

### ***4-H Horse Record Book Score Sheet Rubric***

Page/Category	Complete	Minor Errors	Major Errors	Unacceptable
<b>Cover</b>	<b>3 points</b> All the cover Information is filled out and is correct.	<b>2 points</b> Missing one piece of information	<b>1 point</b> Missing 2-3 pieces of Information	<b>0 points</b> Missing 4 or more pieces of information. Failure to complete the page.
<b>Goals (SMART in nature)</b>	<b>10 points</b> Both goals are completed along with a detailed "To Do Plan". Complete sentences are used. Goals must be SMART in nature with To Do's	<b>9-5 points</b> One or two minor errors, or goals not written in complete sentences. Goals must still be SMART in nature with "To Do's"	<b>4-1 points</b> Goals written, but not SMART in nature. 3-4 minor errors, including questions not answered or missing one To Do's.	<b>0 points</b> No Information or 5 or more minor errors. Missing goals or both "To Do's". Failure to complete the page.
<b>Horse Identification</b>	<b>5 points</b> All information is filled out entirely and is correct. Formatting of 4HOnline printout is clean and easy to follow.	<b>4-3 points</b> Missing 1 piece of information	<b>2-1 points</b> Missing 2-3 pieces of information	<b>0 points</b> Missing 4 or more pieces of information. Failure to complete the page.
<b>Levels Advancement Page <i>OR</i> Miniature Horse Supplement Page</b>	<b>5 points</b> All information is filled out entirely and is correct. Each page is filled out for every horse/miniature horse stated in the record book.	<b>4-3 points</b> Missing 1 piece of information	<b>2-1 points</b> Missing 2-3 pieces of information. Missing a page for a horse/miniature horse listed in the record book.	<b>0 points</b> Missing 4 or more pieces of information. Failure to complete the page.
<b>Vaccine Records</b>	<b>5 points</b> All information is filled out entirely and is correct. Each page is filled out for every horse/miniature horse stated in the record book.	<b>4-3 points</b> Missing 1 piece of information	<b>2-1 points</b> Missing 2-3 pieces of information. Missing a page for a horse/miniature horse listed in the record book.	<b>0 points</b> Missing 4 or more pieces of information. Failure to complete the page.
<b>Horse Health Record</b>	<b>10 points</b> All information is filled out entirely and is correct. Record N/A where applicable. Recorded cost of health care in Expenses Record. Vet information included.	<b>9-5 points</b> Missing 1 piece of information	<b>4-1 points</b> Missing 2-3 pieces of information.	<b>0 points</b> Missing 4 or more pieces of information. Failure to complete the page.
<b>Equipment/Supplies Inventory</b>	<b>5 points</b> Complete list with items, quantity, and value filled out. If applicable Sold Value is listed.	<b>4-3 points</b> Missing one or two major items, missing 1-2 values, quantities, dates or calculation errors.	<b>2-1 points</b> Missing 3-4 major items such as values, quantities, dates or calculation errors.	<b>0 points</b> 5 or more missing pieces of information, or failure to complete the page.

