(All pages revised August '14)

4-H Record Book Check Sheet

	NAME:	Jane Doe	Age on Jan. 1O
	4-H CLUB:	Happy Hostlers	
otot. nark	-SEAL:		TOAL (done):
Jair	DONE	RECORD B	<u>00K</u>
	<u>X</u> 1,	Picture on Personal Page	
	X 2.	Personal Page completed.	
	<u>X</u> 3.	The 4-H Story completed.	
	X4.	Permanent Record up-to-date.	
	<u> </u>	At least one completed Kansas 4-H General required to be considered for county awards	eric Record Form, which is ards.
		~ The following activities should also appe	ear in your Permanent Record. ~
		LOCAL CLUB PAR	TICIPATION
	6.	Attended a majority of the regular club m	eetings. Total held Total attended
	7.	Attended a majority of project meetings.	
	8.	Served as a club officer.	
	9.	Worked on a club committee. Name of co	ommittee
	10.	Served as a chairman/co-chairman of clu Name of Committee	b committee.
	11.	Presented a project talk at club or project	meeting. Date presented
	12.	Presented a demonstration at club or pro	ject meeting. Date presented
	13.	Participated in club exchange meeting.	
	14.	Participated in most club fundraising activ	vities.
	15.	Participated in most club community serv	ice activities.
	16.	Participated in club 4-H Sunday activities.	. Date
	17.	Attended club achievement celebration. D	Date
	18.	Attended club tour or project fair. Date	

COUNTY PARTICIPATION

DONE	
19.	Participated in 4-H Days.
20.	Assisted with 4-H Days (cleanup, setup, room host, etc.)
21.	Assisted with 4-H Leader's Banquet (committee member).
22.	Attended the county Achievement Banquet.
23.	Assisted with National 4-H Week activities.
24.	Worked in the 4-H Council Concession Stand at the 4-H Fair.
25.	Assisted at the Fair (committee, assistant or superintendent). Area assisted
26.	Helped with fairgrounds setup or cleanup.
27.	Exhibited at the Montgomery County 4-H Fair.
28.	Received a purple or blue ribbon at the Montgomery County 4-H Fair.
29.	Exhibited at the Inter-State Fair.
30.	Participated in a county Judging Contest or School. Date
31.	Participated in the Style Revue.
32.	Assisted with the Style Revue.
33.	Attended Cedar Bluff 4-H Camp, Coffeyville.
34.	Served as a Counselor at Cedar Bluff 4-H Camp, Coffeyville.
35.	Attended <u>county</u> project workshop (such as horse clinic, fitting & showing school) Name of workshop
36.	Participated in a 4-H Exchange Trip with another county or state.
37.	Served as an officer for 4-H Council.
38.	Attended officer training.
39.	Served on a 4-H Council Committee. Name of committee
40.	Served as Chairman of a 4-H Council committee. Name of committee

DONE	DISTRICT/REGIONAL PARTICIPATION
<u>DONE</u> 41.	Sent a 4-H Record Book to Area 4-H Record Screening. Project
42.	Participated in Multi-County 4-H Day. Area of participation
43.	Participated in a District/Area Judging, Quiz Bowl or Skillathon Contest. Name on contest
44.	Participated in the District/Area 4-H Horse Show.
45.	Attended Sunny Hills 4-H Camp at Rock Springs 4-H Center.
46.	Served as a Counselor at Sunny Hills 4-H Camp at Rock Springs 4-H Center.
	STATE PARTICIPATION
DONE 47.	Attended 4-H Discovery Days, KSU.
48.	Attended Citizenship Washington Focus.
49.	Attended a State Camp (such as Conservation, Photography, Shooting Sports, etc.) Name of camp
50.	Participated in State Judging, Quiz Bowl or Skillathon Contest. Name on contest
51.	Participated in State Style Revue.
52.	Participated in Kansas State Fair Demonstration Contest or Showcase.
53.	Exhibited at Kansas State Fair.
54.	Exhibited at the Kansas Junior Livestock Show.
	LIST OTHER TYPES OF 4-H PARTICIPATION (Cannot be listed anywhere else on the form)
DONE 55.	
56.	
57.	
58.	
59.	

