**Format for EHC Project Books**

8/29/2017

Counties and/or clubs are encouraged to submit an EHC project book representing the work completed in the past fiscal year.

NOTE: Project books may be submitted as follows:

• County Project Book (one per county)

• Club Project Book (one per club)

Assemble the project book in the following order:

**A. Cover**

* Collect and arrange all materials securely in an 8½" x 11" notebook or folder.
* Creativity is encouraged, but extra points will not be given for elaborate covers.
* The name of the county/club, district, and title of the project should be on the front cover.
* Type of project: education, leadership development or community service project book? For example: An education project book would be based on the major and minor program emphasis.

**B. Recognition Section**

Each county/club should identify the project selected and complete the EHC project book for ONLY that project.

**C. Table of Contents**

• If index tabs are used, be sure they fit inside the edges of the cover.

**D. EHC Project Designation Form,** FCS 742 follows the Table of Contents

**E. Story** – Briefly describe your project in one page or less. Include in your narrative the following:

(1) Why did you choose this project?

(2) Who participated in this project, include both EHC members and other organizations?

(3) What did you do?

(4) What were the results of this project?

**F. Photographs**

(1) Include at least four labeled photographs. One should be of the project chair in action, if possible, and the other three should be action photographs.

(2) No more than five pages of photographs are allowed.

(3) Photographs should relate to this project only.

(4) Arrange photos on the pages. Photos may be printed and pasted or inserted electronically.

(5) Add labels below or beside each photo, but not on photograph.

(6) Photographs may be layered like shingles.

(7) Identify members in the photos.

(8) Highlight members’ names.

**G. Media**

(1) Include no more than three (3) pages of media clippings which relate to this project only – Use originals when possible.

(2) Include the name of the media source or newspaper and the date the article appeared.

(3) Highlight the name of the club or EHC members’ names if included in the article.

(4) Arrange media pieces on the pages. Media clippings, articles, or etc. may be printed and pasted or inserted electronically.

(5) These may be layered like shingles.

(6) Brochures and handouts used in support of this project may be included in this section.

**H. Correspondence**

(1) Include up to three pages of the most significant letters and thank you notes received that relate to this project only.

(2) Letters and notes should be arranged on and affixed to pages.

(3) These may be layered like shingles.

**I. Project Summary for AEHC Awards Program**-This will be included in the Awards Program.

(1) Summarize your project in 60 words or less.

(2) The name of the county/club, district, project and title of the project should appear at the top of the Summary and does not count toward the 60 word count.

(3) Be specific in achievements.

(4) Identify by name, address, phone number and email address, the person who will be accepting the award for your county/club at the state meeting.