

Record Book Guidelines

This is the recommended order for the pages you will put in your record book. The underlined items are required to earn achievement points for the year.

1. Cover
 - front filled in
 - inside cover filled in
2. Check Up on Your Work
3. Permanent Record Form (Point System)
 - Remember to explain asterisked (*) items on the back page.
4. Title/Photo Page
 - Include the year
5. Table of Contents (Optional)
6. Member Self-Evaluation Form
7. Club Participation Form
8. My 4-H Story
9. Project Section
 - Project Title Page
 - Record Sheets
 - Photos with captions
 - Newspaper clippings that apply to project
10. Activity Section
 - Activity Title Page
 - Photos of club, county, or other events not included in your project section (include captions)
 - 4-H related newspaper clippings, etc., that you want to keep as mementos of the year