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
   - Mounted on medium-weight paper (heavy enough to support pictures, but flexible enough for pages to turn easily)
   - Use rubber cement for attaching rather than photo corners, white glue, or tape
   - Should have captions
   - Should show action
   - No plastic sleeves

4. 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)

5. 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