Make any comments conce	Co	OMMENTS -	- for 1	udges	Only
not meet requirements, etc		icat, readable, re	corus maccu	rate or moor	Tiplete, of ald

RATINGS

Ages 7 through 11

1-10	White
11-15	Red
16-19	Blue
20 & Over	Purple

Ages 12 through 14

1-12	White
13-17	Red
18-21	Blue
22 & Over	Purple

Ages 15 and Over

1-15	White
16-19	Red
20-23	Blue
24 & Over	Purple



Personal Page

	YEAR	to	
Name		Birth Date	
Club		This is my	year in 4-H
Extension Unit			
Address			
Parent's or Guardian's Name _			
School You Attend			
l live on a farm in town (ur			-
in the country, but not on a	farm in a sub	urb or city over 50,000	
PhoneE-r	nail		
Projects in which you are enrol	led this year		
2			
			81
			Place Your Picture
			Here
V <u></u>			
			
I have personally prepared this	report and believe	e it to be correct.	
Date	Signed		
Approved:		4-H member	
• •			
Date	Signed	Parent or Guardia	an
Date	Signed		
Date		Community or Local 4-h	H Leader
A Personal Page should be filled		•	ır other 4-H records.
Kansas State University Agricultural Expe	riment Station and Coop	perative Extension Service	ไปv 200

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4-H Project Record Story Guidelines

- Be on 8 ½ x 11 inch white paper.
- Max 6 double-spaced pages (Seniors be to competitive your story should be over a page long.
- · One side of page only.
- Margins: Top, Right Side & Bottom: 1 inches Left: 1 ½ inch
- Easily legible, no smaller than 10 point font.
- Double Spaced
- Use proper grammar, paragraph styling, punctuation, and spelling
 - Use action verbs to accurately describe what you have done. Did you "help" or did you "plan and conduct?" Some words to consider are: Assisted, Directed, Maintained, Presented, Constructed, Explained, Managed, Revised, Coordinated, Initiated, Organized, Selected, Developed, Learned, Planned
- 4-H Story, does not need to be signed
- Do not use plastic sleeves, divider tabs or table of contents page
- White space is ok.

•

Your story is your opportunity to let the judge get to know you personally and your life in this 4-H project. The idea is to make it fun, interesting, surprising or informative. Your introduction should make the reader want to delve further into your 4-H Story. The body of the 4-H Story should focus on activities and learning in the specific award program area. It's okay to touch on other projects later in the story, especially if they tie in with the main project. The 4-H Story is a time to expand on what you learned and how you shared your project with others.

- Highlights of the year (more than just awards and ribbons)?
- Did you have a project disaster? If so, tell what it taught you.
- Did you achieve a longtime goal?
- Did you learn something totally new?
- Did you solve a project problem?
- People who have helped you be successful in this project.
- What have others done for you and with you in your 4-H project?
- Don't forget to consider your future when writing your 4-H Story. Will you take this project again? Why or why not? Has this project affected your career dreams? What did you learn that has helped you in everyday life?

These are just some sample questions. Focus on what you want to share about your project and what the reader needs to know in order to distinguish your KAP from all others.

The 4-H Story should focus on one project. It is acceptable to include general information about other projects later in the story, especially if they tie in to the project featured in the KAP.

A conclusion isn't always necessary but it let's you wrap up your story neatly. It is here you can stress what makes your KAP stand out above the rest.

(Example)



Kansas 4-H Permanent Record

Bring up to date at the end of each year.	gar.		
Mame The Doe	Address		
Club Happy Hustlers	County/District	Birth Date	
1 1 makes			

Section 1—Groups/Organizations

List <u>all</u> groups/organizations you participated in, i.e. 4-H, school, community and/or faith. If the group is non 4-H related enter an * in the non 4-H column. For each group, list elected offices (such as reporter, vice president, etc.) and other positions or roles you held (such as junior project leader, project leader, committee chairman or committee participant). Indicate the total number of meetings held, the number you lead and the number of meetings you attended in the appropriate level column. Hours (includes preparation, organization, practice and activity time, but does <u>not</u> include travel, sleeping, meals, etc.) are optional, but may be useful for other applications. This section is used to complete the Meetings, Committees, Offices part of Section 3 and Section 5 in the KAP.

