

Record Book Check Sheet

- Project Record for Evaluation:** One project per folder (Includes Personal Page & Project Record Report Form)

- **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.

- **Project Record Report Form**
 - Complete all sections .of Project Report Form. Write N/A in areas where you don't have any information that applies to that section.
 - Section 8 - Project Reflection (This is your 4-H project story.)
 - 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 challenge: what you learned, talk about goals and whether you met them and successes.
 - Conclusion - Wrap up your story and experience with your project.
 - Pictures with captions included where indicated.
 - Member, parent and club leader signatures are completed.

- Separate folder:** (Personal Page, Membership Pin Application, Permanent Record)
(Your project record folder and this folder will qualify as a complete record book for 2021-22.)
 - **Personal Page** (to identify whose permanent record, forms are in the folder)
 - **Membership Pin Application** (insert after personal page)
 - **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.

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