

INSTRUCTIONS FOR ADVISOR SCORE SHEET

- Project Number* This number should be the same as the one listed on the enrollment report.
- Project Record* Check (√) if you approved the project book, record or other previously agreed upon evidence of completing the project work.
- Demonstration* Check (√) if the member gave a demonstration at a club meeting. This is a county requirement.
- Attendance* Check (√) if the member has attended at least 6 meetings during the year.
- Club Responsibility* Check (√) if you feel the member has satisfactorily fulfilled his/her 4-H responsibilities. This could include cooperation, help, interest in club and project, assigned or elected responsibilities such as officer, committee chairman, participation in tours, conduct, etc.
- Completion* Considering the total efforts of the member (project completion, participation, attitude, interest, cooperation, conduct, etc.), determine whether or not the member has completed the 4-H year. Check (√) if the member is a completed member. If the member is incomplete, leave the box blank. Any members who do not have a check in the completion block or are not listed on your score sheet will be considered incomplete by our office.
- Office Use Only* Please do not write anything in this space.

Example:

Member Name	Project Number *	Project Records*	Demonstration**	Attendance**	Club Responsibilities**	Completion**	Office Use Only***
John Doe	139	√	√	√	√	√	
	198						
	556	√					
Ima Example	409	√					

- * These columns should be completed for every project the member is signed up for on the enrollment report.
- ** These columns should be completed only once for each member.
- *** Do not write anything in this column.

A member is automatically incomplete if he/she failed to one or more of the following.

- 1. Complete project interview;**
- 2. Give a demonstration;**
- 3. Attend 6 meetings.**