					7		l	_evel			Optional
Date	* = Non 4-H	Meetings, Committees, Offices, Leadership Roles	# Held	#Led	# Attended	Local	County/District	Area/Regional	State	National/Int'l	Hours
2007		Club Meetings, Song Leader	12	6	6	6					
2007		Club Float Committee	5		5	5					
2007		Foods Project Meetings	4	1	3	3					
2007		Ambassadors	10		6		6				6.0
2007	*	Jazz Band	20		20	20					
2007		Co Asst Photography Leader	3	1	3		3				
9/19/07		KSF Photo Fun Day Teen Ldr	1	1					1		4.0
2007		County Horse Club, Historian	12		12		12				
2007		Horse Show Food Stand Committee, Chairman	3	3	3						
2007	*	School Paper Photographer									
2007	*	Open Class Fair Assistant Superintendent					1				2.0
2007	*	Rodeo Association, Calf-Roping Youth Committee	5		2			2			
2007	*	Church Refreshments Committee	52	4	20	20					
2007	*	School FACS Club, President	12	12	12	12					12.0
2007		Club, Bucket Calf Co-Project Leader	4	2	4	4					3.0
2007		Fairground Work Committee	4		2		2				4.0
2007		Club, Refreshments Committee	12	2	10	10					
2007		Club, 4-H Council Fair Food Stand Committee	2		2		2				4.0
2007		Club, Food Bank Work Day Committee, Chairman	1	2	2	2					
2007		Rodeo Association, Youth Member, Calf- Roping Committee						2			2.0

Section 2—Communications/Presentations, Exhibits, Contests

List all projects completed. If the group is non 4-H related enter an * in the non 4-H column. Examples include, but are not limited to, fair exhibits, judging contests, quiz bowls, skill-athons, demonstrations, illustrated talks, project talks, articles written, web pages developed, T or radio presentations, county/district and regional club days activities, forensics and debate contests, fitting and showing, tractor driving, fashion revue, dog shows, horse shows, photography exhibits, etc. Size of Project may be indicated by the number of garments, animals, acres, articles made, hours involved, or another identifier of your choice. For contests, indicate whether it was an individual or team effort. For evaluated activities (exhibits and contests) indicate the number and placing with the appropriate letter: Purple (P), Blue (B), Red (R), White (W) and Participation or Other (O) in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section may be used in completing the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and 5 in the KAP.

Land Project		4		Marie Marie Marie		Level				OPTIONAL		
Date	* = Non-4-H	T = Team	Size of Project	PROJECT Communications, Presentations, Exhibits, Contest, Judging or Skill-A-thon	Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/ Expense
				Photography Project Examples								
2007			2,000	Photography, Pictures taken								
	*			As School Photographer	1,500							С
				Personal	500							-50.00
			25	Photos exhibited	20	2P 2B		1P				
	*		35	Photos published		35						
2007			4	Demonstration: Proper Mounting Technique	1	2		1		2.0	35	
				Foods Project Examples								
2007			300	Foods - Meals Prepared								
				Exhibited Cupcakes		4P 10R		1B				
2007			5	Demonstrations: Moo-licious Meals	2	1B	1R	1R		35	69	
2007		T		FCS Judging		10 th						
				Horse Project Examples								
2007			3	Horses Cared For Daily	3					210.0		-1,250.00
2007		T	7	Horse Quiz Bowl Contests		2	4	1		32.0		-200.00
2007			7	Horse Quiz Bowl Contests		2	4	1				
2007	*	Т	7	FFA Horse Judging Contests			6	1				
2007				4-H Horse Shows (Classes)	5	10	5	3				-50.00
2007	*			Other Horse Shows (Classes)		10	40	10	3			-250.00
		_		Beef Project Examples					-			
2007			5	Animals, 3 Heifers, 2 Steers								
2007				Demonstration: How to Lead a Bucket Calf	1	1					3	
2007	*			FFA Livestock Judging Team	30	5	2	1		30		

