



UW-MADISON EXTENSION

## My Record Book Checklist

(This is just a handy helper. Do not put in record book)

An ideal record book should fit in a 1" binder.

Check off items as you complete them.

Sections should be organized in this order:

- Front Cover (insert in 3-ring binder cover)
- Record Book Application – put in the inside pocket or on top of material
- Member's Picture Page
- Table of Contents
- My 4-H Activity Program
- Activity Summaries (3)
- Project History
- Project Record Forms (see below) including Project Hours Tracking Tool
- Scrapbook includes pictures (of activities), news clippings, certificates, calendar (optional), etc.

Project 1: \_\_\_\_\_

- Record Form
- Project Hours Tracking Tool
- Photo pages

Project 2: \_\_\_\_\_

- Record Form
- Project Hours Tracking Tool
- Photo pages

Project 3: \_\_\_\_\_

- Record Form
- Project Hours Tracking Tool
- Photo pages

Section Divider pages / tabs after Activity Summaries and Project Record Forms