

IRCYLH Cavy Record Book Rubric 2018-2019

Page/Category	Complete	Minor Errors	Major Errors	Unacceptable
Front Page and Cover (front & p.1) _____ pts	3 points All cover information is filled out correctly	2 points Missing one piece of information	1 point Missing 2-3 pieces of information	0 points Missing 4 or more pieces of information
Skills Learned List (p.3) _____ pts	5-4 points List checked off appropriately AND majority of the skills are reflected in the <i>County Report</i> and/or <i>Project Story</i>	3-2 points List is checked off appropriately however only a few of the skills are reflected in the <i>County Report</i> and/or <i>Project Story</i>	1 point List is checked off appropriately however NO skills are reflected in the <i>County Report</i> and/or <i>Project Story</i>	0 points List left blank.
Project Story (p.5-8) _____ pts	16-13 points Project Story is neatly written, overall uses proper grammar, sentence structure is varied, shows project understanding, growth, goal reflection, and length is appropriate to age.	12-9 points Story has minor grammatical errors that are <u>not distracting to reading</u> , shows project growth, understanding, and reflection. Appropriate length based on age.	8-2 points Major grammatical errors effecting readability, inappropriate length for age. Story still indicates growth, understanding, and reflection.	1-0 points Story does not show growth, project understanding, or goal reflection, and/or reflects little effort for age appropriateness.
County Report Form (p.9-11) _____ pts	12-10 points ALL questions answered in complete sentences, answers reflect appropriate insight, club involvement is adequately communicated, AND there are no major errors in grammar.	9-7 points Questions answered in complete sentences, but 1 of the following occurs : answers do not reflect appropriate insight, club involvement is not adequately communicated, OR there are multiple major errors in grammar.	6-1 points Questions answered in complete sentences, but 2 or more of the following occurs : answers do not reflect appropriate insight, club involvement is not adequately communicated, OR there are gross errors in grammar.	0 points Questions are not answered with complete sentences, answers do not reflect appropriate insight, club involvement is not adequately communicated, and there are gross errors in grammar.
Club Activity Photos (p.12) _____ pts	6-5 points Minimum of three pictures. ALL Photos are captioned, show club involvement, and are in chronological order.	4-3 points Minimum photo requirement met, but 1 of the following occurs: ALL photos are not captioned, the photos do not show club involvement, OR the photos are not in chronological order.	2-1 points Minimum photo requirement met, but 2 or more of the following occurs: ALL photos are not adequately captioned, do not show club involvement, AND are not in chronological order.	0 points Less than required number of photos, photos do not have captions, photos do not show club involvement, AND photos are not in chronological order.

Project Pictures (p.13-16) _____ pts	6-5 points Minimum of five pictures but not more than five front-to-back pages. ALL photos are captioned, show project progress, AND are in chronological order.	4-3 points Minimum photo and maximum page requirement met, but one of the following has occurred: ALL photos are not captioned, or they do not show adequate project progress, OR are not in chronological order.	2-1 points Minimum photo and maximum page requirement met. Photos not adequately captioned, do not show project progress, and are not in chronological order.	0 points Less than required number of photos, photos do not have captions, photos do not show project progress.
Anatomy (p.17) _____ pts	6-5 points 90-100% are accurately labeled.	4-3 points 80-89% are accurately labeled.	2-1 points 60-79% are accurately labeled	0 points Page is incomplete or less than 60% are labeled accurately
Youth Animal Project Agreement (p.18) (this area is a DECUCTION of points area only; meaning 0 pts. is the expectation) _____ pts	NO Points (0) All Signatures (3) Required with Proper Date (Date on or before the project start date of December 1st, 2018).	1 Point Deduction (-1) Missing 1 component	2 Point Deduction (-2) Missing 2 components.	3 Point Deduction (-3) Missing 3 components
Animal Inventory (p.21) _____ pts	10 points Includes all animals owned at start and end of project, including values, totals, etc. for each project, or includes N/A notation. Sold or deceased animals are recorded.	9-5 points 1-2 minor errors, including missing values, forgetting to include sold/died indications, totals, 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, or calculation errors (each missing piece is one error).	0 points Five or more errors, or failure to indicate N/A where appropriate.
Animal Care and Management (p.22) _____ pts	8-7 points All appropriate daily, weekly, monthly, and yearly animal care and management are listed either in bullets or complete sentences with little to no grammatical or spelling errors.	6-4 points 1-2 minor errors, including missing daily, weekly, monthly, and/or yearly animal care and management information either in bullets or complete sentences with few grammatical or spelling errors.	3-2 points 3-4 major errors, appropriate daily, weekly, monthly, and yearly animal care and management are listed either in bullets or complete sentences with few grammatical or spelling errors.	1-0 points Five or more errors, or failure to complete or record daily, weekly, monthly, and yearly animal care or management

