Arapahoe County 4-H Horse Record Book Score Sheet Rubric

Page/Category	Complete	Minor Errors	Major Errors	Unacceptable
Cover	**3 points** All the cover Information is filled out and is correct.	**2 points** Missing one piece of information	**1 point** Missing 2-3 pieces of Information	**0 points** Missing 4 or more pieces of information
Goals (SMART in nature)	**5 points** Jr: All Questions are answered for each project Int: One Goal, Both To-Do's & question Complete Sr : Two Goals with To-Do's Complete	**4-3 points** One or two minor errors, including questions not answered (jr), or goals not written in complete sentences (I/Sr). Goals must still be SMART in nature with to do's	**2-1 points** Goals written, but not SMART in nature. 3-4 minor errors, including questions not answered or missing one to do.	**0 points** No Information or 5 or more minor errors. Missing goals or both to do's (I/SR)
Equipment Inventory	**10 points** Jr: All appropriate items listed Int: All appropriate Items & values listed Sr: Items, Quantity and Value is Listed, dates included and depreciation considered	**9-5 points** Missing one or two major items, missing 1-2 values, quantities, dates or calculation errors	**4-1 points** Missing 3-4 major items, missing 3-4 values, quantities, or dates (sr), failure to include depreciation (sr), or calculation errors	**0 points** 5 or more missing pieces of information, or failure to complete the page
Horse Identification	**5 points** All information and signatures are filled out and correct	**4-3 points** Missing 1 piece of information	**2-1 points** Missing 2-3 pieces of information	**0 points** Missing 4 or more pieces of information
Animal Inventory	**10 points** Includes all horses owned at start and end of the project, including values, totals, etc for each horse, or includes N/A notation. Sold, or deceased horses are recorded	**9-5 points** 1-2 minor errors, including missing values, forgetting to include sold/died Indications, totals, horse labels or calculation errors. (each missing piece is one error)	**4-1 points** 3-4 errors, including missing values, forgetting to include sold/died indication, totals, horse labels or calculation errors. (each missing piece is one error)	**0 points** Five or more errors, or failure to Indicate N/A and sheet is completely blank.
Animal Purchase Record	**10 points** All dates, horses, sellers and costs are listed. Projects are labeled (sr) and values are totaled.	**9-5 points** 1-2 pieces of information are missing, including dates, horses, sellers, costs, horse labels, total values or calculation errors	**4-1 points** 3-4 pieces of information are missing including dates, horses, sellers, costs, horse labels, total values or calculation errors	**0 points** 5 or more missing pieces of information, or failure to complete the page

Category	10 points	9-5 points	4-1 points	0 points
Income record	**10 points** Appropriate horse and product sales and show premiums, horse columns are labeled and columns totaled correctly	**9-5 points** Missing one source of legitimate income, or 1-2 pieces of information missing including dates, horse labels, totals or calculation error	**4-1 points** Missing two sources of legitimate income, or 3-4 pieces of missing information including dates, horse labels, totals or calculation errors	**0 points** Missing 3 or more sources of income, 5 or more missing pieces of information, or no information listed
Health Record	**10 points** Reasonable Health treatments listed with all information filled out completely Vet Information Included	**9-5 points** Missing 1-2 information including dates, horses, descriptions, treatment methods, expiration dates, person giving, withdrawal Times and dates. Vet information included	**4-1 points** Missing 3-4 information including dates, horses, descriptions, treatment methods, expiration dates, person giving, withdrawal times and missing vet information	**0 points** Missing 5 or more pieces of information or no health records listed.
Health Expense Record	**10 points** Realistic expenses listed, all dates, health items, paid to's, costs, horse Column labels and totals listed	**9-5 points** 1 obvious missing expense or 1-2 missing pieces of information including dates, health items, paid to's, costs, horse labels or totals	**4-1 points** 2 obvious missing expenses or 3-4 missing pieces of information including dates, health items, paid to's, costs, horse labels or totals	**0 points** 3 obvious missing expenses or 5 or more missing pieces of information or no expenses listed
Feed Expense Record	**10 points** Realistic expenses listed, includes all dates, items, paid to, amounts, costs, totals, and each Horse column is labeled (I/Sr)	**9-5 points** 1-2 obvious expenses missing, or 1-2 missing dates, items, paid to, amounts, costs, horse labels, totals or calculation errors	**4-1 points** 3-4 obvious expenses missing, or 3-4 missing dates, items, paid to's, amounts, costs, project labels, totals or calculation errors	**0 points** 5 or more missing pieces of information, or no expenses listed
Other Expense Record	**5 points** Realistic expenses listed, all dates, item labels, paid to's, costs, horse labels and totals listed	**4-3 points** Missing one obvious expense, 1-2 missing dates, item labels, paid to's, costs, horse labels, totals or calculation errors	**2-1 points** Missing 2 obvious expenses, 3-4 missing dates, item labels, paid to's, costs, horse labels, totals or calculation errors	**0 points** 3 obvious missing expenses or 5 or more missing pieces of information or no expenses listed
Financial Summary	**15 points** All appropriate figures are included, horses are labeled and calculations are correct	**14-8 points** 1-2 errors including missing information, figures, horse labels or calculation errors	**7-1 points** 3-4 errors including missing information, figures, horse labels or calculation errors	**0 points** 5 or more errors or page not done
Involvement Records	**8 points** At least one activity listed in each category and all questions answered, or N/A if doesn't apply	**7-5points** Missing one category of activity with no N/A listed or 1-2 questions not answered	**4-1 points** Missing two categories of activities with no N/A listed or 3-4 questions not answered	**0 points** Missing 3 or more categories of activities with no N/A listed, 5 or more questions not answered, or page left blank

