INTRODUCTION

Young people join 4-H to have fun and make new friends. The 4-H program allows youth to participate in areas that interest them to the extent they feel comfortable with or are able to. As the 4-H member's participation increases, they learn more and do more. They begin to assess their own progress and look to others for evaluation of their work. Learning to follow set guidelines and criteria by participating in 4-H Record Keeping can be an important part of this process.

WHY ENCOURAGE RECORD KEEPING?

The Crow Wing County 4-H Program does not require completion of records to participate in 4-H. Clubs are encouraged to form their own guidelines concerning records. Not all members will choose to complete their records but all should be encouraged and instructed in the process. 4-H members must turn in project records to be eligible for the Record Keeping Award, Project Awards and certain Special Achievement Awards which are offered at county level. Accurate, complete record documentation is an important life skill taught through the use of 4-H records. The ability to set goals, make plans and evaluate progress will benefit 4-H members in their future.

REASONS FOR AWARDS AND RECOGNITION

“Recognition is respect made visible.”

Awards have played a significant role in the development of 4-H from the early 1900’s to the present. They are used as a tool for recognition and motivation. Awards provide recognition for youth's achievements and serve as a motivator to do more or be more.

IN THIS HANDBOOK YOU WILL FIND:

Record Keeping Tips and Guidelines for Record Keeping Award ..........Page 2
Project Award Guidelines .................................................................Page 3
Record Binder Assembly Format ........................................Page 4
Awards Definitions and Criteria ..................................................Page 5
Special Achievement Awards ....................................................Pages 6-8
Special Achievement Awards Nomination Form .......................Page 9
Record Keeping Award Judges Form .............................................Page 10
Record Keeping Results Form .......................................................Page 11-12
Project Awards Judges Form ..................................................... Page 13-14
County Club Award Criteria Form ..............................................Page 15-16
RECORD KEEPING TIPS AND GUIDELINES FOR THE RECORD KEEPING AWARD

Please see Awards Definitions and Criteria Form on page 5 for more information on Record Keeping Award. See page 10 for a sample of the Record Keeping Award Judges Form.

Blank Records forms may be downloaded at http://www.extension.umn.edu/county/crowwing, or download the interactive form version and save to your desktop to print. You may also pick up a paper copy at the Extension office. A goal would be to hand out records by December.

1. Work in projects throughout the year. Keep track of the “who, what, when, where, and why” of activities/events in a notebook and enter in records later.

2. Add photos or drawings. They should be of you and/or your project work. Include captions.

3. Complete one Participation Summary. Complete one project record for each area enrolled in. The Participation Summary does not require a story or photos.

4. Use black or blue ink, pencil, or type records. If a mistake is made draw a line through it and rewrite it or you may get a new record. Neatness is appreciated but not taken into consideration during judging—or type in your responses in the interactive form online, download and save to your desktop to print.

5. All papers should be secured. Three-ring binders work great. Plastic page protectors are not necessary. The use of paper page dividers with labeled tabs is suggested.

6. Members’ name, grade and club should be on front cover of binder.

7. Assemble records according to suggested format (found on page 5).

8. Fill out records as completely as possible. If no work was done in an area write "did not do” or “NA” (not applicable) or draw a line through and give reason(s) why not completed. Blank areas are considered incomplete. A story must be included to make record complete.

9. Adults may assist youth in completing records but youth should do their own writing. If a member is unable to write an adult may write for them. Please list the reason why member cannot write on a piece of paper and tape it to inside cover of record binder for judges to see. (Reasons would be a disability of some type...NOT didn't have time!)

10. Scrap-book items such as newspaper clippings, correspondence, ribbons, etc. should not be kept in project record binder. Members are encouraged to keep a separate scrap-book of their 4-H memories.

11. Keep all previous years records. They may be helpful when applying for awards, trips, or scholarships. At least three years of records in one project area are required to be eligible or the County Medal Award for that project. (See criteria on page 5.)
PROJECT AWARD GUIDELINES
These guidelines follow the objective points-based form judges use. (See Project Awards Judging Form page 11.)

1. 4-H PROJECTS
   1 point given for fair exhibit(s) listed.
   1 point given for income/expense charts completed, and other charts as required by record.
   Please give reasons if none are listed.
   1 point given for other items made, grown, raised in project area and/or mention of participation in Animal Lease program but NOT exhibited at fair.