Equipment and Supply Inventory (p.23) <p style="text-align: right;">____ pts</p>	10-9 points All appropriate inventory and equipment are complete (includes amount and kind, already owned or purchased, and purchased price) AND 90-100% of all calculations are accurate.	8-7 points Most appropriate inventory and equipment are complete (includes amount and kind, already owned or purchased, and purchased price) AND/OR 80-89% of all calculations are accurate.	6-1 points Some appropriate inventory and equipment are included however some parts are incomplete (includes amount and kind, already owned or purchased, and purchased price) AND/OR 60-79% of all calculations are accurate.	0 points No appropriate inventory and equipment are complete (missing amount and kind, already owned or purchased, and purchased price) AND/OR less than 60% of all calculations are accurate.
Feed Expense Record AND Fee Tag Information (p.24-25) <p style="text-align: right;">____ pts</p>	10-9 points Realistic expenses listed, includes all dates, items, quantities, costs, totals, and 90-100% of all calculations are accurate. All questions have been answered in complete sentences and are accurate. A tag or feed label is attached.	8-5 points 1-2 obvious expenses missing, or 1-2 missing dates, items, amounts, costs, totals or calculation errors AND/OR 80-89% of all calculations are accurate. Some of the questions have been answered in complete sentences and are accurate. A tag or feed label is attached.	4-1 points 3-4 obvious expenses missing, or 3-4 missing dates, items, amounts, costs, totals or calculation errors AND/OR 60-79% of all calculations are accurate. Few questions have been answered in complete sentences and are accurate. A tag or feed label is attached.	0 points 5 or more missing pieces of information, or no expenses listed
Breeding Supplement *Includes Health Record, Death Record, and Cavy Breeding and Litter Record (p.26-27) <p style="text-align: right;">____ pts</p>	5 points All project animals accounted for and supplement is up-to-date (At minimum, animal name and all appropriate N/A's are included). Reasonable health treatments listed with all information filled out completely.	4-3 points Missing 1-2 information including dates, animals, treatment methods, expiration dates, person giving, withdrawal times, or dates. Vet information included.	2-1 points 3-4 errors regarding, information including dates, animals, treatment methods, expiration dates, person giving, withdrawal times, or dates. Vet information included.	0 points Page not included or record is not complete with 5 or more errors
Miscellaneous Expenses or Income Record (p.28) <p style="text-align: right;">____ pts</p>	5 points Realistic expenses listed, all dates, item labels, costs and/or income totals listed with 90-100% accurate calculations.	4-3 points Missing one obvious expense, 1- 2 missing dates, item labels, costs and/or income totals listed with 80-89% accurate calculations.	2-1 points Missing 2 obvious expenses, 3-4 item labels, costs and/or income totals listed with 60-79% accurate calculations.	0 points 3 obvious missing expenses or 5 or more missing pieces of information or no expenses listed.
Cavy Show Record (p. 29) <p style="text-align: right;">____ pts</p>	9-8 points Appropriate small animal or livestock sales and/or show premiums, projects are labeled and columns totaled correctly.	7-5 points Missing one source of legitimate income, or 1-2 pieces of information missing including dates, totals, or calculation errors.	4-1 points Missing two sources of legitimate income, or 3-4 pieces of missing information including dates, totals, or calculation errors.	0 points Missing 3 or more sources of income, 5 or more missing pieces of information, or no information listed.

Financial Summary (p. 30) ____ pts	10-8 points All appropriate figures are included, projects are labeled and calculations are correct AND both questions are answered in complete sentences with proper grammar and punctuation.	7-5 points Errors including missing information, figures, or calculation errors.	4-1 points 3-4 errors including missing information, figures, and/or calculation errors.	0 points 5 or more errors or page not adequately up-to-date.
Project Completion Certificate ____ pts	3 points All Signatures and Dates	2 points Missing 1 Signature or date	1 point Missing 2 Signatures or dates	0 points Missing 3 or more signatures or dates
Appearance ____ pts	4-3 points Organization is complete, very easy to follow, and legible.	2-1 points Mostly organized, easy to follow, and legible.	0 points Unorganized, not easy to follow, and illegible.	

IRCYLH Record Book Score Sheet

Member Name: _____ **Project:** CAVY

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

IF copies of (3) buyers letters are not attached/included, record book is subject to an automatic 10 point deduction, as per rule 16 of the 2018-19 General Rule handbook.

Record Book scores are given as a percent total. Ribbons: Blue 90-100%, Red 80-89%, White 70-79%

Cavy	/128			Score:	
					%