Below is a list of all required forms to complete a recordbook and the order it should follow in the book. All types of covers or binders are acceptable to use. The 4-H office has 4-H covers available for sell at $2.00 each.

**Junior Order**
- 3 x 5 Card - stapled to the outside front cover (available from our office)
- Check Sheet - clipped to the inside front of the cover
- Personal Information Page
- Junior Report Form
- Up to 3 pages of photos
- Prior year’s report forms (not judged)
- Additional Photo Pages (for those entering photography category only; up to 6 pages maximum)

**Intermediate Order**
- 3 x 5 Card - stapled to the outside front cover (available from our office)
- Check Sheet - clipped to the inside front of the cover
- Personal Information Page
- Story and Photo Portfolio (10 page max.)
- Intermediate Report Form
- Prior year’s report forms (prior year to be judged)
- Additional Photo Pages (for those entering photography category only; up to 6 pages maximum)

**Senior Order**
- 3 x 5 Card - stapled to the outside front cover (available from our office)
- Check Sheet - clipped to the inside front of the cover
- Personal Information Page
- Story and Photo Portfolio (10 page max.)
- Senior Report Forms I-VII
- Prior year’s report forms (previous 3 years to be judged)
- Additional Photo Pages (for those entering photography category only; up to 6 pages maximum)

**General Rules**
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.

Text Margins: Top, bottom and right margins must be between 1/2 and 1 inch. The left margin must be 1 1/2 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.

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.