2. 4-H LEADERSHIP AND LEARNING ACTIVITIES - CLUB OR COUNTY
   Points will be given for:
   - project meetings/PDC meetings attended, conducted and/or assisted with
   - project talks and demonstrations given
   - activities or performances participated in

3. NON-4-H LEARNING ACTIVITIES AND/OR COMPETITIONS AT COMMUNITY, STATE OR NATIONAL LEVEL
   Points will be given for participation in learning activities, events or shows outside of 4-H such as: open class exhibits at any county fair classes attended that were offered through community/school/church/state or national such as shows, events and learning experiences. (Different points given for participation and attendance.) independent (not club related) community service or work related to project area.

4. PROJECT STORY
   1 point will be given for each question answered. (Length of story is not considered.)
   1. Did member list what they liked or disliked or share feelings about the project?
   2. Did member communicate resources used? Examples: Internet sites, magazines, interviews, 4-H bulletins/curriculum, people.
   3. Did the member list what they have learned?
   4. Did the member describe what they would do differently?
   5. Did member explain goals set? (“Yes or No” not accepted.)
   6. Did member list any goals for next year?

5. PHOTO PAGE - PHOTO OR DRAWING MUST SHOW MEMBER AND/OR PROJECT WORK. (NOT DOWNLOADED FROM INTERNET)
   1 point given for photo(s) or drawing(s) with no caption.
   2 points given for photo(s) or drawing(s) with caption.

6. PARTICIPATED IN 4-H COMPETITIONS/ACTIVITIES/EVENTS AT REGIONAL, STATE, OR NATIONAL LEVELS
   Points are given for participation at these levels. 1 point given if attended only.
   Participation in Judging Teams or Knowledge Bowls included here.
RECORD BINDER ASSEMBLY FORMAT

Record binders should be assembled according to this diagram to receive the most points towards the Record Keeping Award.

Page 1 — Front cover Name, Grade, Club

Page 2 — Divider paper with tab for Participation Summary

Page 3 — Participation Summary for current year

Page 4 — Participation photos or drawings — OPTIONAL

Page 5 — Participation Summary from previous years

Page 6 — Divider paper with tab showing first project area. Example: Photography

Page 7 — Project record for first project area

Page 8 — Project story page if not on back of #7

Page 9 — Project photo page

Page 10 — Project records from previous year’s first project area. Photography records from previous years would be behind current year’s Photography record.

Page 11 — Divider paper with tab for next project area

Page 12 — Next project area record, story and photo
AWARDS DEFINITIONS AND CRITERIA

CLOVERBUD PARTICIPATION AWARD

Cloverbud record binders are looked at during county judging. Each Cloverbud will receive a green participation ribbon for their efforts. This is the only award Cloverbud records are eligible for.

RECORD KEEPING AWARD

All 4-H members in grades 3 and above receive this award which is based on completeness and organization of records in the binder according to suggested guidelines. Project work and neatness is not considered for this award. Only current year's records are evaluated. Club leaders judge their clubs’ record binders for this award and turn in results to county.

Ribbons awarded and points needed for each are:

RED=0-9 points  BLUE=10-11 POINTS  PURPLE=12-13 POINTS

PROJECT AWARD

All complete records are evaluated for this award.

There are three grade levels in which this award is given: grades 3-5, grades 6-8, and grades 9-13. Giving awards by grade levels allows youth to be evaluated with others of similar age, abilities and opportunities. The member attaining the most points past the required number for each grade level will receive this award. Only current year's records are used and they must be complete.

PROJECT RECOGNITION AWARD

This award recognizes members who have made an effort to learn about their project and have earned points close to the high score. There is no limit to the number of youth who may receive this award in each project area. Only current year’s records are used and they must be complete. The award is given in the same grade levels as the Project Award.

COUNTY MEDAL AWARD

This is the most prestigious award given to Crow Wing County 4-H members. It recognizes a 4-H member who has been in a project at least three years and has earned the most points past the required number in that project area. Those in grades 6-13 are eligible for this award and it may be presented to the same youth more than once. At least three years of records in the project area must be submitted. Years do not have to be consecutive. Only current year records are used and they must be complete.
SPECIAL ACHIEVEMENT AWARDS
The following awards are presented during the 4-H Awards Program held in November. Included with each definition is the sponsor of the award, a description of what the award represents and the nomination/selection process.

