

4-H OFFICER'S BOOK JUDGING SHEET

President Vice-President Secretary Treasurer

NAME: _____ AGE: _____

CLUB: _____

	Excellent	Good	Average	Needs Improvement
COVER: (ALL)				
Club name				
Name of office				
Name of officer				
Club Photo				
CONTENT:				
Record of club activities (P, VP)				
Club constitution/bylaws (P, VP, S, T)				
Committee Reports (VP)				
Roll call/record of attendance (S)				
Club Minutes signed by President (S)				
Record of dues collected (if club has dues) (T)				
Monthly receipts/expenses (T)				
Summary or balance per year for annual audit (needs advisor/president signature) (T)				
Personal story about your office (ALL)				
Include where you obtained officer information (ALL)				
Photos (pertaining to your office)				
OVERALL: (ALL)				
Neatness				
Accuracy				
Quality				
Workmanship				



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Health Safety Recreation Community Service

NAME: _____ AGE _____

CLUB: _____

	Excellent	Good	Average	Needs Improvement
COVER:				
Club name				
Name of Office				
Name of Officer				
Club Photo				
Can be decorated to carry theme throughout the book				
CONTENT:				
Club Constitution/Bylaws				
Record of activities or reports during club meetings (Pertaining only to your office)				
Handouts or literature given (Pertaining only to your office)				
Photograph of club activity pertaining to your office				
Community and leadership service				
Personal Story about your office (include where you obtained information)				
OVERALL:				
Neatness				
Accuracy				
Workmanship				
Creativity				

Judges' Comments:



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 News Reporter Historian

NAME: _____

AGE: _____

CLUB: _____

	Excellent	Good	Average	Needs Improvement
COVER: (ALL)				
Club Name				
Name of Office				
Name of Officer				
Club Photo				
Can be decorated to carry theme throughout book				
CONTENT:				
Club constitution/Bylaws (N) (H)				
Original clippings and articles ((N) (H)				
Photographs (N) (H)				
Brief history of club (H)				
Personal story about your office (include where you obtained information) (N) (H)				
OVERALL:				
Neatness				
Accuracy				
Quality				
Workmanship				
Creativity				

Officer Key: News Reporter (N); Historian (H)...The initials indicate which officer needs to have this information in their book.

Judges' Comments:


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