

**PROGRAM OF WORK/EDUCATIONAL REPORT BOOK
JUDGING SHEET**

5 pt. Page 1. Cover

Include name of county, district, date, award category and person submitting the award book. Include name of contact person with complete address and phone number.

5pt. Page 2. Table of Contents

10 pt. Page 3. Report Form

Enclose the appropriate reporting form for the category in which the book is being submitted.

Page 4. Story

15 pt. Objectives

1. What led you to select this project

25 pt. Action

1. What did members do in guiding and execution of the project?

2. What were the involvement and contributions of other agencies and organizations?

25 pt. Summary

1. What was the number of members, clubs, participating?

2. What resulted from Public Policy action?

3. What are future plans for the project?

10 pt. Page 5. Photographs

Include 1-5 pages of photographs that assist in telling the story. Photographs should be inserted in plastic sleeves with labels on the plastic or they may be attached with small amount of rubber cement. These photographs may be used for publicity or for state reports. They should be in good contrast, with no paper clip marks, writing on the back or labels directly on them.

5 pt. Page 6. News Clippings

Include 1-5 pages of news reports of activities related to project in report.

Attach the name of the newspaper and the date the article appeared on each clipping.

With colored hi-lighter, underscore main topic in the article

Attach with small amount of rubber cement.

Page 7. Other Related Materials

(optional)