COMET – EMERGING LEADER (SPONSORED BY AWARDS DONORS)
This award recognizes 4-H members who have begun to explore their leadership potential. Club or PDC leaders are encouraged to nominate 4-H members in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. Youth in grades 4-12 are eligible for this once in a lifetime award.

- Selected by 4-H members and adults participating in record judging.
- The awardees will receive a certificate.

“I DARE YOU” AWARD (SPONSORED BY THE AWARDS DONORS)
The “I Dare You” Award is presented up to two 4-H members in recognition of excellence in character, balanced personal development, and demonstrated qualities of constructive leadership. Nominees need to be 15-18 years old. The award is based on records, participation, leadership, citizenship, and achievement. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. This award may be received once in a lifetime.

- Selected by the staff of the Crow Wing County Extension office
- Award is an "I Dare You" book and the opportunity to apply for a partial scholarship to attend a national leadership conference.

KEY AWARD (SPONSORED BY AWARDS DONORS)
The Key Award is presented to youth leaders who have provided examples of outstanding leadership. The member applying for this award must have passed their 16th birthday as of January 1 of the award year, completed five years within the 4-H program, participated as a youth leader for three years, and have fulfilled seven of the nine leadership requirements. Application form is available at the Extension office or on the MN 4-H website. The Key Award is a once in a lifetime award.

- Selected by the staff of the Crow Wing County Extension office; based upon completion of application form.
- Award is a certificate and pin or bracelet/necklace.

LEADERSHIP IN DEMONSTRATIONS (SPONSORED BY AWARDS DONORS)
To recognize a 4-H member who shows leadership in the demonstration area through helping others and demonstrating frequently. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. This award may be received more than one time.

- Selected by the staff of the Crow Wing County Extension office based upon nominations.
- Cash Award.
LIVESTOCK LEADERSHIP AWARD (SPONSORED BY CWC 4-H LIVESTOCK PDC)
The Livestock Leadership Award, initiated by Representative Steve Wenzel in memory of Tanya Struthers and Mike Pohlkamp, is presented to a 4-H member based upon a letter of recommendation describing their participation and leadership within 4-H livestock projects at the club, county, and state levels. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why the individual was nominated.

- Cash Award.

OUTSTANDING FIRST YEAR HORSE (SPONSORED BY CWC HORSE PDC)
This award is presented to a first year 4-H Horse project member who has shown growth within the project area and has turned in their Horse project record. The member whose project record earns the most points beyond the required number receives this award.

- Selected by the 4-H members and adults participating in record judging.
- Cash Award.

OUTSTANDING FIRST YEAR HORSELESS (SPONSORED BY CWC HORSE PDC)
This award is presented to a first year 4-H Horseless project member who has shown growth within the project area and has turned in their Horse project record. The member whose project record earns the most points beyond the required number receives this award.

- Selected by the 4-H members and adults participating in record judging.
- Cash Award.

OUTSTANDING TEEN LEADERSHIP AWARD (SPONSORED BY AWARDS DONORS)
The Outstanding Teen Leadership Award is presented to a 4-H member or group of members who have provided leadership to the Crow Wing County 4-H Program at the club, county, and state level based on letter of recommendation describing their leadership. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual or group and a short paragraph telling why they were nominated. The Outstanding Teen Leadership Award is a once in a life-time.

- Selected by the staff of the Crow Wing County Extension office
- Cash Award

ROTARY LEADERSHIP AWARD (SPONSORED BY THE BRAINERD ROTARY CLUB)
The Rotary Leadership Award recognizes 4-H member for leadership given within the 4-H program and their community. The award is available to 4-H members in grade seven and older and is selected based upon a letter listing their leadership within the 4-H program and one or more of the following; their school or church or their community. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. This award is not a once-in-a-life-time award with up to 2 awardees each year.

