Record Book Check Sheet

- One project per folder (Includes Personal Page & Project Record Report Form)

- Top right corner on outside of folder should include:
  - 4-H Member's Name
  - Twin Creeks - County
  - Club
  - Project Area (Beef, Foods & Nutrition, Leadership, etc.)

- Personal Page
  - All personal information blanks filled in
  - Projects listed alphabetically (Refer to Project Names sheet.)
  - 4-H member's picture attached or inserted
  - Member, parent and club leader signatures are completed.

- 4-H Story (Included as your Project Reflection on the Project Record Report Form.)
  - Age appropriate in length
  - Introduction - Tell a little about yourself
  - Body of your story - Go into detail about the project area that is represented in your folder; briefly tell about your other projects/activities at the end of your story. Questions will be completed for 7 to 9 year olds, up to two pages for 10 to 13 year olds, and up to 4 pages for 14 to 18 year old members. Share as much information as possible about your project area. Tell about challenges, what you learned, talk about goals and whether you met them and successes.
  - Conclusion - Wrap up your story and experience with your project.

- Permanent Record (Complete for Record Book Completion)
  - All four sections should be updated for the current year. Your permanent record will not be included in the folder submitted for your project.

- Project Record Report Form
  - All sections filled in. Write N/A in areas where you don't have any information that applies to that section.
  - Pictures with captions included where indicated.
  - Member, parent and club leader signatures are completed.

- Records should be neat and legible. May be typed or neatly hand written.