

● 4-H Project Record Book Check List

- Project must be appropriate for the member's age and must be the records found on <https://www.morton.k-state.edu/4-h/recordbook/index.html>.

1. Personal Page YES
 - a. Information complete with address, city, state and zip code _____
 - b. Picture of member mounted on page _____
 - c. Projects listed in alphabetical order _____
 - d. All signatures are included _____

2. Overall Project Record book
 - a. Neat and easy to follow _____
 - b. Dividers used, labeled clearly and in alphabetical order _____
 - c. Only the current year information is included (excluding permanent record) _____
 - d. Scrap booking, embellishments are NOT appropriate _____

3. Project Pages
 - a. Arranged in alphabetical order _____
 - b. All Signatures included on all project records _____
 - c. Project record related pictures included _____
 - i. Pictures on appropriate page _____
 - ii. Captions included with pictures _____
 - d. Project records complete, filled out appropriately _____