You have spent a lot of time and effort with your 4-H project. When you complete an accurate project record you have the opportunity to earn the recognition you deserve.

Requirements:
Record must be completed by 4-H'er
   Exception: if a member has a disability and needs an adult to write for him/her, attach a note to the record
Record must be complete
   Fill in all sections.
   Put N/A if the section does not apply to your project.
   Pay particular attention to Financial Records - Expenses. In many cases, there is a cost to either you, your parents, your club, your leader or a donation.
   Leave no blanks. A blank space or line will score zero points.
   An N/A in a section which should be completed will also score zero points.
Record must be detailed and complete
   Use correct format for dates (January 1, 2016 or 1-1-16).
   Use correct format for full mailing addresses (Street, Town, State, Zip, Phone number).
   Give complete information.
Record must be neat and legible
   Write clearly with ample spacing between words.

Explanation of scoring scale
(4) The project record **met and exceeded** the criteria
   More than a sentence describes your learning, purpose, goals and results
   No generic sentences like "I like making cookies" are used
(3) The project record **met** the criteria with satisfaction
   A good explanation is given
   All requested information is provided
   Correct format for dates and addresses is used
(2) The project record **barely met** the criteria
   Minimal information is provided.
   Financial example: **Supplies** purchase written cookie ingredients **cost** $4.5 – with no details
(1) The project record **did not meet** the criteria
   Incorrect or incomplete information
After using the rubric last year for the first time, judges wrote down how they scored so scoring would be consistent. With the input of several leaders at a training, the following guidelines were created for the judges to use in scoring this year.

We want you to have access to the rubric and the point system requirements. You can self score your own project record and see where you can make improvements before passing it in to be judged.

As in any judging or scoring, the judge has the final say. If you have questions about your scorecard, talk to your leader. If you feel you need more information or want to question a score, feel free to call a Project Record committee member listed in your Leaders Directory.

<table>
<thead>
<tr>
<th><strong>Criteria</strong></th>
<th><strong>Score</strong></th>
<th><strong>Suggestions for improvement/Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Information Page (Page 1)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. Name of Project | 3 pts title correct  
2 pts if partial title  
1 pt if incorrect | |
| 2. Name | 3 pts for first and last name  
2 pts for either first or last name | |
| 3. Date of Birth | 3 pts full date written correctly  
(January 1, 2016 or 1-1-16)  
2 pts for just January 1 or Jan 01  
1 pt for month | |
| 4. Years in 4-H | 3 pts if written clearly  
0 pts if blank | |
| 5. Address (full mailing address, zip code and phone) | 3 pts Street, Town, State, Zip, Phone #  
2 pts Missing part or squished together  
1 pt Missing most | |
| 6. County of Club Work | 3 pts Hancock  
0 pts if blank or club name | |
| 7. Check whether club, group, independent | 3 pts if checked  
0 pts if blank | |
| 8. Name of Club, Group or Indep. Advisor | 3 pts Complete name of club or Indep. Advisor  
2 pts if name of leader instead of club  
1 pt if just part of name | |
| 9. Date project was started | 3 pts full date written correctly (January 1, 2016 or 1-1-16)  
2 pts for just January 1 or Jan 01  
1 pt for month | |
| 10. Years in Project | 3 pts if written clearly  
0 pts if blank | |
| 11. Purpose for doing | 3 pts: Well explained reason for doing project* | |
### Criteria | Score | Suggestions for improvement/Comments
--- | --- | ---

#### B. Project Goals (Page 2)

1. **Project Goals**
   - 3 pts states two goals with life skills
   - 2 pts states two goals without life skills
   - 1 pt states one goal and life skills not included
   **Extra pt: Two goals w/ life skills & added detail**

2. **Learning Plan**
   - 3 pts states two things planned to meet goal
   - 2 pts states one thing planned to meet goal
   - 1 pt writes something but it is not suitable for goal
   **Extra pt: States more than 2 things to meet goal**

3. **Results**
   - 3 pts states two things learned
   - 2 pts states one thing learned
   - 1 pt unclear or not related to goal
   **Extra pt: Clearly states more than 2 things learned**

4. **Name at Bottom of Page**
   - 3 pts for first and last name
   - 2 pts for either first or last name
   - 0 pt if let blank

**SUM OF SCORES "B" /12** Three extra points in the above areas can be awarded for extra effort for a total of 15 possible points

The project record gives examples of how to include the goal and life skill in sentence form. Have your leader or an adult check your written goals and plan to make sure they are complete.