<b>Expense Record</b>	<b>10 points</b> Complete list with date, item description, and cost of item in the correct column.	<b>9-5 points</b> Missing one or two major items, missing 1-2 values, dates, item description, cost of item in correct column or calculation errors.	<b>4-1 points</b> Missing 3-4 major items or values, dates, or item description, cost of item in correct column or calculation errors.	<b>0 points</b> 5 or more missing pieces of information, or failure to complete the page.
<b>Income Record</b>	<b>10 points</b> Complete list with date, item description, and amount in the correct column.	<b>9-5 points</b> Missing one or two major items, missing 1-2 values, dates, item description, amount in correct column or calculation errors.	<b>4-1 points</b> Missing 3-4 values, dates, or item description, amount in correct column or calculation errors.	<b>0 points</b> 5 or more missing pieces of information, or failure to complete the page.
<b>4-H Horse Event &amp; Activity Record</b>	<b>5 points</b> Complete list with date, event/activity, level and significant accomplishment/items learned.	<b>4-3 points</b> Missing one or two major items, missing date, event/activity, level and significant accomplishment/items learned.	<b>2-1 points</b> Missing 3-4 major items such as event/activity, level and significant accomplishment/items learned.	<b>0 points</b> 5 or more missing pieces of information, or failure to complete the page.
<b>Involvement Record</b>	<b>5 points</b> At least one activity listed in each category and all questions answered, or N/A if doesn't apply	<b>4-3 points</b> Missing one category of activity with no N/A listed or 1-2 questions not answered	<b>2-1 points</b> Missing two categories of activities with no N/A listed or 3-4 questions not answered	<b>0 points</b> Missing 3 or more categories of activities with no N/A listed, 5 or more questions not answered, or page left blank. Failure to complete the page.
<b>Project Pictures</b>	<b>5 points</b> Include a minimum of four pictures with a descriptive caption in complete sentences for each are expected. Include pictures that demonstrate the progress of your project throughout the year or a variety of things you did with your 4-H horse project. Additional photos may be added (maximum of eight photos).	<b>4-3 points</b> Member has a minimum of four pictures has partial captions. Or pictures <u>DO NOT</u> show project progress.	<b>2-1 points</b> Member has four pictures but no captions. The pictures may or may not show progress. Or member has 2-3 captioned pictures that show progress. Exceeds maximum of eight photos.	<b>0 points</b> Less than two pictures. Or two to three pictures but they do not have captions and may or may not show progress. Missing entirely.

<b>4-H Story</b>	<b>10 points</b> 4-H Story is double spaced and uses 12 pt font if typed or neatly written. Uses proper grammar. Answers all questions in at least 3-5 sentences per question.	<b>9-5 points</b> Story is not double spaced, does not use 12 point font. Minor grammatical errors. Does not reach appropriate length in 1 or more question.	<b>4-1 points</b> Major grammatical errors. Missing 1-2 questions completely. Does not reach appropriate length in 2 or more questions.	<b>0 points</b> Missing more than 3 questions. Lacks appropriate length for more than 3 questions. Does not follow outline and shows little effort. Failure to complete the page.
<b>Goal Reflection</b>	<b>10 points</b> All questions are answered, using complete sentences.	<b>9-5 points</b> All questions are answered but used incomplete sentences. Minor grammatical errors.	<b>4-1 points</b> One question not answered. Major grammatical errors.	<b>0 points</b> Two or more questions not answered or missing entirely. Failure to complete the page.
<b>Project Completion</b>	<b>3 points</b> All signatures and dates and other required information.	<b>2 points</b> Missing 1 signature or date.	<b>1 point</b> Missing 2 signatures or dates.	<b>0 points</b> Missing 3 or more signatures or dates. Missing entirely. Failure to complete the page.
<b>Appearance</b>	<b>5 points</b> Clean, easy to read, organized and kept in a folder and/or cover	<b>4-3 points</b> Clean, slightly hard to read, kept in a binder or a cover	<b>2-1 point</b> Untidy, incorrect order, and NOT in a binder or cover	<b>0 points</b> Untidy, unorganized, not readable, and not in a cover or binder
<b>Blue- 100-90%. Red 89-80%. White 79-70%. Incomplete 69% and below (Please figure the percentage and list it on the score sheet)</b>				

## Horse/Miniature Horse Record Book Score Sheet

Member Name: \_\_\_\_\_ Project: \_\_\_\_\_

Jr. \_\_\_\_\_

Int. \_\_\_\_\_

Sr. \_\_\_\_\_

Page/Category	Score	Points	Comments
Cover		3	
Goals		10	
Horse Identification		5	
Levels Advancement Page or Miniature Horse		5	
Vaccine Records		5	
Horse Health Record		10	
Equipment/Supplies		5	
Expense Record		10	
Income Record		10	
4-H Horse Event & Activity		5	
Involvement Record		5	
Project Pictures		5	
4-H Story		10	
Goal Reflection		10	
Project Completion		3	
Book Appearance		5	
<b>Total</b>		<b>106</b>	
<b>Blue- 100-90%. Red 89-80%. White 79-70%. 69% &amp; Below= incomplete</b>			