2017-2018 WALWORTH COUNTY 4-H RECORD BOOK
CHECKLIST

Your record book must meet **ALL** of the following criteria to be eligible **for county-level achievement** recognition. With the exception of the PPR, your record book should include <u>this year's records only.</u>
For minimum requirements only, please consult the current *County 4-H Awards Policy* for guidelines.

Records may be neatly hand-written, typed, or computer-generated. Most forms are available as Microsoft Word documents and fillable forms at https://walworth.uwex.edu/4-youth-development/record-keeping/.
When hand-writing, please use a pen or a well-sharpened pencil so writing is dark enough to read easily.

	Check (√) if Criteria Met		
	Member	Club	County
1. Materials must be in an appropriately sized 3-ring binder with a *4-H Record Book Cover*.	☐	☐	☐
2. The front of the *Record Book Cover* must be filled out. Place the back cover at the very back of your record book.	☐	☐	☐
3. The *Record Book Checklist* (this form) must be the first page of your 4-H record book.	☐	☐	☐
4. The following materials must be present in the following order and separated by a divider page with tabs for these headings only:			
a. *County Intro Page* (including a current picture)	☐	☐	☐
b. *Table of Contents*	☐	☐	☐
c. Current *County 4-H Awards Policy*	☐	☐	☐
d. *Permanent Participation Record (PPR)* May be accompanied by PPR support materials (see #5 below) (4-Hers with PPR's from 2016 and earlier should include their old PPR directly behind the current PPR within their 4-H Record Book.)	☐	☐	☐
e. 4-H Project Records One per project area enrolled with support materials (see #6 below)	☐	☐	☐
5. Up to <u>three</u> <u>sheets</u> of support materials documenting your involvement in <u>this year's activities</u> may accompany your PPR. Items smaller than 8.5" X 11" must be affixed to a plain sheet of paper (any color) without embellishments and may be placed in a plastic protector. Photos should be captioned. References to you in news clippings should be highlighted or underlined. Support materials may include photos, news clippings, and other documents that you feel represent your project. No scrapbooking.	☐	☐	☐
6. Include a *4-H Project Report* form for each <u>project area</u> you enrolled in. For *Beef, Dairy, Goats, Poultry, Rabbits, Sheep,* and *Swine,* place the record form(s) you complete for fair submission to your department directly <u>behind</u> the appropriate *4-H Project Report* form. Up to <u>three</u> <u>sheets</u> of support materials may accompany the report form for each project area. Items smaller than 8.5" X 11" must be affixed to a plain sheet of paper (any color) without embellishments and may be placed in a plastic protector. Photos should be captioned. References to you in news clippings should be highlighted or underlined. Support materials may include photos, news clippings, and other documents that you feel represent your project. No scrapbooking.	☐	☐	☐
7. <u>All</u> of the questions on each *4-H Project Report* form must be addressed.	☐	☐	☐
8. If you were a Youth Project Leader this year, include a *Youth Project Leader Report* behind the corresponding project area record form(s). Up to <u>three</u> <u>sheets</u> of support materials focused on your leadership efforts may accompany this form following the same guidelines as in #6 above.	☐	☐	☐

The following criteria will be used to evaluate record books:

	Member	Club	County
9. Overall record book quality is good; eligibility for award(s) is met.	☐	☐	☐
10. Record book documents strength and variety of activities participated in by youth.	☐	☐	☐
11. Quality supportive materials (pictures, clippings, financial records, etc.) are included.	☐	☐	☐
12. Contents are neat, complete, and accurate and the overall appearance is good.	☐	☐	☐

Evaluator comments may be recorded on the back of this sheet.

Club Evaluator's Initials: _____