

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.