



South Carolina Family and Community Leaders

Handbook Award Guidelines and Score Sheet

County _____ Judge _____

The Award is available to counties for the most informative handbook that includes practicability, convenient size, durability, neatness and usefulness.

Guidelines for Judging:

CONTENTS (0 - 50 POINTS)

Cover includes name of organization, county and year	0 – 5 points	_____
Title page includes name of county, district and year	0 – 3 points	_____
Name of county officers with name, complete address, telephone number and e-mail.....	0 – 2 points	_____
Table of contents	0 – 2 points	_____
Club presidents with complete address, telephone numbers and e-mail	0 – 5 points	_____
Cooperative Extension staff	0 – 2 points	_____
Official state logo, mission, motto, and brief history of SCFCL	0 – 2 points	_____
Space available for 6 –8 monthly club meeting information	0 – 8 points	_____
Officer job descriptions	0 – 4 points	_____
Suggested county projects	0 – 5 points	_____
Local, county, state & federal governmental officials with addresses and telephone numbers	0 – 2 points	_____
SCFCL creed, SCFCL song and United States and South Carolina Flag Salutes	0 – 2 points	_____
County by-laws and standing rules	0 – 4 points	_____
List of county members	0 – 2 points	_____
Yearly calendar	0 – 2 points	_____

STRUCTURE –(0 - 25 POINTS)

Arrange book and material in an appropriate size, not to exceed 8½ x 11 standard size paper	0 – 5 points	_____
Conservative use of Space	0 – 5 points	_____
Ease of Use	0 – 5 points	_____
Organized	0 – 5 points	_____
Format Consistency	0 – 5 points	_____

OVERALL APPEARANCE (0 - 25 POINTS)

Useful.....	0-10 points	_____
Durable	0 – 5 points	_____
Creative Cover Design.....	0 – 5 points	_____
Neat.....	0 – 5 points	_____

Total 100 points _____

Each county may submit one Handbook (for that year’s handbook) to the District Director for judging.

Deadline to submit County Handbook for an Award to District Director is March 1. District Directors will collect all County Handbook entries, have them judged by a non-biased committee and forward gold level winners to the Vice President for Public Relations at the June Board Meeting. District Certificates will be presented at the Fall District Meeting. Vice-President for Public Relations will appoint a non-biased committee to judge gold level books. The book ranking highest score will receive a state plaque with all others to receive framed state certificates with appropriate seals, which will be presented at the State Conference.

Point Eligibility

Gold – 100 - 90 points

Silver – 89 - 80 points

Bronze – 79 - 70 points

Honorable Mention – less than 70 points