

KITSAP COUNTY CLUB LEVEL RECORD BOOK CHECK

Name _____ Checked by _____

ITEM	(√)	COMMENT
GENERAL ORGANIZATION AND APPEARANCE <ul style="list-style-type: none"> • COVER includes: Name, Club Name, Year, Division & Picture • Contents are in proper order with dividers & tabs • Member has done own work 		
PLANNING CALENDAR <ul style="list-style-type: none"> • Whole 4-H year, Includes project, club & county • Date and location listed • Checked when attended 		
MY 4-H PROJECTS – Include the following five forms. This Label according to the name of the project. Multiple project books should have a separate section for each of the project s.		
PROJECT RECORD/COMMITMENT <ul style="list-style-type: none"> • Specific, appropriate & consistent with age • Agreements are complete and signed 		
PROJECT DIARY/JOURNAL <ul style="list-style-type: none"> • Shows project activities & work for period covered. • Shows what was done, how it was done, & what was learned. 		
PROJECT HIGHLIGHTS <ul style="list-style-type: none"> • Should directly follow the Project Record 		
FINANCIAL SUMMARY AND/OR ADD SHEETS <ul style="list-style-type: none"> • Uses appropriate type & number. 		
PROJECT PHOTOS/ MY 4-H MEMORIES (limited to 2 sides of 2 pages of paper)		
PERMANENT RECORD		
4-H STORY- to include MY 4-H STORY AND PERSONAL PAGE/SUPPLEMENTAL INFORMATION		
MY 4-H STORY (limited to 2 pages)		
PERSONAL PAGE & SUPPLEMENTAL INFORMATION (limited to 2 sides)		
MY 4-H YEAR AGREEMENT (Must be unique to project or club)		