**Guidelines for Cloverbud Record books**

Cloverbud records book will not be judged. Any Cloverbud member that turns in a record book will be recognized during the annual awards ceremony. Cloverbud record books are not a requirement! It is recommended that all record books be in a 3-ring binder with an outer sleeve for the cover sheets.

**Step #1:** The cover of your Cloverbud record book should be blue. Make sure to write in your name, address and club on the bottom of the cover sheet. This sheet goes in the outer front sleeve of the binder.

**Step #2:** Add a photo of yourself to the front page of your record form. This photo can be the Cloverbud in a 4-H activity, school photo, etc. Make sure to get the right signatures at the bottom of this page.

**Step #3:** Cloverbud Report Form. Make sure this is completely filled out. Anything related to your Cloverbud 4-H year needs to be put on this form and nothing else. Make sure to use your best penmanship!

**Step #4:** Activity Photos. You may include up to 3 pages of activity photos. These can be project photos, club activities, etc. Please add a short caption for each photo.

Record books are the final step in completing your projects. Although you may have exhibited your projects at the fair, the record book is a way of telling your leaders and the extension office the “Story” of your project, the goals you met, and your club achievements.

Record books are due in the extension office November 1, 2022 by 5:00 pm. Please visit with your club leader for your club deadline. All record books must come to the extension office through your club leader.