• 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
   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