader, pledge leader) • **County level activities may include:** 4-H Camp Counselor, Summer Fest! Counselor, Cake Builders Academy Counselor, 4-H Shooting Sports Ambassador, YCC activities, Citizen Washington Focus, 4-H National Congress, etc.)	All information is filled out and correct, to include complete total column, number of leadership development experiences, list of leadership participation (offices held, committee member, and/or list of activities organized or led)	Missing 1 piece of information/ one or two minor grammar/spelling mistakes.	Missing 2-3 pieces of information, three or four small grammar/spelling mistakes.	Irrelevant or missing information, many grammar/spelling mistakes.	No information listed.	
(How I Participate in 4-H): **Citizenship/Community Service:** • Activities that member and their club completed for a community service/citizenship project. • Must have at least one required activity to complete the project. Hours Column and dates must be filled out. • Fundraising, club promotion, regular club duties, are not considered appropriate community service. • See appropriate community service HERE.	All information is filled out and correct which includes: dates, hours of participation, and club/county approved community service.	N/A	N/A	N/A	Missing information. No community service listed **OR** not relevant to club/county level. (Project considered incomplete)	
(How I Participate in 4-H): **Demonstrations/Presentations/Speeches:** • Demonstration, speech or presentation you completed this year. • Does not have to be project specific if in multiple projects, but MUST be 4-H related. • Must have a demonstration/speech arts activity listed to complete the project. • **County level activities may include:** County Contest participation (contest name should be included)	All information is filled out and correct, which include 4-H demonstration, speech or presentation. Can include any other 4-H-related presentations or speeches completed this year.	N/A	N/A	N/A	Missing information. No demonstration/4-H presentation listed **OR** not relevant to club/county level. (Project considered incomplete)	

Project Expense & Income/Value & Return on Investment • Every E-record should have at least 1 expense (example: cost of enrollment) • Juniors Only: figure the costs of the specific ingredients and materials use for your final exhibit item or display board. Label the item "Exhibit" or "Board". You can add a more specific name. • Intermediates/Seniors: List items purchased for this year for your project, such as tools, ingredients, class fees, etc. (More pages can be added if needed)	All information is filled out and correct, to include correct totals and list of items needed for project.	Missing one source of legitimate expense/income, or 1-32 pieces of missing information or errors including dates, labels, totals or calculation errors.	Missing two sources of legitimate expense/income, or 1-32 pieces of missing information or errors including dates, labels, totals or calculation errors. Poor effort on Return on Investment by Int./Sr.	Missing 3 or more sources of expense/income, 5 or more missing pieces of information.	No expense/income information &/or return on investment not completed by Int./Sr.	
PROJECT SPECIFIC PAGES • Project specific pages are included and in logical order, if required by project.	All project-specific pages and information is filled out and correct.	Missing 1 piece of information/ one or two minor grammar/spelling mistakes.	Missing 2-3 pieces of information, three or four small grammar/spelling mistakes.	Irrelevant or missing information, many grammar/spelling mistakes.	Missing project specific pages, or no information listed.	
Goal Reflections Page: • Member should re-state goals from page 2. • Using a scale from 5 to 1, member should rate how they feel they did completing their goals this year.	All goals have been re-stated from page 2, member has completed the 1-5 scale and gives an explanation of their rating, using complete sentences.	One or two minor grammar/spelling mistakes.	Three or four small grammar/spelling mistakes.	Irrelevant or missing information.	No information listed.	
Project Pictures: • A minimum of four pictures are required. • Photos are project-specific. • Photos are project-appropriate. • No images are duplicates. • Each photo includes a descriptive caption. • Captions 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. • Photos CAN include community service and/or demonstration photos.	All requirements met or exceeded.	There is 1 bullet that was not met.	There are 2 bullet points 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.	
4-H Story: • The story is specific to the project and written at a skill level that is appropriate for the member. • Story is typed or neatly hand-written. If hand-written, story is written in pencil or ink on lined paper. • Margins allow for reading if inserted into a report cover. • Story limited to 2 pages. • Story can be single or double-spaced as long as it does not exceed 2 pages. • Use complete sentences, proper grammar, spelling and sentence structure. • Indication of growth/development occurred.	All requirements met or exceeded.	There is 1 bullet that was not met.	There are 2 bullet points that were not met.	There are 3 bullets that were not met.	There are 4 or more bullets were not met. **OR** story was not written at a level that is appropriate for the member **OR** story does not show growth, project understanding, goal reflection, does not follow outline, shows little effort, is not legible.	
Overall Neatness: • An appropriate cover has been used (green 4-H record cover or 3-prong folder). • Answers are typed using a font that is consistent in size & style throughout **OR** is written in neat and legible handwriting. • Sections are correct order. • Pages are clean and well kept.	All requirements met or exceeded.	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.	
Judge Comments:				**FINAL SCORE:**		

Blue- 100-90%. Red 89-80%. White79-70%. Incomplete below 70%

Total Score: 70 Points Possible