If it is truly a section that is not applicable to your project, then N/A or a 0 needs to be marked in the space so it will not be counted as blank.
The Financial Record section is where most members lose points for not putting down all the items needed to make or do a project or they do not include items that someone provided for them. For example: Crocheting a pair of slippers, a person will put down “yarn” but not the pattern, needles or hook, scissors, darning needle, etc. All of these items are needed to complete the project and need to be recorded.

C. *A livestock member has to figure out the weight of the grain, the cost of the bag, number of pounds in a bag, and then figure out the cost per day the animal/s eat. Then calculate for a month and put down the monthly amount. If the cost of grain or amount needed increases, then the amount needs to be recalculated and a note stating the reason for the change needs to be included. Livestock members can put monthly totals of cost of grain or other things like bedding, and include the month and year (ex. January 2011).

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
</table>
| 1. Dates | 3 pts if complete date (Jan. 30, 2016 or 1-30-16)  
2 pts if partial date (Jan. 2016)  
1 pt if minimal (Jan)  
0 if unreadable  |
| *See note about livestock members |  |
| 2. Items purchased or provided | 3 pts most of items are listed  
2 pts two items are listed  
1 pt one item or everything lumped together (Judges should be familiar with items needed to do the project so that they can know if listed items are reasonable.)  |
| Extra pt can be awarded for completeness |  |
| 3. Cost or value | 3 pts costs are given for most of the items  
2 pts costs given for two items  
1 pt one items cost  
0 pt for anything blank  |
| Extra pt all costs are listed for each item |  |
| 4. Total expenses | 3 pts – total adds up correctly  
2 pts –incorrect total or if just several items  
1 pt – total for one item |
### D. Time Management & Production (Page 4)

#### Summary

| 1. Dates               | 3 pts if complete date (Jan. 30, 2016 or 1-30-16)  
                          | 2 pts if partial date (Jan. 2016)  
                          | 1 pt if minimal (Jan)  
                          | 0 pts if unreadable or blank |
|------------------------|---------------------------------------------------|
| 2. Things done listed  | 3 pts several activities a month listed (≥ 4 months)  
                          | 2 pts once a month for at least 4 months  
                          | 1 pt less than once a month or just for one month |
| (remember meetings)    | Extra pt for exceptional amount of activities |
| 3. Time spent          | 3 pts several hours per month (3 average)  
                          | 2 pts an hour or two a month  
                          | 1 pt less than an hour a month |
| documented             | Extra pt for exceptional amount of time given |
| 4. Production or progress noted | 3 pts recorded on most items (fair ribbons & other)  
                          | 2 pts noted just obvious (fair ribbons)  
                          | 1 pt just one given  
                          | 0 pt blank |
|                        | Extra pt noted progress or production on all |
| 5. Total time tallied  | 3 pts time tallied correctly and amounts to 4 -6 months |
2 pts time tallied correctly and amounts to less than four months
1 pt error in work (double check work)
**Extra pt for time tallied correctly and amounts to more than six months**

6. **Name at Bottom of Page**
- 3 pts for first and last name
- 2 pts for either first or last name
- 0 pts if blank

**SUM OF SCORES "D" /18**

Four extra points can be awarded for extra effort for a total of 22 possible points

---

### E. Special Activities (Page 5) (i.e. sell steer tickets, food booth, attend fair, achievement night, Jamboree, horse camp, doo doo drive through, etc.)

