Record Book Check Sheet

☐ One project per folder

☐ Top right corner 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
  • 4-H member's picture attached or inserted
  • Member, parent and club leader signatures are completed.

☐ 4-H 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. Up to six pages are allowed to give the evaluator as much information as possible about your project area. Tell about challenges, what you learned, talk about your goals and whether you met them and successes.
  • Conclusion - Wrap up your story and experience with your project.

☐ Permanent Record
  • All four sections should be updated for the current year.

☐ Project Record
  • 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.