

CLUB HISTORIAN/NEWSLETTER EDITOR BOOK

Format and Score Sheet

Officer's Name: _____ Club: _____

of years in 4-H: _____ Age (as of Dec 31, 2019): _____

The book should present the year's activities of the Club and should be prepared by the Club Historian or Newsletter Editor (or a designated committee of no more than three members). The book should be suitable to show to prospective 4-H members that want to know more about your club. Photos and samples of work done throughout the year should be included. When compiling the book, include high points of the year and present what is special about your club.

	Excellent (4)	Very Good (3)	Satisfactory (2)	Needs Improvement (0)	Score
Introductory Info					
Cover with Club Name and 4-H Logo	Included			Not Included	
Title Page	Included			Not Included	
Table of Contents	Included			Not Included	
List of Club Officers	Included			Not Included	
Club Calendar	Includes at least one month			Not Included	
Club Project List	List Included			Not Included	
				Section Total	
Historian Information					
Written statement form Historian	Included			Not Included	
Book put together in the order specified	Yes			No	
Book Neat and Legible	Very Neat and legible	In need of some minor corrections	Either not neat or not legible	Not neat or legible	
Book Appropriate for age and experience of member	Book highly exceeds level expected for age	Book Somewhat exceeds level expected	Book at the level expected	Book Below the expected level	
				Section Total	
Book Information					
Pictures Included	Includes a variety of pictures	Includes some photos, but not a good variety	Only a few pictures included	No pictures included	
Has written information to let the reader know what is going on in the photos	Includes written information about every picture	Includes written information about 75 % of pictures	Includes written information about 50 % of pictures	No written information included on pictures	
Includes at least one element other than photos (ex: club newsletter)	Yes			No	
				Section Total	
				Total Points:	

Evaluator Comments:

Evaluator Name: _____