PUTTING YOUR CHAVES COUNTY 4-H CLOVERBUD RECORD BOOK TOGETHER

Cloverbud record books *__will not__* be judged as the Cloverbud program is designed to be an introductory, noncompetitive experience for 5-8-year-old members. Record books will be reviewed for content and will receive a special recognition at the annual Chaves County 4-H Achievement Awards Program.

1. **Cover**- Use the standard green hardback 4-H Member's Record cover available at the Extension Office ($3 each). No loose leaf notebooks or report binders.
2. **Individual Photo Page -** Mount 1 photo of yourself on the photo page described in #3). Print name, age, & club below the photo.
3. **Table of Contents & Dividers**- Use the "Cloverbud Dividers" which are available on our county website: **http://chavesextension.nmsu.edu/record-books.html**
   Cloverbud dividers include: Photo Page, Table of Contents, Cloverbud Report Form, My Cloverbud Story, Photos, & Cloverbud Project Activity Sheets (Do NOT put tabs on these dividers).
4. **Cloverbud Report Form**- Needs to be filled out completely and signed by the 4-Her, parent, and leader. Only 1 4-H Report Form is needed regardless of the number of projects.
5. **Cloverbud Story**- Fill in the blanks on the "My Cloverbud Story" page found on our county website:
   http://chaves-extension.nmsu.edu/documents/cc-cloverbud-story.pdf
6. **Photos**- In this section, photos are limited to 3 pages.
   a. Photos should be used to illustrate the highlights of your projects and other 4-H activities.
   b. Photos may be cropped & mounted or formatted on a computer & printed on one side of the page only.
   c. Do not shingle (stack or overlap) photos.
   d. Each photo should have a caption describing what is taking place in the photo.
7. **Cloverbud Project Activity Sheets & Photos**- This section includes your current year's Project Activity sheets and 1 page of photos which pertain to that project. Each submitted project should have the following:
   a. <u>Activity Sheets</u>- Sheets should be specific for the project.
   b. <u>Project Pictures</u>- These items should be related to the specific project and follow the same guidelines as 6.b-6.d above. Do not include ribbons, placing cards, news articles, etc.
8. **Additional Tips:**
   a. Clear page protectors can be used. This keeps pages clean & protects from being torn.
   b. Cardstock is suggested for mounting pictures as it is heavy enough to support them.
   c. Organize pages vertically, so your book does not have to be turned sideways.
   d. 4-H'ers need to fill out pages in their own handwriting.