



## RECORD BOOK CHECKLIST

**Member In Good Standing (MIGS) Requirements: This is the basic requirement for membership:**

- Green 4-H Record Book cover or green plastic folder**, clearly labeled with 4-H'ers name and club name.
- Achievement Pin Application or Key Award Application** (Set inside the front cover).
- 4-H Member Participation Seal Summary**
- Permanent Record**
- 4-H Story**, Junior: 1 paragraph minimum, Intermediate and Seniors: 1 full page minimum.
- Pictures**, Three one-sided pages (no more than six pictures per page). Photos should be captioned and show project involvement, leadership and citizenship within 4-H.

### **Project Record Report (PRR) Requirements: District Requirements**

- Copy of Personal Information Page with appropriate signature
- Project Report Form**
  - ✓ Correct age form: Junior 7-9, Intermediate 10-13, Senior 14 and older.
  - ✓ Correct form (General or Animal)
  - ✓ All sections included
  - ✓ No additional pages added
- All items placed in a plastic 3 prong folder (any color) clearly labeled with 4-H'ers Name, Club Name, and Project Name

### **Regional Review Requirements (If Selected):**

- Project Report Form
- Cover Letter
- Project Resume

### **State Review Requirements (If Selected):**

- Project Report Form
- Cover Letter
- Project Resume
- Video