

4-H RECORD KEEPING JUDGING GUIDE

10/08

Judges will consider:

Completeness:

- Every entry should have the date, activity, time spent and money involved.
- Project logs or record books should be filled out completely.
- Photos, mementos, etc. are excellent for illustrating progress and should be identified with a label defining significance.
- For cumulative records, the Personal Record Book, a scrapbook album, etc. may be used by exhibiting one book with added pages. Each year should be clearly noted with newly added portions for the current year identified.

Accuracy & Organization:

- Be sure the columns on log sheet/s/ and report/s/ are added correctly and transferred accurately.
- Include everything done in a project.
- Compile records in a logical fashion
- Exhibit each record as a separate entry

Neatness:

- Keep records in readable condition. Records do not need to be copied over for fair exhibition.
- Word processing, pen or pencil is acceptable as long as work is readable.
- A variety of scrap booking supplies and techniques may be used.
- Records should be completed on a quality of paper that will withstand time and use.

Learning & Involvement:

- Show what was learned by doing this project. This should include both new skills as well as what the individual learned about him/herself such as:
 - how to plan a project (task identification, goal setting)
 - how to manage your time (work ethic, organization, efficiency)
 - how to solve a problem that came up (patience, observation, communication)
 - how to work with others (responsibility, leadership, enthusiasm)