

Below you will find the order for your Yearly Record Book Submission.

Table of Contents - Cloverbuds

Use these terms to label each tab/divider of your 4-H Member Record Book. You do not need a tab/divider for the title page and summary sheet. Sections must be in the following order:

- TITLE PAGE – fill out member’s name, club(s), member and parent/guardian signatures.
- COLVERBUD PROJECT SUMMARY – make sure you fill in all sections of the Cloverbud Project Summary.
- DISCOVERING 4-H – complete the activities in the Discovering 4-H Project Book and place the completed book in this section. If you have been working on this project for more than one year, be sure to label which activities you did this 4-H year.
- (PROJECT NAME) RECORD – Cloverbuds can do project such as Cloverbud Dog Project, the Cloverbud Rabbit Project, or the Cloverbud Poultry Project as their main project. They may turn in more than one project if they want. if you did any other project books, give each project book its own section with its own tab/divider, ex: “Poultry Record.”
- ADDITIONAL PHOTOS – You may put up to 5 additional photos in your book showing you participating in 4-H activities. This is optional.

Table of Contents – Juniors, Intermediates, and Seniors

Use these terms to label each tab/divider of your 4-H Member Record Book. You do not need a tab/divider for the title page and summary sheet. Sections must be in the following order:

- TITLE PAGE – fill out member’s name, club(s), member and parent/guardian signatures.
- RECORD BOOK SUMMARY SHEET – fill out all sections of the summary sheet.
- OVERALL REPORT – write your overall 4-H report according to the instructions on the signature page (page 3). Sign and include the signature page, and initial in pen the bottom right-hand corner of each page of the project report. If a page is not initialed, it will be considered blank at judging time.
- (PROJECT NAME) RECORD – for each project you completed, place the record book in its own section with its own labeled tab/divider. **For example: if you completed a market swine project for any fair, the Hog and Ham project, and the Cooking 101 project, you will have three different project

Records.

- (OFFICER TITLE) RECORD – if you were a club, county, district, or state officer this year, complete the officer record book for your officer position and put it in this section. Label the tab/divider with the level and role of the officer position, ex: “Explorers Club President” or “District IX Secretary.” If you held multiple officer roles, you should have a separate record for each one. If you were not an officer, you do not need to have this section in your Member Record Book.
- ADDITIONAL PHOTOS - If you have additional events/activity photos that you would like to include you may insert a tab/divider labeled “Additional Photos” behind the last Project book. Then you may insert no more than (5) 8 ½ X 11 single sided pages with pictures and captions on them. Picture examples: additional project photos, community service projects, camps, volunteering, shows or events outside of the county, club meetings and activities.
- STANDARDS OF EXCELLENCE – complete the SOE form with all signatures present for level of involvement