Section 3—Activities

List the events and activities (not included in other sections of the permanent record) that you attended or participated in for 4-H, school and community. Examples include achievement programs, talent shows, camps, regional 4-H days, nursing home programs, sponsorship of club or county awards, fairground clean up, assistance to fair superintendent, special fund-raising efforts, band, teams, or FFA. If the activity was non 4-H related enter an * in the non 4-H column. Indicate whether your involvement was leadership, citizenship or both and the level of participation in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section is used to complete the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and Section 5 in the KAP.

Leadership is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials; and selecting presenters. **Citizenship** means helping out in your community and serving others without compensation.

	Į.				Level					OPTIONAL			
Date	* = Non-4-H	Leadership	Citizenship	What You Did	Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/ Expense	
				Photography Project Examples									
2007		Х		Organized Photo Shoot at Park		1			ı	2.0	10		
2007				Purchased new digital camera								-150.00	
2007		X	Х	Took 60 pictures for Horse Club - used 20 in historian book									
2007			X	Gave 20 pictures to other 4-Hers for their record books							20	. 1	
222	\perp			Horse Project Examples					_				
2007	_			Horse Quiz Bowl Practices		20				30.0			
5/10/07	*		Х	Worked Horse Show Food Stand		1			_	2.0			
2007	*			FFA Horse Judging Team	20	2	2	1					
2007	-		Χ	Therapeutic Riding Association Spotter			20			20			
2007	1	Χ		Riding Lessons to 4Hers	15						3		
2007	*	Χ		Riding Lessons to Non-4Hers	20						5	200.00	
2007				Riding Lessons taken	25					25.0		-500.00	
2007			Х	Took pony to Club sponsored mini-fair at mall		х				4.0	50		
2007	+	V	V	Beef Project Examples	_				_				
2007		X	Х	Set-up & worked beef weigh-in and county beef show		3				8.0			
2007	*			FFA Livestock Judging Team	30	5	2	1		30			
2007			Х	Painted livestock & arena fences		3			_	4.0			
	_			Foods Project Examples					_				
6/1/07		Х	Х	Organized Club cookie bake for nursing home party	1					4.0	75		
2007			Х	Made & served Club refreshments	2					1.0			
2007			Х	Collected & Sorted Food at Regional Food Pantry			1			4.0			
2007			Х	Donated to food bank	2				ì	1.0			
2007		Х		Illustrated Talk of the Growth of the Breed	1	1	1						
2007	*		Х	Lion's Club Pancake Feed Volunteer			1			3.0	300		
2007	*	Х		Food Demonstrator for Grocery Store		25					100		

Section 4—Most Important Recognitions

List the most important recognitions you received during the year—honors, awards, out-of-county trips, etc. Example: Camp Scholarship, National 4-H Congress, 4-H Key Award, County Project Award, School Achievement Award, Letter. If the recognition is non 4-H related, identify it with an * in the notated to the Awards & Recognitions portions of Section 4 and Section 5 of the KAP.

