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 challenges 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 2022-23.**)**
- **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.**