

ASSEMBLING YOUR 4-H PROJECT RECORD

The Oklahoma 4-H project record book consists of three main sections: the Oklahoma Report Form, project story and project photos. Follow the suggestions below to complete your project record:

PROJECT OBJECTIVES

1. Read the 4-H project objectives for your project which can be found in the Oklahoma 4-H Awards Handbook.
2. These objectives should be reflected in your project work.

OKLAHOMA REPORT FORM

1. Report of accomplishments in a major project, along with citizenship and leadership activities.
2. Must meet age requirements in order to submit a record in state awards.
3. Application can be printed neatly in black ink, typed or completed by computer word processing. If you choose to use computer word processing, final report must be formatted the same as the official Oklahoma Report Form. This means that you may have to reset fonts, margins, page breaks, etc. to conform to the official version.
4. No additional pages or inserts will be allowed in any section of the form.
5. Type should be no smaller than 12 spaces/inch or size 12 word processing font and 6 lines/inch. No adjustments to line spacing will be allowed (or photocopy reductions).
6. Boldfacing or underlining of information in the report form should be used only to enhance information. Overuse defeats the purpose and value of bolding or underlining.
7. May organize in any format as long as consistent throughout the form. Can use bar graphs, pie charts or color print to emphasize information. However, remember space limitations.
8. Report forms may be printed or copied on one side only. No additional space or pages may be added to the form. Instructions do not have to be included.
9. Contact county extension office for a current listing of available project areas, scholarships and special programs.

PROJECT STORY

1. Story focuses on project in which you are submitting your record, but should also report your most outstanding accomplishments and the impact 4-H has in your life.
2. Story can be printed neatly in black ink, typed or completed by computer word processing and is limited to six double spaced pages, one side only.
3. Type should be no smaller than 12 spaces/inch or size 12 word processing font and 6 lines/inch. No adjustments to line spacing will be allowed (or photocopy reductions).
4. Name and county should be in upper right hand corner of first page.
5. Only one copy of the story should be included in the book.