

## 4-H Record Book Check List

Go to [www.seward.ksu.edu](http://www.seward.ksu.edu), click on “4-H Youth Development”, then “forms” for all the record book pages. Each record page will have more details about requirements. Books should be put together in the following order, TABS ARE HIGHLY ENCOURAGED! Only include the current year’s record in the book.

- 4-H Personal Page**
  - Must have a current picture included
  - Projects you are enrolled in must be in alphabetical order (remember to put the actual project name. Ex: Instead of putting “Archery” you would list it as “Shooting Sports-Archery”
  - Must have parent’s and leader’s signature
  
- 4-H Story**
  - This will be an all-encompassing story, including all of your 4-H projects and activities.
  - On average, stories should be 2-3 pages
  
- Kansas 4-H Permanent Record**
  - Sections 1-4 complete and up-to-date
  - This can be added on to every year, so make sure to save it to your computer.
  
- Project Record (Choose ONE of these forms that fits your project and age)**
  - Junior, Intermediate or Senior General Project Record
    - (not eligible for state judging)
  - Junior Intermediate or Senior Animal Project Record
    - (not eligible for state judging)
  - Junior Intermediate or Senior Kansas Award Portfolio (KAP)
    - (If you would like to be judged on a state level, you MUST complete this record)
  - Must have leader’s signature on record
  
- Trips & Award Application (paperclip to the front of the green book)**
  - Junior, Intermediate or Senior application
  - Must have parent’s and leader’s signatures
  - This form is not a requirement of the record book. 4-H’ers can fill out this application in order to be considered for any additional awards or the achievement trip.
  
- Membership Achievement Pin Application (paperclip to the front of the green book)**
  - Application dependent on how many years you have been enrolled in the project
  - Must have member’s parent’s and leader’s signatures
  - This form is not a requirement of the record book. 4-H’ers can fill out this application in order to be considered for a pin award for their project.