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 <u>not</u> need to add a tab for the *Youth Project Leader Report* form itself.

2nd Revision, DKB, 8/2015