Tips for Completing a Memory Book

1. Keep accurate, specific, and clear records.

2. Records should be for the current project year.

3. Complete all blanks on the Memory Book sheet. If the information does not apply or is not available insert N/A (not available).

4. No matter if you decide to complete a traditional Memory Book, portfolio, or some other creative method, the same information should be included:

   - **Cover/Front**
   - **Title/Photo Page (optional)**
   - **Table of Contents**
   - **4-H Activities Page**
   - **My 4-H Year – A 4-H Story**
   - **Project Pages followed by pictures**
   - **Parent/Guardian Comment**
   - **General/Project Leader Comment**

5. Use the 4-H Memory Book Score Sheet to find out what the judges are looking for.

6. Anything you add (pictures, certificates, score sheets, etc.) should have an explanation or caption.

7. **Do not** add project literature or posters that may be part of project literature.

8. Organize your Memory Book in a logical manner – following along with the score sheet may be helpful when putting your Memory Book together.

9. Use section dividers that help evaluators look through your Memory Book quickly.

10. Members are encouraged to ask parents, siblings, other youth members, and leaders for help with their yearly record. Just remember, your yearly record is your responsibility.

Memory Book Checklist

☐ Make sure you have the right form for your project. Forms are available at the office or on the website

☐ At the beginning of the year or at least before the fair, write down what you want to learn and do in each project

☐ Keep good records
  ▪ Expenses/income
  ▪ Where you obtained project animals/materials
  ▪ Who helped you
  ▪ How you shared your knowledge during the year

☐ Collect pictures and other items to include

☐ Don't hesitate to ask a leader or junior leader for help

☐ Use good details

☐ Make sure everything is filled out, even with none or not applicable

☐ Get comment pages filled out
  ▪ Parent/guardian comments (only signature required)
  ▪ Leader comments required

☐ Use this format
  ▪ Cover/Front
  ▪ Title/Photo page (optional)
  ▪ Table of Contents
  ▪ 4-H Activities Page
  ▪ My 4-H Year (A 4-H Story)
  ▪ Project Pages (followed by pictures)
  ▪ Parent/Guardian Comments
  ▪ General/Project Leader Comments

☺ Use dividers for each project

☺ Lean from comments and use past memory books as a guide

☺ Start early
  Write down what you what to learn and do
  Put in general info, i.e. years in project

☺ Be neat
  Use black ink and be consistent
  Type records if possible

☺ Use as much detail as possible