- Selected by 4-H members and adults participating in record judging.
- Cash Award.
YOUNG DEMONSTRATOR AWARD (SPONSORED BY THE RABEHL FAMILY)
The Young Demonstrator Award is presented to an individual first or second time demonstrator, who has received a blue ribbon in demonstration at the Crow Wing County Fair but is too young to advance to the State Fair (has not yet completed 6th grade). The award is designed to encourage young members to become involved in the demonstration project. If no demonstrator meets the eligibility requirements, the selection can be made from the Youth in Action participants at the Crow Wing County Fair. Youth member can earn this award one time only.

- Selected by the judge(s) at the Crow Wing County Fair Demonstration Day.
- Award is a plaque.

PIONEER AWARD (SPONSORED BY THE AWARDS DONORS)
The Pioneer Award is presented to a youth, adult, or group of youth and/or adults who have pioneered some aspect of the Crow Wing County 4-H program, initiating a new activity or project within the county. The nominee may be deceased. Nominations may be made by youth or adult in the form of a letter to the Extension office. The nomination should include information about the nominee(s) and the project they initiated.

- Selected by 4-H members and adults participating in record judging.
- Award is a plaque that includes the recipient’s name(s) and the activity/project pioneered and year received that is displayed in Extension office. Recipients will receive a certificate.

DON BROPHY MEMORIAL AWARD (SPONSORED BY ED BROPHY)
The Don Brophy Memorial Award recognizes an outstanding 4-H Leader. Only 4-H members may nominate an adult 4-H leader that serves as an organizational, project, or activity leader on either a club or county level. Nominations may be made in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. According to the criteria set by the Brophy family, parents or adult leaders are not eligible to make nominations for this award.

- Selected by the staff of the Crow Wing County Extension office.
- The award is a plaque.

FRIEND OF 4-H AWARD (SPONSORED BY THE AWARDS DONORS)
The Friend of 4-H Award is given to an individual, organization, or business that has contributed time, money, and knowledge in an effort to benefit 4-H. The winner must have supported the 4-H program contributing to one or more areas and with the first preference being to the total county program, not individual clubs. Anyone may make a nomination in the form of a letter to the Extension office, giving the name of the individual, organization, or business and a short paragraph telling why they were nominated. This is a once in a life-time award.

- Selected by the staff of the Crow Wing County Extension office.
- Award is a plaque.

LIVESTOCK LEADER OF THE YEAR (SPONSORED BY THE LIVESTOCK PDC)
This award is presented to an adult livestock leader who has dedicated time and energy in helping 4-H members in the livestock project areas. Nominations are made in the form of a letter to the Extension office telling why the individual is nominated.

- Selected by the staff of the Crow Wing County Extension office.
- Award is a gift certificate.
SPECIAL ACHIEVEMENT AWARDS NOMINATION FORM

Please use the Special Achievement Awards Definitions on pages 6-8 in the Awards Handbook to nominate youth or adults for these awards. Return this form to the Extension office by the set date.

NAME___________________________________________________GRADE_____________

CLUB____________________________________________________YEAR______________

___"I Dare You" Award
___Outstanding First Year Horse Award

___Rotary Leadership Award
___Outstanding First Year Horseless Award

___Key Award
___Pioneer Award

___Livestock Leadership
___Friend of 4-H Award

___Outstanding Teen Leader Award
___Livestock Leader of the Year Award

___Leadership in Demonstration
___ Don Brophy Award

___Comet Award

Remind club members that they may nominate a deserving adult leader for the Don Brophy Award.

Make copies of this form as needed, one for each member nominated.
RECORD KEEPING AWARD JUDGING FORM

Judges evaluate current year's participation summary and records only.

NAME ______________________________CLUB ______________________YEAR________

RIBBONEarnED

Purple _____  Blue _____  Red _____

FORMAT

1 point _____ Name, Club and Grade on front cover. (Must have all three to get point)
1 point _____ Materials in order according to format shown in Handbook.
1 point _____ All materials secured in binder-no loose pages.
1 point _____ Labeled tabs (any kind) for participation summary and each project area.

PARTICIPATION SUMMARY

1 point _____ Year, Name, Club, Grade and Years in 4-H area completed.
1 point _____ Current year's projects listed.
1 point _____ Club attendance area checked.
1 point _____ Shows any participation at club, county, regional, state or national level or ‘NA’.

