

EHC Project Book Guidelines

Counties and/or clubs are encouraged to submit an EHC project book representing the work completed in the past fiscal year (July 1 - June 30).

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.
- 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, education would be a project to increase knowledge through educational programs.

B. Recognition Section

Each county or 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 in the project book.

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

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

- No more than five pages of photographs are allowed.
- Photographs should relate to this project only.
- Arrange photos on the pages. Photos may be printed or attached to paper.
- Add labels below or beside each photo, but not on photograph.
- Identify and highlight members in the photos' description.

G. Media

- Include no more than three (3) pages of media clippings which relate to this project only. Use originals when possible.
- Include the name of the media source, website, Facebook page, newsletter, blog, newspaper, etc. and the date the article appeared.
- Highlight the name of the club or EHC members' names if included in the article.
- Arrange media pieces on the pages. Media clippings, articles, etc. may be printed and/or taped onto paper. You CAN include social media! Just print it out!
- Brochures and handouts used in support of this project may be included in this section.

H. Correspondence

- Include up to three pages of the most significant letters, email, and thank you notes received that relate to this project only.
- Letters and notes should be arranged on and taped to pages.

I. Project Summary for AEHC Awards Program – This 60-word summary will be included in the Awards Program.

- The name of the county/club, district, project and title of the project should appear at the top of the Summary Page and does not count toward the 60-word count summary. Be specific in achievements.
- Identify the person who will be accepting the award for your county/club at the state meeting. Include their address, phone number, and email address.