1. **Activity, event or award listed**
   - 3 pts 2-3 activities attended/awards if received
   - 2 pts one activity
   - 1 pt activities listed are not 4H related
   - 0 pts if blank
   **Extra pt if attended numerous activities attended (4+) and awards written**

2. **Date noted**
   - 3 pts if complete date (Jan. 30, 2016 or 1-30-16)
   - 2 pts if partial date (Jan. 2016)
   - 1 pts if minimal (Jan)
   - 0 pts if unreadable

**SUM OF SCORES "E" /6**

Total of 7 possible points

---

### F. Citizenship, Community Service, Leadership (Page 5)

1. **Activity listed**
   - 3 pts Completes several and tells about them.
   - 2 pts States activity but does not explain
   - 1 pt list
   **Extra pt - Completes numerous activities and gives details of the project**

2. **Date noted**
   - 3 pts if complete date (Jan. 30, 2016)
   - 2 pts if partial date (Jan. 2016)
   - 1 pts if minimal (Jan)
   - 0 pts if unreadable

4. **Name at Bottom of Page**
   - 3 pts for first and last name
   - 2 pts for either first or last name
   - 0 pts if blank

**SUM OF SCORES "F" /9**

Total of 10 possible points

---

### G. What This Project Meant To Me (Page 6)

1. **Description**
   - 3 pts – 2-3 sentences w/ reasons, challenges & why
   - 2 pts – 2-3 sentences but not necessarily on topic
   - 1 pt off topic
   **Extra pt if includes reasons, challenges, why and**

---
### H. Life Skills Accomplishment Form (Page 7)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1. 4-H Life Skills completed | 3 pts three sections filled out  
2 pts one or two filled out  
1 pt wrong skill given for heading  
**Extra pt if all sections filled out** |
| 2. What I Learned | 3 pts – three sections filled out completely  
2 pts – two sections filled out completely  
1 pts – incomplete/simple sentences or wrote about wrong skill  
**Extra pt for details & additional info** |
| 3. Name, Project Title, Age, Years in Project | 3 pts – all parts written  
2 pts – 3 parts written  
1 pts – 1 or 2 parts written |

**SUM OF SCORES “H”** /9  
Two extra points can be awarded for a possible 11 points

### I. Life Skills Used (Page 8)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1. Shaded in Life Skills wheel (at least one life skill for each head, heart, hands and health learned and used in 4-H.) | 3 pts same skills written on pg 7 filled in  
2 pts one skill per category filled in  
1 pt one skill filled in  
**Extra pt 2 skills per each of the 4 H’s** |
| 2. Name at Bottom of Page | 3 pts for first and last name  
2 pts for either first or last name  
0 if blank |

**SUM OF SCORES “I”** /6  
Total of 7 possible points

### Total Scores

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Information Page</td>
<td>/36 w/ extra pts /38</td>
</tr>
<tr>
<td>B. Project Goals</td>
<td>/12 w/ extra pts /15</td>
</tr>
<tr>
<td>C. Financial Record</td>
<td>/18 w/ extra pts /22</td>
</tr>
<tr>
<td>D. Time Management &amp; Production</td>
<td>/6 w/ extra pts /7</td>
</tr>
<tr>
<td>E. Special Activities</td>
<td>/9 w/ extra pts /10</td>
</tr>
<tr>
<td>F. Citizenship, Community Service,</td>
<td>/9 w/ extra pts /10</td>
</tr>
</tbody>
</table>
Leadership

G. What This Project Meant to Me /6 w/ extra pts /7
H. Life Skills Accomplishment Form /9 w/ extra pts /10
I. Life Skills Used /6 w/ extra pts /7

TOTAL SCORE /129 w/ extra pts /148

Additional Records included

Extra points can be awarded for related records

Recommendation

Name_____________________________Project_________________________Year______

Ribbon _________ Blue __________ Red __________ White __________

Medal _________ Category ________________________________

Scoring system – 172 possible points in the nine categories
160 – 172 points – medal
150 – 159 points – 1st place ribbon (blue)
140 – 149 points – 2nd place ribbon (red)
120 – 139 points – 3rd place ribbon (white)
less than 120 points - participant ribbon (green)