

# 4-H Project Record Book Score Sheet

- Kansas 4-H KAP records / Stevens County Simplified records or a combination of both may be used by member. KAPS must be appropriate for the member's age and must be the current Kansas State KAP forms.

	YES	NO
1. Personal Page	_____	_____
a. Information complete with address, city, state and zip code	_____	_____
b. Picture of member mounted on page	_____	_____
c. Projects listed in alphabetical order	_____	_____
d. All signatures are included	_____	_____
2. General Pictures are included	_____	_____
a. No more than 3 pages and no more than 6 pictures per page	_____	_____
b. Captions included with pictures	_____	_____
3. General Overall 4-H Story Included	_____	_____
a. Double spaced, up to three pages	_____	_____
b. Proper spelling, grammar and punctuation	_____	_____
4. Permanent Record included	_____	_____
a. Includes current year information in all sections	_____	_____
b. All sections are filled out even if N/A	_____	_____
c. Records are neat and easy to read (x'ed boxes have been removed)	_____	_____
5. Overall Project Record book	_____	_____
a. Neat and easy to follow	_____	_____
b. Dividers used, labeled clearly and in alphabetical order	_____	_____
c. Only the current year information is included (excluding permanent record)	_____	_____
d. Scrap booking, embellishments are NOT appropriate (if used mark a no)	_____	_____
6. Project Pages	_____	_____
a. Arranged in alphabetical order	_____	_____
b. All Signatures included on all project records	_____	_____
c. Project related pictures included	_____	_____
i. Pictures on appropriate pages (general project, citizenship, leadership)	_____	_____
ii. No more than 3 pages of pictures, no more than 6 pictures per page	_____	_____
iii. Captions included with pictures	_____	_____
d. Project records complete, filled out appropriately	_____	_____
<b>Total</b>	_____	_____

Blue Ribbon = 25-21 Yes

Red = 20-16 Yes

White = 15 or less Yes