Kind of Recognition Grand Champion Steer Grand Champion Photography Leadership Pin Key Award Horse Quiz Bowl Team, State Champion Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts	Local	X X County/District	Area/Regional	State	National/Int'l
Grand Champion Steer Grand Champion Photography Leadership Pin Key Award Horse Quiz Bowl Team, State Champion Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts		X			
Grand Champion Photography Leadership Pin Key Award Horse Quiz Bowl Team, State Champion Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts		X			
Leadership Pin Key Award Horse Quiz Bowl Team, State Champion Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts					
Key Award Horse Quiz Bowl Team, State Champion Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts					
Horse Quiz Bowl Team, State Champion Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts				X	
Horse Quiz Bowl Team, National Competition County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts				1st	
County Project Award, Horse County Project Award, Beef County Project Award, Performing Arts					2 nd
County Project Award, Beef County Project Award, Performing Arts		X			
County Project Award, Performing Arts		X			
		X			
County Project Award, Photography		X			
KMEA Area & State Solo Competitions – ratings					
Marching & Jazz Band Letters	2				
Therapeutic Riding Volunteer – 100 hour pin	1		1		
Recognized in paper for work with Food Pantry		1			
Newspaper Best Frozen Dessert for Dads		2 nd			
High School Journalism Action Photography Awards	1 st		1st		
FFA – Green Hand Award	X				
High School Football Letter					
Best Camp Handwasher Award			X		
	High School Football Letter	High School Football Letter X			

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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4-H	FOOD	Project R	ecord
	(May be used for any 4-H project)		

The purpose of this form is to give you a tool to use to record information about your learning experience in this project. In addition, this form will provide one method of keeping track of basic expenses for this project. This record sheet is for you and your project leader to use.

Project	level Level 2 (9 to 11 age division)	Years in Project_2					
Name_	Suzie Cue	ClubBusy Bakers					
1.	List your goals for this project this year. Complete this section at the beginning of the 4-H year when you enroll. Share these goals with your project leader and parent(s)/legal guardian(s). It the end of the year, place an "*" next to those that you accomplished. I want to learn how to Measure Ingredients correctly						
	I want to learn about baking desse	erts					
	I want to be able to Bake a birthday cake						

2. List learning activities that relate to this project. Project meetings, field trips, workshops, judging schools, quiz bowls, skillathons, etc. Indicate level of participation: L — club and local, C/D — County/District, A/R — Area/Regional within Kansas, S or N – State or National

Activity/Event	L	C/D	A/R	S or N
Cooking Club Project Meeting	X			
Skill-a-thon contest at fair	Х			
Kids Can Cook Class		X		
School Cooking Class		X		
Foods Judging Workshop				

3. List the demonstrations/talks/presentations you did related to this project.

Title	Торіс	Event	#People	#Times
Cooking with 4-H	Learning to Cook	Club Talk	15	3
Cooking with 4-H	Learning to Cook	4-H Day Talk	25	1
Cooking with 4-H	Learning to Cook	Regional 4-H Day Talk	37	1
Cooking with 4-H	Learning to Cook	Nursing Home Visit	28	3

4. Project Expenses and Income

Project Costs

	1 Tojece Odoto	
Date	Things bought, used, labor costs, value of homegrown product	Amount
3/25	Flour	3.00
3/25	Yeast	2.25
3/25	Pans	6.00
6/24	Home Grown Tomatoes	0.00
6/24	Home Grown Lettuce	0.00
	*Beginning inventory (if applicable)	
	Total Project Expenses	11.25

Project Income

Date	Things sold or used at home (tell which)	Amount		
6/13	Ribbon money from fair	6.00		
6/13	Sold exhibit at fair food auction	50.00		
6/16	Extra from fair baking feed family			
	**Ending inventory (if applicable)			
	Total Project Income	66.00		

Summary

Total project income \$ 66.00

Total project expenses \$ 11.25

How much money made or lost \$ 54.75

(Profit or Loss does not mean that the project was or was not a good learning experience!)
*Beginning Inventory means what your project was worth in dollars at the start.
**Ending Inventory means what it was worth when you finished, if you didn't sell or use it.