PROJECT RECORDS

1 point _____ All current year's project records included in binder. Check 'Projects Enrolled In' area on Participation Summary for this information.
1 point _____ All areas of each project record answered or addressed.
1 point _____ A project story must be included for each project area to receive point. Lines drawn through or 'NA' not accepted.
1 point _____ Project photo(s) or drawing (s) must be included in each project area to receive point.
1 point _____ Caption or information about each photo/drawing included to receive point.

JUDGES COMMENTS:

______________________________________________________________________________

TOTAL POINTS ________

12-13 points: Purple;  10-11 points: Blue;  0-9 points: Red
RECORD KEEPING AWARD RESULTS FORM

CLUB ___________________________________ YEAR______________

Complete a Record Keeping Award Judging Form for each record binder then fill out and return this form to the Extension office by date set. All Cloverbud records receive participation ribbons. Ribbons are given at County Awards Program.

**Total ribbons needed for your club:** Participation _______ Red_______ Blue _______ Purple _______

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PROJECT AWARDS JUDGING FORM

NAME___________________________________ GRADE ___ CLUB______________________________________YEAR _____

PROJECT_________________________________ Years in Project ____ Years in 4-H ____ TOTAL POINTS _____

How many years’ records are included for this project? _____ (Years do not need to be consecutive.)

Judge everything pertaining to this project area only.

1. 4-H PROJECTS

1 point _____ Exhibited in this project area at Crow Wing County Fair

1 point _____ Income/expenses listed and charts/graphs requested by record included or reason for none given

1 point _____ Shows evidence of other items made, grown, raised, and/or mention of being in the Animal Science Lease program. Etc. (did NOT exhibit these at fair)

2. 4-H LEADERSHIP AND LEARNING ACTIVITIES-CLUB OR COUNTY

<table>
<thead>
<tr>
<th>YOUR CLUB LEVEL</th>
<th>YOUR COUNTY LEVEL</th>
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<tbody>
<tr>
<td>1 point _____ for each project meeting attended</td>
<td>2 points _____ for each project or PDC meeting attended</td>
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<tr>
<td>2 points _____ for each project meeting conducted and/or assisted with</td>
<td>3 points _____ for each project meeting conducted and/or assisted with</td>
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<tr>
<td>2 points _____ for each project talk given</td>
<td>3 points _____ for each project talk given</td>
</tr>
<tr>
<td>2 points _____ for each demonstration given</td>
<td>3 points _____ for each demonstration given</td>
</tr>
<tr>
<td>2 points _____ for each activity/performance participated in</td>
<td>3 points _____ for each activity/performance participated in</td>
</tr>
</tbody>
</table>

3. NON-4-H LEARNING ACTIVITIES AND/OR COMPETITIONS AT COMMUNITY OR STATE

1 point for each fair _____ Open class exhibits entered at any county fair.

3 points for each event _____ Community offered classes attended. (Examples: gun training class, photography class.)

3 points for each event _____ Community/school/church-related/state/national learning experiences participated in. (Shooting camp, art, horse, dog or garden shows, plays, etc.)

1 point for each listed _____ Community/school/church-related/state/national learning experiences attended only- did NOT participate in. (Plays, performances, field trips, classes.)

3 points for each listed _____ Independent community service or work related to this project area.
4. PROJECT STORY

1 point for each

____ 1. Did they list what they liked/disliked or share feelings about the project?
____ 2. Did member communicate resources used? (Examples: internet sites, magazines, 4-H bulletins/curriculum, people)
____ 3. Did the member list what they have learned?
____ 4. Did they describe what they would do differently?
____ 5. Did member explain goals met? (“Yes” or “No” not accepted)
____ 6. Did they list any goals for the next year?

