4-H RECORD BOOK TIPS

Record Book should be attractive and neat.
Record is complete with no blanks
I have filled in the record. The record is in my handwriting or I typed it.
I have used one color ink.
I have assembled record in the proper order.

PERSONAL PAGE
 Current 4-H Year Personal Page
Projects listed alphabetical order (list sub-topics like Visual Arts & Crafts - Ceramics)
Picture included.   School photo is great - head/shoulder picture.
Please have all signatures required and dated
4-H Members' signature
Parents' signature
Community Leaders' signature

PROJECTS - Tab in front of each project sheet with project name on label.
Current years projects in alphabetical order as listed on your personal page with tabs between each project.

4-H PROJECT STORY
Story accompanies each KAP project record form.
Story tells of all 4-H experiences and what I learned.
Completed **KAP** project record
KAP Project Record signatures should be signed by 4-H member and parent/guardian.

PROJECT PICTURES (KEEP IT SIMPLE - THIS IS NOT A SCRAPBOOK)
No more than three pages per project.   Pictures should be 1 page - project work,
1 page - project leadership, 1 page - project citizenship.
No more than 6 photos per page.
Pictures mounted on WHITE lightweight card stock that bends and is durable.   Do not use colored paper, construction paper, cardboard or index dividers for photo pages.
Pictures captions tell a story about projects and be action pictures.
Pictures should show 4-Her in action within the project and not pictures of friends as filler.
Each picture is labeled with caption about the picture, LABEL UNDER EACH PHOTO
(Captions should include 1) activity; 2) number worked with or number in audience or number of presentations, etc.; 3) number sessions - teaching, conducting etc.; 4) time spent - hours, days, weeks, etc.; and 5) level of participation - L,C,M,R,S,N)
Project Picture pages show project involvement, leadership & citizenship

PERMANENT RECORD
Completed Permanent Record
All projects listed in same order as on personal page
Up-to-date with current year's activities

(TABS - are tab divider sheets that are labeled and can be used for County judging) These are only used at county level and would need to be removed if selected for are judging.

Previous years project records should not be submitted with current year record book.