

HOW TO PUT TOGETHER YOUR 4-H COUNTY RECORD BOOK & CHECK LIST.

**Check off each item before handing in.*

_____ 1st Item - Name and club name on front cover of binder. Decorate any way you like, but name & club name must be on it.

_____ 2nd Item – A Score Sheet for each certificate/medal you are applying for. Top information portion filled out. Place on inside cover.

_____ 1st page – Member/Leader/Club Information page. ***All portions of this page must be filled out and signed by your project leader or your book cannot be judged.***

_____ 2nd page(s) – Summary Sheets – Please make sure you include your current year Summary Sheet and all prior years' Summary Sheets in your book. (Current year on top)

All signatures required before submitting.

Fill in all sections of these pages with your 4-H story on the back.

_____ 3rd page(s) – County presentations certificates & judges score sheets. Make sure to include prior years' certificates/score sheets. (current year on top)

_____ 4th Items – Current year only project record book & miscellaneous sheets. (Only members going out for special awards need to include 2 prior years of their project books) ****Members DO NOT have to write a second story in the record book.***

_____ **Bonus Sections:** (only 4-H related) ***Current year is Sept. 1–Aug. 31***

- Current year Certificates (in date order). (club, county, state 4H activities only)
- Current year Correspondence for the member & club. (in date order).
- Current year photos. (approximately 4 pages) 1 photo from each event. Use appropriate photos, label each picture so the judges understand what they are looking at, place in date order.
- Current year newspaper, social media, etc. information. Include date & name of where info was located. Member/club should be highlighted.
- Current year programs (state events, shows, Achievement Night, etc). Highlight your name in the program. Put only the pages in that the member is listed.