

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