5. PHOTO PAGE - PHOTO OR DRAWING SHOW MEMBER AND/OR PROJECT WORK.
(not downloaded from internet)

1 point _____ Photo(s) or drawing(s) with no caption
2 points _____ Photo(s) or drawing(s) with caption

6. PARTICIPATED IN 4-H COMPETITIONS/ACTIVITIES/EVENTS AT REGIONAL, STATE OR NATIONAL LEVEL

1 point for each _____ Any other county 4-H competitions (NOT Crow Wing County)
5 points for each _____ Regional competitions/activities/events participated in
5 points for each _____ State competitions/activities/events participated in
10 points for each _____ National competitions/activities/events participated in
1 point _____ For attending only but did not participate in any of above

__________________________________________________________

COMMENTS:

_____________________________________________________________________________________________________

Judging is according to GRADE. TOTAL ______ ENTER TOTAL ON FRONT.
3rd - 5th Grade; 6th - 8th Grade; 9th - 13th Grade - Includes members one year out of high school
Member must have included at least three years of records in this project to be considered for the County Medal.
COUNTY CLUB AWARD CRITERIA

CLUB NAME:___________________________________________________ YEAR:___________

Please complete the following checklist then circle the amount of points your club earned.

GOLD = 15-16  SILVER = 13-14  BRONZE = 10-12

_____ 1. Held 11 club meetings. Each should include business, presentations (project talks and
demonstrations), an activity and/or recreation.

_____ 2. Completed Club Program Book turned into Extension office by set date. Program book includes
meeting times, place, hosts and other scheduled club activities. Book should be planned by
members with support from adult leaders.

_____ 3. Turned in current club Secretary’s Book to the Extension office by set date.

_____ 4. Turned in current, audited club Treasurer’s Book to the Extension office by set date.

_____ 5. Held a Club Awards Program during which 4-H accomplishments of club members and adult
leaders were highlighted and celebrated.

_____ 6. Conducted a Club Tour or Project Sharing Event at which all members have an opportunity to share
work within their project areas.

_____ 7. Conducted two or more active Club Community Pride service-learning projects. Examples: roadside
or park cleanup, volunteer at community event, etc. Club may enter exhibit of their Community
Pride project in Crow Wing County Fair.

Name of Projects ____________________________________________________________________________________

_____________________________________________________________________________________________________

_____ 8. 80% or more of club members exhibited at Crow Wing County Fair.

_____ 9. Club group participation in three or more of the following county 4-H activities:

___ Share the Fun ___ Animal Statue Contest ___ Banner at fair
___ County Awards Program ___ Booth at fair ___ County Fundraiser
___ 4-H Promotion (parade, Get Green night) ___ 4-H Promotion
___ 4-H building/barn cleanup ___ Pop Stand ___ County Community Pride

_____ 10. Club was represented in at least six of the following 4-H activities.

___ Fashion Revue ___ Food Revue ___ State Dog Show
___ Demonstration Contest at fair ___ Judging Team ___ Project Bowl
___ Arts-In ___ Summer Camp ___ Dog Training
___ County Project Meeting ___ NE Livestock Show ___ State Fair
___ State Shoot ___ State Horse Show ___ Any PDC group
___ Training Workshops (youth or adult) ___ Ambassador Club
___ Horse Clinics ___ Cloverbud Exploring Animals
11. 80% or more of club members gave either a demonstration or talk during a club meeting.
12. 75% or more of club members attended each monthly club meeting.
13. Club had member and/or adult representative who attended at least four Crow Wing County 4-H Federation Meetings.
14. Club had a combination of at least seven project meetings, speaker presentations or field trips. (May have been held at times other than club monthly meeting.)
15. Ten or more Club Reporter forms to Extension office within ten days of club meeting.
16. 80% of club members turned in project records to Extension office by set date.

CLUB REVIEW
Recognizing that every club has strengths, please review your club’s year and indicate below, in numerical order (with 1 being greatest strength) your club’s top five strengths. Feel free to add to this list if you feel your club has other strengths not listed. This review should be completed with input from both youth and adult leaders.

___ Positive youth leadership  ___ Fundraising
___ Community service  ___ 4-H Promotion
___ Parent participation  ___ 4-H club activities
___ Project training  ___ Creative activities
___ Club participation in county events  ___ Responsibility
___ Other (list below)  ___ High expectations

Please include a short paragraph telling what your club feels has been their greatest strength, talent and/or uniqueness, and why.

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

This Club Review was completed by the following:

________________________________________  ____________________________  ____________________________

________________________________________  ____________________________  ____________________________

________________________________________  ____________________________  ____________________________

To determine percentages on previous page use the following formula:
To determine 80% take number of members multiplied by .8
To determine 75% take number of members multiplied by .75