I. COVER

A. Members may use any type of notebook or holder as their “in-progress” folder during the year. When a member turns in their project book, his or her leader will check to see that all information and forms are entered and correct. The member will then be asked to put everything into a green 4-H binder. New members will be given a 4-H binder when they complete their first project book, and any member may purchase a new binder at any time at a cost of $2.00 per binder.

B. The information (club name, address of member, etc.) at the bottom of the front cover must be current. If not, a new cover should be used with up-to-date information.

C. The information at the bottom of the front cover should be printed in black ink or thin black marker.

D. When the folder is worn or dirty, it should be replaced.

E. A ‘neatness of total book’ score will be added to the judges’ scoring sheet.

F. Leaders are asked to set a date for books to be turned in for checking. Leaders can then request binders for any member that needs one. Leaders are asked to bring their club’s project books to the Extension Office no later than 4:30 pm on the announced deadline date.

II. PERSONAL PAGE

A. Do not put a divider sheet in front of the personal page.

B. The picture of the member should be a school-type photo or a very clear head shot. There should not be any other person in the photo. The photo should be attached with rubber cement.

C. There should be no decoration of any type on the personal page.

D. Under the photo print the following in order:
   1. Member’s full name.
   2. Member’s birth date and age as of September 1 of the current 4-H year.
   3. Number of years in 4-H.
   4. The projects included in record book.
      a. Members are limited to five (5) projects
      b. List the projects in order of importance.
      c. The main project should be listed first.

E. There should be no other writing on the personal page.

F. Botany paper is heavier and can be used for the personal page, as well as the photo pages later in the book.

* Divider page with tab marked ‘Promotional 4-H Photos’*
III. PROMOTIONAL 4-H PHOTOS

A. These photos are to show involvement in the 4-H program outside of the member’s project areas.
   1. No more than two (2) pages of overall 4-H photos.
   2. No more than four (4) photos on a page.
   3. All photos must have a caption that explains what the member is doing.
   4. Botany paper is a good paper to use for this page.
   5. Use Rubber cement to attach photos.
   6. Examples: A photo of member in Christmas parade, a photo of member doing activity for “Make a Difference Day”, a photo of member visiting a nursing home or participating in 4-H Week activities.

- Divided page(s) with tab(s) “__________” (Project title)

IV. PROJECT WORK BOOK

A. Project work book should be filled out completely. Book should have been used throughout the year. It’s better for it to have been used than not.

V. CLOVERBUD PROJECT REPORT

Used only for members 5 – 7 years old.

VI. JUNIOR PROJECT REPORT

Used only for members 8 – 10 years old.

VII. INTERMEDIATE PROJECT REPORT

Used only for members 11 – 13 years old.

VIII. SENIOR PROJECT REPORT

Used only for members 14-19 years old.

IX. PROJECT 4-H STORY

A. This story is to be a complete history of the member’s 4-H work for the current 4-H year in their project area. The story is limited to one to three pages, one-sided, double-spaced for juniors, three to five pages for intermediates and seniors. The member will have to choose the most important things to write about. The member should focus on the current year’s project, but tell how they’ve grown in their projects from previous years. The story should follow this pattern:
   1. Title of story should be “My 4-H Story”.
   2. First paragraph should be a short introduction of the member.
   3. The body of the story should:
      a. Tell how the member became interested in the projects they are reporting on.
b. Tell how the member has grown in knowledge and life-skills in the projects.
c. Tell the good and the unpleasant things that happened in the projects.
d. Tell how the work in the projects might lead into a career.

4. The conclusion of the story should tell what goals the member has set for the projects in the coming year.
5. The member should keep in mind the order of importance of the projects, and try to keep the story following in the same order.
6. For senior members: the member should try to show connection between the projects taken.

B. Spelling, grammar, and neatness are very important. There will be a score for these.

C. Do not add decoration to the story pages.

X. PROJECT PICTURES (Please note exception for photography projects)

A. Photos
   1. No more than three (3) pages, one side of page only.
   2. No more than four (4) photos per page.
   3. The member should be in each photo.

B. The photos on the page should show:
   1. One page showing you with your project at the beginning, in the middle of the project, and at the end.
   2. One page showing you providing leadership in the project area.
   3. One page showing you doing citizenship or community pride activities in the project area.

*Divider for each project (no more than five). After last project add divider page with tab marked “Achievement Form.”

XI. ACHIEVEMENT FORM – for youth completing 3 or more projects

A. Completed form should be entered into the record book last.

B. The three projects listed first will be the only three considered, so put your best ones first.

C. All three must receive a blue ribbon for you to receive an achievement pin.

D. When the record book has been completed and checked by the club leader(s) the leader will make comments on the achievement form. The leader will then submit the record book to the 4-H office.