



South Carolina Family and Community Leaders

Date _____

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 year0 – 5 points _____
- Title page includes name of county, district and year0 – 3 points _____
- Name of county officers with name, complete address, telephone number & e-mail optional .0 – 2 points _____
- Table of contents0 – 2 points _____
- Club presidents with complete address, telephone numbers and e-mail optional.....0 – 5 points _____
- Cooperative Extension staff0 – 2 points _____
- Official state logo, mission, motto, and brief history of SCFCL.....0 – 2 points _____
- Space available for 6 –8 monthly club meeting information0 – 8 points _____
- Officer job descriptions0 – 4 points _____
- Suggested county projects0 – 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 Salutes0 – 2 points _____
- County by-laws and standing rules0 – 4 points _____
- List of county members0 – 2 points _____
- Yearly calendar0 – 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 Space0 – 5 points _____
- Ease of Use0 – 5 points _____
- Organized 0 – 5 points _____
- Format Consistency0 – 5 points _____

OVERALL APPEARANCE (0 - 25 POINTS)

- Useful.....0–10 points _____
- Durable0 – 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