STATE RECORD BOOK ENTRY CHECK LIST
FOR LEVEL I & LEVEL II PROJECTS

(To be completed by member. County Educator must verify information and sign this form.)

NAME _____ **COUNTY** _____

PROJECT ENTERED _____

Please check the following list against contents of Record Book. ***(✓ to indicate YES)***

_____ 4-H Member meets age requirement *(Age 14 by January 1 of current year/no older than 18 by January 1 of current year, unless still in high school)*

_____ Two copies of the news information sheet have been completed and submitted

_____Oklahoma Report Form

Signatures of: _____4-H Member _____Parent or Guardian

_____Leader _____**County Extension Educator**

_____ One copy of the 4-H story bound in the book and a second included with the news information sheets

_____ Name, county and program area on a label in upper right corner of cover or folder

_____ No more than three pages of photos, (except for Photography project, which may have 13 pages.).

DISQUALIFICATIONS

*(Write **"OK"** to indicate you have read each statement of disqualification – if any disqualifications exist, corrections should be made **prior** to submitting book for state competition.)*

_____Additional pages added to Oklahoma Report Form or adjustments to the line spacing of the form. *Fonts must be no smaller than 12 point; Line spacing must be 6 lines per inch Margins must be no smaller than: Left – 1 ¼"; Right – ½"; Top – 1"; Bottom – ½"* No copier reductions (to gain space) are allowed.

_____ Section IA – more than two pages

_____ Section IB – more than one page

_____ Section II – more than two pages

_____ Section III – more than two pages

_____ Section IV – more than ½ page

_____ Section V – more than ½ page

(Sections IV & V must be on the same page)

_____Story exceeds 6 typed or printed pages; is not on 8 1/2" x 11" white paper, or is not typewritten or printed on one side of the paper, and is not double spaced.

_____Project pictures exceed three (3) 8 1/2" x 11" pages. Exception - Photography project.

_____Project record sheets, newspaper clippings, correspondence have been included.

_____Each project or program area is not in a separate folder containing ORF, story and photo section.

My signature certifies that I have personally checked all of the items listed above and the member meets all eligibility requirements and no disqualifications are present.

_____
Extension Educator's Signature