

CHECK YOUR OWN RECORD BOOK

This form will help you organize and assemble your Record Book. Assemble the contents of your Record Book in this order.

- 1. **Record Book cover**, as sold in National 4-H Supply Catalog, contains member's name and club name.
- 2. This sheet (Check Your Own Record Book) may be placed first in your Record Book. Check the items that apply as you complete them. This sheet is not judged; it is for your own use.
- 3. **Yavapai County 4-H Record Book Evaluation Criteria form** – is used to determine a Record Book award.
- 4. **Title Page:** The title page should contain your name, current 4-H year, your age as of January 1st and your 4-H Club name(s).
- 5. **Table of Contents** – list the major sections of your record book in order. Involvement Record, 4-H Story, General 4-H Photos, Leadership Project (if applicable), Project Records (list by name), Past Years.
- 6. **The Involvement Record** (this is a permanent record of your 4-H involvement, added to every year)
 - _____ **Tabbed divider** labeled Involvement Record
 - _____ Page 1: All sections, filled in.
 - _____ Pages 3-10: Describe participation in format provided.
 - _____ Arizona Star Award and Participation Summary (available now, required in 2008-2009)
- 7. **My 4-H Story.** Your story should be about your overall experience in 4-H this year.
 - _____ **Tabbed divider** labeled 4-H Story
 - _____ See page requirements in Involvement Record.
- 8. **General 4-H Photographs:** Current year only.
 - _____ **Tabbed divider** labeled General Photos
 - _____ 3 pages (maximum), of general 4-H photos behind the 4-H Story to illustrate different aspects of your story, such as 4-H Community Service, 4-H Camp, 4-H conferences and general 4-H events from this year. Not project specific. (Remember, there is room for project photos with project records.)
 - _____ Pictures may not overlap. Should only be attached on one side of a sheet of paper.
 - _____ Label each picture with a short description.
- 9. **Leadership Project** is first after the 4-H Story and General 4-H Photographs.
 - _____ **Tabbed divider** labeled Leadership
 - _____ Leadership record with all signatures complete
 - _____ 4-H Leadership Project photographs are encouraged: 3 page (one sided) maximum. Photographs must pertain to this year's Leadership Project. Pictures may not overlap. Label each picture with a short description.
 - _____ Focus area checklist (if applicable)
 - _____ Annual Plan of Meetings and Activities if applicable.
 - _____ Project Workbook (Life Skills CCS Book).
- 10. **Project Records:** 1 for each project. Place your favorite/best project, the one in which you have the greatest focus, first behind your Leadership Project. For each project include a tab, the Project Record, Project Photos and current Project Workbook (Life Skills CCS Book).
 - _____ **Tabbed dividers** labeled with the name of each 4-H project (i.e., "Horse", "Gardening", "Rabbit")
 - _____ Signatures for all projects in place
 - _____ All sections completed. Write "N/A" or "None" if you have no entry for the section.
 - _____ All insert sheets, focus area check lists and supplemental sheets if required for project.
 - _____ 4-H Project Photographs are encouraged: 3 pages (one-sided) maximum per project. Photographs must pertain only to that project. Pictures may not overlap. Label each picture with a short description.
 - _____ Project Workbook (Life Skills CCS Book).
- 11. Records from the **previous years:** Remove project tab dividers. Assemble 4-H Story, General Photos, Project records and photos. These should be grouped by year and each year separated by a tabbed year divider.
 - _____ **Tabbed dividers** labeled for each year.
- 12. Do not include newspaper clippings, letters, ribbons, certificates, receipts, past year's judging criteria, or past year's project manuals or workbooks. The entire portfolio must be prepared by the member. Member may use blue or black ink, typewriter or computer format. Plastic/protective sheets should only be used on photo pages. They must be even with the rest of the record book pages. Make sure all tabs are easily visible. 11/19/07