### 4-H Project Record Book Check List

- KAPS 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](https://www.morton.k-state.edu/4-h/recordbook/index.html).

1. **Personal Page**
   - 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. **General Pictures are included**
   - a. No more than 3 pages and no more than 6 pictures per page
   - b. Captions included with pictures

3. **General Overall 4-H Story Included**
   - a. Double spaced, up to six pages
   - b. Proper spelling, grammar and punctuation

4. **Permanent Record included**
   - a. Includes current year information in all sections
   - b. All sections are filled out even if N/A
   - c. Records are neat and easy to read

5. **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

6. **Project Pages**
   - a. Arranged in alphabetical order
   - b. All Signatures included on all project records
   - c. KAP related pictures included
     - i. Pictures on appropriate pages (general project, citizenship, leadership)
     - ii. No more than 3 pages of pictures, no more than 6 pictures per page
     - iii. Captions included with pictures
   - d. KAP records complete, filled out appropriately