### **4-H OFFICER NOTEBOOKS**

Name\_\_\_\_\_

# Office — Reporter

### **BASIS OF AWARDS:**

	Excellent	Good	Fair	Needs to Improve
Organization/neatness: Include title page about the individual, table of contents				
<b>Completeness:</b> Story for each month, copy of each story, plus paper clippings, includes dates				
Quality of writing: Story should not be like the club minutes				
Timeliness:				
Goals & evaluation: Plans for events that were to be covered, and statement on how they did during the year				

#### **Comments:**

Rating:	Purple	Blue	Red	White
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