



## County Check Sheet

Please attach this check sheet to the inside front cover of your 4-H Record Book.

Name: \_\_\_\_\_ County: \_\_\_\_\_

**Program Year** (must be limited to a twelve month period)

Starting Month & Year: \_\_\_\_\_ Ending Month & Year: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age on December 31 of Starting Year: \_\_\_\_\_

**The Book must meet the following criteria before being submitted to State Evaluation:**

- Member is at least 14 years of age and no older than 19 years old by December 31<sup>st</sup>.
- Member was enrolled in the 4-H Youth Development Program during the entire program year for which the 4-H Record Book is being submitted.
- Folder/Binder:** Program year, member's name, county, 4-H club, and address included.
- Correct formatting:** 4-H Online Record Book print copy (all default print settings as defined by ORB are acceptable) OR if handwritten or typewritten in black ink with at least 11 point font, follows these specifications:
  - Left margin between 1 inch and 1.5 inches. All other margins (top, bottom, right) should be between .5 inch and 1 inch.
  - Page limitations not exceeded.
  - No plastic page covers.
- State 4-H Judging Cover Page completed and with required signatures.
- Personal Development Report completed and with required signatures.
- My 4-H Story written and no more than 2000 words.
- Projects:**
  - An Annual Project Report Form for each project completed with required signatures.
  - A Junior/Teen Leadership Development Report for each Junior/Teen Leadership reported with required signatures.
- Collection of 4-H Work** – Maximum of 11 pages total, including:
  - No more than 2 pages of Newspaper clippings (single sided), 2 pages of letters (single sided), 5 pages of photographs (single sided), and 2 pages of flyers/brochures maybe double sided.
- 4-H Resume** – Maximum of 2 pages (each side counts as a page).
- Previous Years' Materials** removed.

### COUNTY 4-H OFFICE STAFF SIGNATURE

*My signature below, endorses that I have reviewed this 4-H Record Book and it meets the guidelines stated in the 4-H Record Book Manual and the criteria stated above.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_