5.	List the kn	owledge/skills you learned and wh	at you accomplished	duri	ing the y	ear.				
	*	ple: I learned how to I interviewed 3 people about I researched								
	the different	ifferent materials used in I observed I shared I taught								
	I learned ho	ow to sift flour and measure ingredien	ts							
	I played bin	go with the people in the Nursing Hor	me							
	I observed o	older club members while they made	snacks for the meeting							
	<u> </u>									
	List the size and amount accomplished in your project for this year. This is more than just how many items you entered at a fair or shows. Include numbers: how many animals, articles, garments, pounds, repairs, hours spent making project, number of other people taught, total number of photos takets. For example: Managed 12 breeding ewes for 8 months; Prepared 48 family meals; Repaired 12 articles of clothing for a cost savings of \$65.									
		unfrosted cakes for fairs; five hours p	racticing; fed practice r	uns t	o family;					
	Assisted ter	n youth to learn at a project meeting								
			•							
	Project lead — club and National.	dership activities (taking initiative, local, C/D — County/District, A/R -	— Area/Regional with	in Ka	ansas., S	or N — 1	State or			
Date		What You Did	Number of people/ hours, etc.	L	C/D	A/R	S or N			
5/15	Assist	Project Leader with meeting	10 youth/1 hour	Х						
6/28	Assist F	Food Superintendent at Fair	5 youth/3 hours	Х						
L										
8.	Citizenshir	• (helping others, community service, a	volunteering) activities	in p	roject we	re:				
	Date	Responsibility (you		T		ople/ho	urs, etc.			
	3/21	Delivered Cookies to Nu	ırsing Home		20 peo	ple/2 ho	urs			
4	1/26	Helped a young member	Helped a young member learn pie skills			on/2 ho	ours			
	5/2	Made cake & donated to s	school cake walk	_		1 hour				

9.	in this project?	pers: List who helped you and he bake cookies. She showed me how t					
	/	She helped me to demonstrate of					
10.	Exhibits at show district, A/R — a	v s and fairs. List items displayed rea/regional within Kansas, S or	d or judged. 1 r N — state	L — ci	ub and loo	cal, C/D —	county/
Item		Event	Placing	L	C/D	A/R	S or N
Ų	Jnfrosted Cake	Cherryvale Youth Fair	Р	X			
	Cookies	Mongtomery Co 4-H Fair	В		Х		
	Cookies	Interstate Fair	Р	İ		X	
ι	Jnfrosted Cake	KS State Fair	В				X
	*The most impor	rtant thing I learned in this pro	oject was	How in	nportant it is	to follow the re	ecipe instruction
12.	Apply — Next y	ear I want to Learn how to use	the oven to b	ake bre	ad instead	of using the b	pread machine
13.	photos, pictures, su you and a memory	tional pages with any project is tories, drawings, programs, addit y that you want to create for this been reviewed by each of us:	ional record	s, etc. T	his is info	rmation the	at is special to
	Member's Signa	ture		Date			4
	Parent or Leader				Date_		- 24
		Reviewed by Sarah Kea	tley, October 2	2017.			
	-	compiled and edited by James P. Adams, with original input from agents and leade					
		cations from Kansas State University are					
		is publication may be freely reproduced a case, credit Kansas 4-H Generic Record			_		
Kansas	State University Agric	ultural Experiment Station and Cooper	ative Extensio	n Servic	e		
P 1106							June 20

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Livestock Project Information

otal Sales			
Base Bid Dollars T			
Premium Dollars I			
Date of Sale			
Ending Weight			
Beginning Cost			
Date of Tag Number Beginning Weight Beginning Ending Weight Date of Sale Premium Dollars Base Bid Dollars Total Sales Cost			
Date of Tag Nurchase			

Livestock Expenses & Production

Average Daily Gain			
ge I			
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Total Grain			
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Tag Number Feed Cost Hay Cost Breeding Show Sup- Medication Total Cost Days on Feed Cost Cost			
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Nun			
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ownership)					
given when animals were purchased and other items throughout ownership)					Ending Picture
Health Program: (Describe shots, etc. given when animals we					Beginning Picture
Health		1		r	



Photographs

Three pages of pictures for each project record. Page 1 photos should be of project involvement, Page 2 photos should be of leadership within project, and Page 3 photos should be of citizenship within the project.

No more than six photos per page.

Photos should be captioned and show project involvement, leadership and citizenship within the project area.

Photos should document all aspects of the project not just fair pictures.

Digital photos, computer generated photo pages, color photocopies and cropping are acceptable. Photo paper or card stock is acceptable. Photos cannot be hinged.