

# HOW TO COMPILE YOUR RECORD BOOK

**IMPORTANT:**      DO NOT PUT PICTURES ON THE OUTSIDE / INSIDE OF THE FRONT / BACK OF THE RECORD BOOK COVER

- 1 - **RECORD BOOK COVER** (4-H Covers available at the 4-H office for \$2.25, or you may use a loose leaf cover)
- 2 - **MEMBER PICTURE PAGE** (Current picture of member, name, age, club name, number of years in 4-H)
- 3 - **TABLE OF CONTENTS** (List the order of items in your record book)
- 4 - **CUMULATIVE MEMBER RECORD** (This is a cumulative, year-to-year record of your 4-H activities and history - keep adding to it each year.)
- 5 - **PROJECT GOAL REPORTS AND FINANCIAL RECORDS** (GOAL setting and FINANCIAL records for each project area- example:)  
**Project Goals & Financial Record** for Market Animal Project (beef)... followed by **Project Goals & Financial Record** for Non Market Animal (rabbit), if applicable **Report & Financial** for Non-Animal Project (art, clothing, leatherwork, woods)
- 6 - **HORSE MEMBER RECORD BOOK** (inserted here for Horse Project Members)
- 7 - **4-H STORY** (This should show your 4-H career growth from year to year, what you have learned, how it has made you a better person. PLEASE... BE ORIGINAL! (Seniors 3-5 pages handwritten, 2-3 pages typed; Juniors 1-3 pages handwritten, 1-2 pages typed)
- 8 - **CURRENT YEAR PROJECT PICTURE PAGE(S)** - **Maximum** of 3 pages on one side only (not layered). If photography is your project, maximum is 10 pages. Pictures should tell a story, with captions under each picture. Pictures from previous years should be included in this section rather than left in past year records. A collage of your 4-H history in pictures would be appropriate and nice.
- 9 - **PAST YEAR(S) RECORDS** - All PAST RECORDS from previous years should be here. Project goals, financials, stories, horse record books, etc. **(But not pictures).**

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SCRAPBOOK - anything else not listed above should be saved in a scrapbook - awards, judging cards, newspaper clippings, instructions, demonstrations, etc., but not in the member record book. ~WE DO NOT NEED THIS TURNED IN - SAVE FOR FAIR~

CALL THE 4-H OFFICE IF YOU HAVE ANY QUESTIONS 928-524-6271, or 928-524-4023.