


# University of Idaho Elmore County 4-H 4-H General Project Record Book Checklist- All Non-Animal Projects

Cooking, Sewing, Art, Leathercraft, Wood Working, Welding, Rockets,  
etc.

These are now called Melting Pot of Projects

**Record book can be written in pencil, pen or with the computer. Any section that you do not have anything written in it, write NA, None, or 0 so the judge will know the sections have been completed. Be sure all calculations are correct and columns totaled. The judge is looking for completeness, accuracy, and neatness. Below is the order the record book should be in**

General Record Book	Must Have	Completed	In Book
 4-H Project Record Book	X		
Front page-All information needs to be filled in. <b>Be sure to have member, leader, and parent signatures</b>	X		
Project Goals-Juniors-1 goal, Intermediates-2 goals, Seniors-3goals. <u>Must List 3 to do's under each goal</u>	X		
Demo- details	X		
Project Information Log-Detail	X		
Expense Record-all project supplies-paint, leather, brushes, tools, paper, thread, needles, material, cake mixes, frosting, candles, jars, poster board, etc. <i>(must have pg. 2 for total expense-)</i> <b><u>If you are using supplies from parents or leaders, estimate the cost</u></b>	X		
Income Record-if do not have any income, <u>write NA or 0 on 1st line and in Total Income Row</u>	X		
How Did You Do-Goals	X		
Skills Checklists-if applicable	X		
Plan of Meetings-Leadership Project	X <sup>Leadership</sup>		
Supplemental Pages-Optional			
Photos-. Collages okay. No scrapbooking or extra embellishments. <u>Must have at least 1 labeled photo for each project to a max of 2 pages for each project.</u>	X		
<b><u>CCS Book if project has one or Other Project Manual with # of activities completed-if project does not have a manual please have leader write a note explaining this</u></b>	X		

