How to Assemble Your Record Book

Record Book contents should be placed in this order.

1. The **Personal Information Page**
   - List projects in alphabetical order
   - A current picture is a must
   - Picture does not need to be as big as the space allowed, attach picture to another piece of paper that will cover the space
   - Signatures are very important

2. **General 4-H Pictures**
   - Maximum of three pages of photos
   - One side of paper
   - Printed on the page or attached to paper (if attached to paper, it is strongly recommended that rubber cement, spray adhesive, or double stick tape is used to attach pictures to the paper and that paper is substantial enough to support the pictures, but flexible enough for the pages to turn easily)
   - Should have captions
   - Should show action
   - No plastic sleeves

3. A copy of your Kansas 4-H **Permanent Record**. (the Permanent Record should be continually updated from year to year and the record for your entire 4-H career should be included)

4. The **Kansas 4-H Project Report Form** for each project.
   - Each project should be separated with divider tabs
   - Should be in alphabetical order as listed on Personal Page
   - Include pictures as indicated on the form (follow guidelines for General 4-H Pictures)

Project manuals or ribbons should not be included
Past year’s records should not be included
Use tabs for each part of the record, including a tab for each Project Report Form