

# 2019-2020 Record Book Materials Order Form

4-H Club Name: \_\_\_\_\_ Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please use this form to order record book materials. Email, mail or fax your order to 4-H Record Books, 5201 Fen Oak Drive - Rm. 138, Madison, WI 53718-8827. Email: [ottem@countyofdane.com](mailto:ottem@countyofdane.com); or Fax is 224-3727. You will be notified when your order is ready for pick-up. For each member completing a record book, you will need to order the following items (these are also available on the web site at <https://fyi.extension.wisc.edu/dane4hyouth/awards/> If you print them yourself, it is recommended that you use the colors listed. There is no charge for these if picked up at the 4-H Office.

1. Front and back cover (only needed first year or for replacement when worn)
2. Member award request form
3. Cumulative record of awards received (only needed first year)
4. Photo page
5. Activity summary
6. Project/activity record for each project that a member wants to report (must choose junior, intermediate or senior). Cloverbuds do not fill out these forms.  
Junior - 3<sup>rd</sup> through 5<sup>th</sup> grade as of 10/1/19  
Intermediate - 6<sup>th</sup> through 8<sup>th</sup> grade as of 10/1/19  
Senior - 9<sup>th</sup> grade and above as of 10/1/19

Record Book Materials	# Requested
Cover (front and back)	
Closures (binders/fasteners)	
Member Award Request Form (white)	
Cumulative Record of Awards Received (green cardstock)	
Photo Page (green)	
Activity Summary (Pink)	
Junior Project Record (ivory)	
Intermediate Project Record (blue)	
Senior Project Record (green)	
Evaluation form sample (checklist used by evaluators)	
<b>The following manuals will be available online:</b>	
Record Book Manual	
Permanent Record/Participation Report Manual	
Scholarship Manual	
Special Awards Manual	
Trips Manual	

These forms (Permanent Record and Participation Report) are used for bronze, silver and gold awards and as supporting material for trips and other special awards.

Form	# Requested
Permanent Record	
Participation Report	