

4-H Record Book Checklist

Before turning in your Record Book to your leader, please use this checklist to make sure all of the requirements are met and to help you make sure you have included everything that can make your Record Book the best it can be. When you are finished with your Record Book, complete a self evaluation by going through the checklist, if you mark "No" for anything, this is what you are missing and you need to fix this before you turn in your Record Book.

	<u>Yes</u>	<u>No</u>
1. Do you have your record book in a binder? (available at UWEX office)	<input type="checkbox"/>	<input type="checkbox"/>
2. An introduction page including your name, last years grade in school, club name and years in 4-H. A short biography and picture is nice, but not required.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you listed a Table of Contents that follows your record books layout?	<input type="checkbox"/>	<input type="checkbox"/>
4. A NEW 4-H Membership Activity Program for the current year? Save your previous years forms in a safe place.	<input type="checkbox"/>	<input type="checkbox"/>
5. Include 4-H Project Record Form for each project that you were enrolled in. Complete all areas of the project record form. Include project reviews from fair, certificates won, pictures and any other items that you have that relate to you in this project area.	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you included pictures and items from your 4-H activities for the year? Include community service projects that you helped your club with, pictures from meetings and activities, etc.	<input type="checkbox"/>	<input type="checkbox"/>
7. Did you include an updated 4-H Permanent Record? This should reflect your activities for your whole 4-H career.	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you number your pages to follow your table of contents?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you tabbed the areas in your book to allow for easy opening to each section?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you and your parent signed in all of the appropriate places?	<input type="checkbox"/>	<input type="checkbox"/>