

ARRANGEMENT OF 4-H RECORD BOOKS

Disregard the instructions printed on the inside front cover of the old record books!

Order of Assembly

1. Personal Page. Place this sheet at the front of the record book. Should be the first thing you see when the cover is opened.
2. 4-H Story. Maximum of 6 typed pages, double spaced on one side of the page.
3. Pictures. A maximum of 3 pages of pictures, do not overlap them, place on one side only. Pictures may be cropped.
4. Permanent Record Sheets. If you run out of room on a permanent record, you can either add pages as needed or start another permanent record starting with the beginning of a 4-H year. Place the new permanent record in front of the old permanent record.
5. Project Record Sheets. For the current year projects, project sheets come next. Pictures should only be added to project records if the record requires them.
6. Previous Year's Records & Personal Pages. 4-H'ers can (and really should) leave previous years records in the back of record book separated by dividers. It is actually to the 4-H'ers benefit to leave them in the book. By doing this judges can look back to see if the 4-H'er has taken the project previously and to see whether goals the member has set have gotten progressively harder and more challenging over time. You may also take out the previous years records if you prefer and keep them in a safe place while your record book is being judged. It is acceptable either way.
7. Dividers. Use dividers with tabs to make projects easy to find. (If previous year's records are left in the book, dividers are required to separate the old project records from the current ones and between the projects and the old personal pages).