Format for EHC Project Books

Counties and/or clubs are encouraged to submit an EHC project book representing the work completed in the past year. 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, project and title of the project being reported on should be on the front cover. Is the book an education project book or a community service project book? For example: The education 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.

• Table of Contents

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

• EHC Project Designation Form, FCS 742

• Story – Briefly describe your project in one page or less. Points you might include in your narrative are:

(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?

• 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) Use rubber cement to mount photos on the page.

(5) Add labels below or beside each photo, but not on photograph.
(6) Photographs may be layered like shingles.

(7) Are people in photo identified?

(8) Are names highlighted?

• **News Clippings**

  (1) Include up to three pages of clippings which relate to this project only – Use originals when possible.

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

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

  (4) Use rubber cement to mount the clippings.

  (5) These may be layered like shingles.

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

• **Correspondence**

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

  (2) Use rubber cement to mount the correspondence.

  (3) These may be layered like shingles.

• **Project Summary for AEHC Awards Program** – This will be read at 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 in the Project Summary.

  (3). Be specific in achievements.

  (4) Identify the name and address of the person who will represent your county/club at the AEHC Annual Meeting’s Award Ceremony.

**NOTE:** Project books may be submitted as follows:

• County Project Book (one per county)

• Club Project Book (one per club)