**RECORD BOOK ASSEMBLY**

**SANTA BARBARA COUNTY 4-H CLUB'S**

**AWARDED - CLUB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEAL**

**Print** Member's Name: \_

|  |  |
| --- | --- |
| (9 year 0lds/4th grade's may choose to use pencil on their record book forms)  |  |
|  |
| ORDER OF ASSEMBLY  |  |
|
| A Green 4-H Record Book Cover, Solid Three Prong or Acco Type Folder, 3 Ring Binder  |  |  |
| Section 1 Divider |  |  |  |
| Title Page  |  |  |  |
| Table of Contents /With Page Numbers  |  |  |  |
| Section 2 Divider  |  |  |  |
| Personal Development Report  |  |  |  |
| Front page must be completed including all signatures  |  |  |  |
| Types of Participation -Sections 1-8 (complete all areas, write in N/A in all boxes that don't apply)  |  |  |
| Section 3 Divider  |  |  |
| My 4-H Story  |  |  |
| Junior Members 9-10 (250-500 words) Intermediate Members 11-13 (500-1000 words) Senior Members 14-19 (1000-2000 words) |  |  |
| Section 4 Divider  |  |  |
| Project Report Forms  |  |  |
| One project report form for each project completed (min of six hrs. or more as requires by project leader) |  |  |
| All areas of project report forms completed (learning experiences, things made, raised, awards, etc.)  |  |  |
| One Expression page for each project completed  |  |  |
| Section 5 Divider  |  |  |  |
| Collection of Work 11 Pages Maximum |  |  |  |
| Newspaper clippings (2 pages max.) 4-H flyers or brochures ( 2 pages max) |  |  |
|  Letters or Certificates ( 2 pages max) 4-H photographs (5 pages max) |  |   |
| Section 6 Divider  |  |  |
| Leadership Development Report or LDR (Intermediate and Senior Members) |  |  |
| One (LDR) Leadership Development Report Part 1(Pre) and Part 1(Post) per year |  |  |
|  One (LDR) Part 2(Pre) and 2 (Post) **per leadership role** (Jr. or Teen Leaders, Club Officer), per year.  |  |  |
|  Section 7 Divider |  |  |
|  4-H Resume (Senior Members ONLY) |  |  |  |
| Dividers (one divider between each year) Past Years Activities (if applicable) |  |  |  |
| All of your previous years reports inserted at the back of the current year’s book, in reverse chronological order (that means by year and the year you started is in the back and you work forward to the current year in the front) |  |  |  |

See the State's "4-H Record Book Manual 2015-16" for more information on completing and compiling forms. No plastic/protective sheets may be used. Dividers need to be visible but must not stick out beyond the folder, they must be flush with the cover's edge when closed. Use of graphics, photos or enhancements can only be placed in the Title Page, Table of Contents, Expression Page or Collection of Work. Misspelling, grammar and handwritten reports may not be penalized.