**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 left pocket or on top of material

\_\_\_ Member’s Introduction Picture Page  
\_\_\_ Table of Contents

\_\_\_ My 4-H Activity Program

\_\_\_ Activity Summaries (minimum Junior-1, Intermediate-2, Senior-3)  
\_\_\_ My 4-H Story

\_\_\_ Project History

\_\_\_ Project Record Forms (see below) including Project Hours Tracking Tool

\_\_\_ Scrapbook includes pictures (of activities), news clippings, Cloverlink clippings, certificates, 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

4-H/Awards/Record Books/2025/My Record Book Checklist\_2025