I. **GENERAL ORGANIZATION and APPEARANCE** (possible 10 points)
   - A. Overall Appearance
     - 3
   - B. Report folder (a must) with name and club on cover
     - 2
   - C. Order and Dividers with tabs
     - 1
   - D. Front and Back covers of books completely filled out (1pt), member, leader and parent signatures and dates on page 20 (3 pts)
     - 4

II. **PLANNING CALENDAR** – Should be used for planning through Sept (possible 10 points)
   - A. Simple entries with dates and club activities listed, numerical order not necessary
     - 5
   - B. Check marks showing activities attended, (preferably in red).
     - 1
   - C. All County 4-H events listed, pertaining to age.
     - 3
   - D. Project related events
     - 1

III. **PROJECT SECTION** – Individual projects are to include appropriate add sheets and project related materials (possible 40 points)
   - A. Project Commitment
     - 1. Set goals (4 pts.), sign (1 pt.), and date (1 pt.), Jr. - 1-3 goals; Int. & Sr. - 3 or more goals.
       - 6
     - 2. Leader, parent agreement (may be completed by member or parent/leader, signed and dated) before June 1.
       - 4
   - B. Project Journal and / or Add Sheets
     - Complete and accurate showing of how many/how much (dollar/time)
     - 20
   - C. Project Highlights (6 pts.) / Project Photos and / or Project Related Materials (4 pts.) - must have at least 2 with captions but dates are not necessary.
     - 10

IV. **PERMANENT RECORD** – must have year and “none” if no entry (i.e.: 01/02) (possible 15 points)
   - A. Offices and Committee Summary
     - 1
   - B. Project and Exhibit Summary
     - 1
   - C. Judging
     - 1
   - D. Public Presentations
     - 1
   - E. 4-H Contests
     - 1
   - F. Events Attended
     - 1
   - G. Community Service
     - 1
   - H. 4-H Promotion
     - 1
   - I. Leadership
     - 1
   - J. School and Community Responsibilities
     - 1
   - K. Non 4-H Contests Entered
     - 1
   - L. 4-H Meetings Attended
     - 1
   - M. Most Important Recognition
     - 1
   - N. Overall Participation and must be active in 10 or more of the 13 above areas
     - 2

V. **4-H STORY** – limited to three sides (must be in this order) (possible 25 points)
   - A. Introduction – name, club, and number of years in 4-H
     - 3
   - B. Project(s)
     - 10
   - C. Club and Community and/or School Involvement, i.e., officers held, committee participation or favorite activity.
     - 5
   - D. 4-H Impact – How 4-H has influenced member’s life
     - 2
   - E. Participation at the Fair (comment whether attended or not)
     - 1
   - F. Supplemental Information – limited to 3 sides (newspaper clippings and/or correspondences with dates, pictures with captions, other than project related, may include pictures of club, community, school, family, etc.)
     - 4

Blue: 00 - 95
Red: 94 - 85
White: 84 - 70

Possible total of 100 points: 100
TOTAL