

TREASURER BOOK – SCORE SHEET

Name _____ 4-H Age _____

Club _____

Requirements	Possible Points	Points Received
1. 3 Ring Binder or Folder with Pronges	5	_____
Overall Neatness- -Use of Blue or Black Ink Pen/computer Printed -Legible -- appropriate font -Appropriate forms -Organized presentation	20	_____
2. Record of Club Finances	40	_____
-Includes the following -All entries for the 4-H year, in chronological order -Monthly report form, a copy can be found in back of the Treasurer's Book -Receipts enclosed in orderly fashion -Monthly Bank Statements		
3. Treasurer's Report	15	_____
-Include's 1 completed Report per meeting • Copy of what is submitted to Secretary		
4. Yearly Summary of Club Finances	10	_____
-Completed information		
5. Club Budget	10	_____
TOTAL POINTS	100	_____

Comments:

SECRETARY BOOK – SCORE SHEET

Name _____ 4-H Age _____

Club _____

	Possible Points	Points Received
A. Introductory Information		
1. The Club Program Should Include:		
a) Title Page including the club's name, the officer's name, and the club year.	15	_____
b) Table of Contents		
c) Personal statement by officer. Should describe what the Secretary did during the year, and be signed by the Club Community Leader.		
B. Minutes		
1. Quality of:		
a) Cover of book	15	_____
b) Content		
c) Complete Sentence		
d) Binder/Folder		
e) Spelling & Grammar		
2. Neatness		
a) use of ink pen-legible/or typed-appropriate font	15	_____
b) Handwritten or typed		
c) binder/folder		
3. Completeness		
a) include -- all signatures where required	15	_____
b) pages dated		
c) include copies of correspondence you wrote on behalf of Club		
C. Club Activities Recorded		
1. Club Roll – neat & accurate		
a) Complete attendance records	15	_____
2. Copy of Club Constitution		
a) with members' signatures	10	_____
b) bylaws (club operational rules)		
3. Copy of Club Program		
a) including meeting dates, times and special meeting topics (Safety, Health, Achievement, etc.)	10	_____
b) meeting locations		
c) Demonstration dates, who is involved, who's providing refreshments, etc.		
4. List of the following:		
a) Committees	10	_____
b) Roster of Members, Advisors, Officers, Leaders, Jr. Leaders		
5. Public Relations/Correspondence		
	10	_____
TOTAL POINTS	115	_____

Comments:

HISTORIAN SCRAPBOOK – SCORE SHEET

Name Everest 4-leaf Clovers 4-H Age _____

Club _____

	Requirements	Possible Points	Points Received
1.	<i>Introductory Information</i> The Club Program Should Include: a) Title Page including the club's name, the officer's name and the club year. b) Table of Contents c) Personal statement by officer. Should describe what Historian did during the year, and be signed by the Club Community Leader.	0 – 20	_____
2.	<i>Pictures</i> a) Should be labeled including members name and tell the "story" of club w/captions.	0 – 20	_____
3.	<i>Organization and Neatness</i> a) Orderly	0 – 20	_____
4.	<i>Club Memories</i> a) Should be creative. Events (monthly meetings, programs, parties, fair participation, workshops, community service, etc.), arranged monthly. This section may include drawings, flyers, programs, or other effectively used material.	0 – 25	_____
5)	<i>Club Information and Picture</i> a) Photograph identifying members and roster of membership, officers, club leaders, & jr. leaders	5	_____
6.	<i>Cover of Scrapbook</i> a) Originality, neatness, and quality	0 – 10	_____
7.	<i>Extra Credit</i> a) Examples: -use of a theme -introductory page -creativity	0 – 5	_____
TOTAL POINTS		100	_____

Comments:

REPORTER'S BOOK – SCORE SHEET

Name _____ 4-H Age _____

Club _____

Requirements	Possible Points	Points Received
1. Introductory Information a) Title Page including the club's name, the officer's name, and the club year. b) Table of Contents c) Personal statement by officer; should describe what the Reporter did during the year; and be signed by the Club Community Leader.	10	_____
2. Announcements a) Announcements of club meetings and other club events written and submitted by the club reporter to the newspaper, including unpublished articles, organized month by month.*	20	_____
3. Club-Hosted Event Articles a) Articles of club-hosted or other 4-H events written and submitted by the club reporter to the newspaper. Including unpublished articles, organized chronologically.*	20	_____
4. Club-Level Publications a) Club Newsletters or other material written and produced by the club reporter for the benefit of club members, organized chronologically.	10	_____
5. Radio, Television and Social Media a) List of appearances of the club on Radio or Television. List should include the station and the date of the appearance. b) Include posts to social media and or photo with date, organized chronologically	15	_____
6. Non-Reporter Articles a) Articles published about the club and members/events thereof, not written or submitted by the club reporter, organized chronologically. *Articles in this section must include the club's name in the text and the subject material must be directly related to the 4-H Youth Development Program.	15	_____
7. Arrangement/Layout a) Should be neat, visually pleasing and follow the order of the scoring guide to make effective judging possible.	10	_____
TOTAL POINTS	100	_____

Comments: