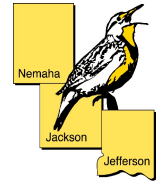




Meadowlark Extension District RECORD BOOK CHECKSHEET

(to be used by local 4-H Club as a guide for reviewing record books)



NAME _____ AGE (Jan. 1) _____

Yes No
Personal Page

- _____ _____ 1. Self-portrait attached.
- _____ _____ 2. All information filled in,
projects listed (order not important- however Alphabetical suggested).
May be typed or written in ink (7-9 year old may use a pencil).
- _____ _____ 3. Necessary signatures completed.

RANKING (optional-Club Decision)

6 Purple + 5 for each project

5-4 Blue + 3-4 for each project

3-2 Red + 2 for each project

1-0 White + 1 for each project

General 4-H Story

- _____ _____ 4. Story written or typed and included in recordbook behind Personal Page,
length appropriate to age. Need not be signed. Photos not needed, but if
included should not be more than three pages, captions are important.

Permanent Record

- _____ _____ 5. All four sections updated yearly. Not applicable sections should be left
blank. May be typed or written in ink (7-9 year olds may use a pencil).
- _____ _____ 6. Previous year(s) information submitted with or behind current year.

Project Records Note: Use only Meadowlark District Approved Record Sheets found on District website or in Meadowlark District Extension Offices. Projects should follow order listed on Personal Page. Past year records grouped together by year behind current Personal Page, Permanent Record and Project Records.

Project Record _____

Project Name

- _____ _____ 1. All applicable information filled in. Not applicable blanks should be left
blank and explained why in the story or write N/A in the blank.
- _____ _____ 2. Records should be neat and legible. May be typed or written in ink (7-9 year
olds may use pencil). Do not include project material other than record sheets.
- _____ _____ 3. Project story tells of experiences. Length will vary with age. May be typed or
written in ink (7-9 year olds may use a pencil).
- _____ _____ 4. Necessary signatures completed. If no project leader, parent may sign.
- _____ _____ 5. Pictures are optional, use only on record sheets where requested. No more
than 3 pages (one side only), should be placed on an 8 ½ x 11 inch page.
Pictures should have captions to explain project experiences.

RECORD BOOK CHECKSHEET (Page 2)

Project Record _____

Project Name

- _____ 1. All applicable information filled in. Not applicable blanks should be left blank and explained why in the story or write N/A in the blank.
- _____ 2. Records should be neat and legible. May be typed or written in ink (7-9 year olds may use pencil). Do not include project material other than record sheets.
- _____ 3. Project story tells of experiences. Length will vary with age. May be typed or written in ink (7-9 year olds may use a pencil).
- _____ 4. Necessary signatures completed. If no project leader, parent may sign.
- _____ 5. Pictures are optional, use only on record sheets where requested. No more than 3 pages (one side only), should be placed on an 8 ½ x 11 inch page. Pictures should have captions to explain project experiences.

Project Record _____

Project Name

- _____ 1. All applicable information filled in. Not applicable blanks should be left blank and explained why in the story or write N/A in the blank.
- _____ 2. Records should be neat and legible. May be typed or written in ink (7-9 year olds may use pencil). Do not include project material other than record sheets.
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Project Record _____

Project Name

- _____ 1. All applicable information filled in. Not applicable blanks should be left blank and explained why in the story or write N/A in the blank.
- _____ 2. Records should be neat and legible. May be typed or written in ink (7-9 year olds may use pencil). Do not include project material other than record sheets.
- _____ 3. Project story tells of experiences. Length will vary with age. May be typed or written in ink (7-9 year olds may use a pencil).
- _____ 4. Necessary signatures completed. If no project leader, parent may sign.
- _____ 5. Pictures are optional, use only on record sheets where requested. No more than 3 pages (one side only), should be placed on an 8 ½ x 11 inch page. Pictures should have captions to explain project experiences.

(Add pages as needed for projects following the format above)