

Name		County	
Address			
City, State, Zip Code			
Phone Number			
Email Address			
Grade (As of Sept. 1, 2020)			
Entry Category		Level 1	Level 2
4-H Project Area Entered			
If declared winner in two project, which do you prefer (Choose your top one)			

Level 1 & 2 Project Checklist

4-H member will complete checklist below to make sure they have formatted their entry correctly. A penalty of 5 points per item will be assessed to the record book score if not correct!

Oklahoma Report Form – nine pages maximum

Section 1A –2 pages maximum

Section 1B – 1 page maximum

Section II –2 pages maximum

Section III –2 pages maximum

Section IV & V –½ page maximum for each section on same page

Story – six pages maximum, double spaced. There is no need to include name, county and project on the top right of the story

Photographs- three pages maximum. Photos should have captions. Photography Project Book may have ten additional pages of pictures which can be 8” x 10” prints or smaller to show examples of photography work and captions

Font size for Oklahoma Report Form, Story and Photo captions must be a minimum of 12 point font.

Approved fonts include: Times New Roman, Arial, Cambria, or Calibri

All pages are 8 ½” x 11” with margins as follows

Left- 1.25” Right, Top, and Bottom 0.5”

Project Record Sheets, newspaper clippings, or correspondence should not be included

I have personally prepared this report and certify that it accurately reflects my work.

Date (mm/dd/yyyy)

Signature of 4-H Member

We have reviewed this report and believe it to be correct. Extension Staff has entered the report and uploaded necessary documents into the Oklahoma 4-H Record Book Data Base.

Date (mm/dd/yyyy)

Signature of Parent or Guardian

Date (mm/dd/yyyy)

Signature of Extension Staff