

CHECK YOUR OWN RECORD BOOK

This form will help you organize and assemble your Record Book. Assemble the contents of your Record Book in this order. Do not include newspaper clippings, letters, ribbons, certificates, receipts, past year's judging criteria, or past year's project manuals or workbooks. The entire portfolio must be prepared by the member. Member may use blue or black ink, pencil, typewriter or computer format. Plastic/protective sheets should only be used on photo pages. They must be even with the rest of the record book pages. Make sure all tabs are easily visible.

1. **Record Book cover**, as at shop4-h.org, contains member's name and club name.
2. This sheet (Check Your Own Record Book) may be placed first in your Record Book. Check the items that apply as you complete them. This sheet is not judged; it is for your own use.
3. **Yavapai County 4-H Record Scoring form** – is used to determine Record Book award.
4. **Title Page** (optional) - should contain your name, current 4-H year, age as of January 1st and your 4-H Club(s).
5. **Table of Contents** (optional) – list the major sections of your record book in order. Member Record, 4 H Story, General 4-H Photos, Leadership Project (if applicable), Project Records (list by name), Past Years
6. **Member Record** - a permanent record of your 4-H participation, added to each year
____ **Tabbed divider** labeled Member Record
____ All Member Record pages completed: Cover, Summary of Projects by year, 4-H: Leadership, Community Service, Communication Skills, Contests, Activities, & Events, Recognition, Participation Outside 4-H.
7. **4-H Story** - Your story should be about your overall experience in 4-H this year.
____ **Tabbed divider** labeled 4-H Story
8. **General 4-H Photographs** - Current year only.
____ **Tabbed divider** labeled General Photos
____ 3 pages (maximum), of general 4-H photos behind the 4-H Story to illustrate different aspects of your story, such as 4-H Community Service, 4-H Camp, 4-H, and general 4-H events from this year. Not project specific. (Remember, there is room for project photos with project records.)
____ Pictures may not overlap. Should only be attached on one side of a sheet of paper.
____ Label each picture with a short description.
10. **Project Records:** 1 per project. For each project include a tab, the Project Record, Project Photos.
____ **Tabbed dividers** labeled with the name of each 4-H project (i.e., "Horse", "Gardening", "Rabbit")
____ Signatures for all projects in place
____ All sections completed. Write "N/A" or "None" if you have no entry for a section.
____ 4-H Project Photographs are encouraged: 3 pages (one-sided) maximum per project. Photographs must pertain only to that project. Pictures may not overlap. Label each picture with a short description.
11. Records from the **previous years:** Remove project tab dividers. Assemble 4-H Story, General Photos, Project records and photos. These should be grouped by year and each year separated by a tabbed year divider.
____ **Tabbed dividers** labeled for each year.

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