

Arrangement of 4-H Record Books

ORDER OF ASSEMBLY

1. **Achievement Plan** is placed at the very front of your book if you have completed one.
2. **Check Sheet** Place this sheet at the front of your record book, behind the Achievement Plan if you have completed one. Otherwise it should be the first form in your book.
3. **Personal Page & 4-H Story** Projects should be listed in alphabetical order. Example: Clothing (not Adventures in Clothing), Sheep (not market lamb). Up to 3 single pages of general 4-H pictures can be included.
4. **Permanent Record Sheet** Place these sheets next, right after the Personal Story or photos you may have included. If you run out of room on a permanent record, you can either add pages as needed or start another permanent record starting with the beginning of a 4-H year. Place the new Permanent Record in front of the old Permanent Record.
5. **Project Record Sheets** For the current year projects, the project record sheets come next. Place these in alphabetical order, placing a tabbed divider between each project. A simplified project record form is available for 7- and 8-year old members. Individual project-related stories and pictures are encouraged.
6. **Tabbed Divider Marked "Previous Years"**.
7. **Previous Year's Project Records** Put all the previous years records together. The first page will be last year's Achievement Plan or Personal Page followed by the Project Records in alphabetical order.

Example:

Achievement Plan

Check Sheet

Personal Page & 4-H Story

General Photos

Permanent Record

Current Projects:

 Divider "Beef"

 Beef records

 Divider "Foods & Nutrition"

 Foods & Nutrition records

 Divider "Leadership"

 Leadership records

 Divider "Swine"

 Swine records

Divider "Previous Years"

Previous year's records

Each succeeding year you will receive a new Achievement Plan, Personal Page and new project records. The forms are also available online. Remove your Permanent Record from your previous year and place your new year's project records on top of your last year's Personal Page, then your Permanent Record and new Personal Page on top of these records.

(Edited August, 2016)