

Shasta County 4-H Record Book Check Sheet

The 4-H Member completes this form.

The Club Leader then uses this form to verify that the Record Book is complete and accurate.

Please attach this form to the inside of front cover of the Record Book.

Program Year: _____

4-H Member's Name: _____ Age (as of December 31 of program year): _____

4-H Member's Club: _____ Grade: _____

Years in 4-H as a non-primary member (age 9 and above): _____

RECORD BOOK ORDER OF ASSEMBLY (Book must be assembled in this order)	Please check for the following items	
	Member checked	Club Leader checked
4-H Record Book Folder or Binder - has member name, program year, club, county, and address written clearly on front outside cover. You may use either the official green 4-H folder, or a three ring binder no larger than one inch (white or green binder preferred).		
Section 1: Preliminary Information		
Title Page		
Table of Contents		
Section 2: Personal Development Report – use divider page with identifying tab.		
Front page of PDR must be complete, including all signatures		
Member general information completed on page 1 of PDR		
Signed by member, parent, and club leader on page 1 of PDR		
Club meeting attendance – at least 80% (page 1)		
Column I "Totals Past Year" completed (page 2)		
Column II "Totals This Year" completed (page 2)		
Column III "Totals All Years" completed (page 2)		
Sections 1-8 completed with Totals for current year		
Sections 1-8 completed with Totals at top of each section		
Section 3: My 4-H Story – use divider page with identifying tab.		
Expected word requirements by 4-H Level: <ul style="list-style-type: none"> ○ Junior or First Year: 250-500 words ○ Intermediate: 500-1000 words ○ Senior: 1000-2000 words 		
Section 4: Annual Project Report – use divider page with identifying tab.		
Annual Project Report Forms (for each completed project)		
Signature of 4-H Member and Project Leader required on each APR		
Complete all areas of project report forms (learning experiences, things made, raised, awards, etc.) Write N/A in areas that don't apply to project.		
Expression pages – One sheet, one-side, per project.		
Section 5: Collection of 4-H Work– use divider page with identifying tab. You do not need to include all of the items or the maximum number of pages per category.		
Collection of Work can be a maximum of 11 pages total and may include the following and must be from the current 4-H year: <ul style="list-style-type: none"> ○ 2 pages of newspaper or newsletter articles written by or about the member. List source and date of article. 		

<ul style="list-style-type: none"> ○ 2 pages of flyers or brochures written by, or featuring the 4-H member. ○ 2 pages of letters written by or about the member. ○ 5 pages of photos with captions - single sided 		
Section 6: Leadership Development Report (LDR) (Intermediate & Senior Members Only)		
Completed for each leadership position held in 4-H		
Signed by member and leader.		
Section 7: 4-H Resume (Senior Members Only)		
The 4-H Resume Should Include the Following:		
Name, Address, Phone, and Email in a heading		
Personal Development Statement (Who you want to be in the world)		
Education and Professional Development (Highest grade achieved. Trainings and specialized course work).		
Leadership Skills (Skills gained through significant leadership roles. Include date range).		
Citizenship Skills		
Other Skills		
Certificates and Honors (List name of certificate and who issues it).		
Each Side Counts as a page, with a 2 page maximum. Highlight 4-H experiences and a little of outside 4-H involvement. Highlight most significant skills.		

***For complete guidelines and instructions please see the 2015-2016 California 4-H Record Book Manual.**

I verify this Record Book contains all required Sections and is assembled in the proper order.

Club Leader Signature _____ **Date** _____