

# 2022 Owyhee County 4-H Record Book Outline

**Assemble your record book in the following order:**

## **Cover Page**

(Member's Full Name, Age Division, Club Name, Project(s))

## **Title Page**

(Member's Full Name, Age Division, Club Name)

## **Tab - Table of Contents**

- *Involvement Report*
- *My 4-H Story*
- *General photos* (optional)
- *Project Record(s)* (in alphabetical order, repeat for each project)
  - *Record Book*
  - *Project Photos* (optional)
  - *Project Checklist*
  - *Bill of Sale* (livestock only)
- *Past Years* (only for projects that build upon a previous year)

## **Tab - Involvement Report**

The Involvement Report is a required part of the record book that carries forward each year. Each section must be completed & included in the record book, even if information is not applicable, in which case the field should be filled with "None" or N/A".

## **Tab - 4-H Story**

Members write about their total 4-H experience, utilizing the "Total Experience" option in ZSuite.

- *Juniors (8- to 10-year-olds)* – 1 to 4 pages
- *Intermediates (11- to 13-year-olds)* – 2 to 6 pages
- *Seniors (14 - to 18-year-olds)* – 3 to 8 page

## **Tab - General Photos** (optional)

## **Tab - Project Records**

1. *Project Record Book*
2. *Project Photos* (optional)
3. *Project Checklist*
4. *Bill of Sale* (livestock only)

## **Tab - Past Years**

Only include if your project builds upon a previous year (breeding projects, advanced KYG, etc.)

