

Ventura County 4-H Record Book Check Sheet

(This form must be completed by 4-H Member, checked by Club Leader, and included in the Record Book.)

Name: _____

Club: _____

Program Year: _____

Age (as of Dec. 31 or program year): _____

Record Book Order of Assembly (Use dividers with identifying tabs between sections)	Please ✓ to indicate each item is included	
	Member Checked	Club Leader Checked
Hole punch and include this sheet in front of Title Page		
Section 1: Preliminary Information		
Title Page is included		
Table of Contents is included		
Section 2: Personal Development Report		
Events and activities are listed one time only and in the appropriate categories		
Required signatures and dates on PDR:		
1. Member		
2. Parent/Guardian		
3. Adult Partner		
Seal on Personal Development Report	N/A	
Section 3: My 4-H Story		
Junior (or first year member) 250 -500 words, Intermediate 500-1000 words, Senior 1000-2000 words		
Section 4: Projects		
A Project Report is included for each project listed in category 1 on PDR		
Required signatures and dates on each Project Report:		
1. Member		
2. Adult Partner		
Expression Page included for each Project Report		
Seal on each Project Report	N/A	
Section 5: Collection of 4-H Work (11 pages maximum)		
Maximum of 5 pages of photographs, single sided		
Maximum of two pages of newspaper or newsletter articles, single sided		
Maximum of two flyers or brochures, single or double sided		
Maximum of two letters and/or certificates		
Section 6: Leadership Development Report (if applicable)		
Part 1 (Pre) and Part 1 (Post) are included		
Member signature and date on Part 1 (Post)		
One set of Part 2 (Pre AND Post) is included for each leadership activity		
Required signatures and dates on each Part 2 (Pre):		
1. Member		
2. Adult Partner		
Required signatures and dates on each Part 2 (Post):		
1. Member		
2. Adult Partner		
Section 7: 4-H Resume (Senior Members Only)		
Maximum of 2 pages (each side counts as a page)		
Section 8: Previous Years' Records		
Compiled year by year with first year in the back of Record Book		

Our signatures verify this Record Book is complete and accurate.

Member

Date

Club Leader

Date