

General Rules & Guidelines for Recordbook

- **Handwriting:** Handwriting any part of the recordbook is acceptable. When doing so, make sure to write legibly.
- **Grammar and Punctuation:** For all age divisions, members are encouraged to write in complete sentences and use proper grammar and punctuation. Multiple mistakes may put a 1st place recordbook down to 3rd when it comes to judging.
- **Text Margins:** Top, bottom and right margins must be between 1/2 and 1 inch. The left margin must be 1 ½ inches to allow for hole punching and/or binding.
- **Paper Type:** Typing paper and bond weight paper are acceptable. Do not paste typing paper to construction paper, and do not use sheet protectors or dividers.
- **Creativity:** This is encouraged, and can include the use of backgrounds, decorative elements, construction paper cutouts, etc. throughout the story and photo sections. Creativity can also come in the form of writing. Remember the judges are reading up to 20 recordbooks in one day. Make your recordbook exciting and fun to read!
- **Font:** Color or black fonts are acceptable. Use a minimum of a 10-point font (equivalent in size to 10-point Arial).
- **Web vs. Downloaded Forms:** Either version is acceptable. Judges will be looking at and focusing on the content and quality of the records rather than the format.