Project Pictures	4 points Member has a minimum of four pictures Photos are captioned Photos show project progress	3-2 points Member has a minimum of four pictures Photos are captioned Photos DO NOT show project progress. 4 Pictures no captions.	1 point Member has 4 pictures but no captions and may or may not show progress. Or member has 2-3 captioned pictures that show progress.	0 points Less than 2 pictures. Or 2-3 pictures but they do not have captions and may or may not show progress.
4-H Story	8 points 4-H Story is double spaced and uses 12 pt font if typed or neatly written Uses Proper Grammar Shows project understanding, growth, goal reflection, uses the outline and length is appropriate to age.	7-5 points Story is not double spaced, does not use 12 point font. Minor grammatical errors. Shows project growth, understanding, reflection and uses the outline. Appropriate length based on age.	4-1 points Major grammatical errors. Inappropriate length for age. Story still indicates growth, Understanding, and reflection. Attempted to use outline.	0 points Story does not show growth, project understanding, goal reflection. Does not follow outline shows little effort not included
Goal Reflection	5 points All questions are answered, using full sentences	4-3 points All questions are answered, but used incomplete sentences	2-1 points One question not answered	0 points Two or more questions not answered, or no information
Project Completion	3 points All Signatures and Dates and MQA info	2 points Missing 1 Signature or date, MQA info included	1 point Missing 2 Signatures or dates OR missing MQA info	0 points Missing 3 or more signatures or dates
Appearance	3 points Clean, easy to read, organized and kept in a binder and/or cover	2 points Clean, slightly hard to read, kept in a binder or a cover	1 point Sloppy and NOT in a binder or cover	0 points Sloppy, unorganized, not readable, and not in a cover or binder
Blue- 100-90%. Red 89-80%. White 79-70%. Incomplete 69% and below (Please figure the percentage and list it on the score sheet)				

Arapahoe County Horse Record Book Score Sheet

Member Name:_____**Project:**_____

JR._____   **Int.**_____   **Sr.**_____

Page/Category	Points	Comments
Cover	/3	
Goals SMART in nature	/5	
Equipment Inventory	/10	
Horse Identification	/5	
Animal Inventory	/10	
Animal Purchase Record	/10	
Income Record	/10	
Health Record	/10	
Health Expense Record	/10	
Feed Expense Record	/10	
Other Expense Record	/5	
Financial Summary	/15	
Involvement records	/8	
4-H Story	/8	
Pictures (4)	/4	
Goal Reflection	/5	
Project Completion	/3	
Book Appearance	/3	
Total	/132	
Blue- 100-90%. Red 89-80%. White 79-70%. 69% & Below= incomplete		