Building Your County-Level Record Book

Using a 3-ring binder, put your record book documents in this order:

- **Record Book Front Cover** (must be green)
- **Record Book Checklist**
- Tabbed Divider for **County Intro Page**
- **County Intro Page**
- Tabbed Divider for **Table of Contents**
- **Table of Contents** (designed by you)
- Tabbed Divider for Current **County 4-H Awards Policy**
- **County 4-H Awards Policy** (dated 2014-2015)
- Tabbed Divider for **PPR**
- **PPR & Optional Support Materials**
  (When included, support materials should be affixed to 8.5” X 11” paper in optional plastic protectors)
- Tabbed Divider for 4-H Project Area #1
- **4-H Project Area #1 Record Form & Support Materials**
- Tabbed Divider for 4-H Project Area #2
- **4-H Project Area #2 Record Form & Support Materials.**
  Continue until all project areas are included.
- **Record Book Back Cover** (must be green)

If you were a **Youth Project Leader**, you may include a **Youth Project Leader Report** and optional support materials immediately after the 4-H project area record form for the appropriate project area. You do **not** need to add a tab for the **Youth Project Leader Report** form itself.

2nd Revision, DKB, 8/2015