

**REQUIRED
ID form**

**Los Angeles County 4-H
2008-2009 Club and Hi 4-H Officers Books
Identification Form and Format**

date _____

Book for Club/Hi 4-H Office: _____

Club or Hi 4-H Name: _____

District: _____

Book completed by Officer name:** _____

phone: (_____) _____ **signature:** _____

** In the case of the Memory/Historian Book, if appropriate, list all names of the committee (of no more than 3 members) that prepared the book.

Officer's age (as of Jan. 1, 2009) _____ **Birth Date** _____

Officer's years in 4-H (as of June 30, 2009) _____

1. Books for the following club or Hi 4-H offices are eligible for this competition:
President Secretary Reporter Other officer book
Vice-President Treasurer Historian/Memory Book.
2. Officer book is to be completed by the club or Hi 4-H officer and should indicate the work done by the officer during the year.
3. Book should include a personal statement by the officer which should include:
 - a. What was done by the officer
 - b. What was learned
 - c. What recommendation to pass on to the next officer
4. Books are judged by district, with a Best Book designated for each office from the corresponding Gold seal books. A county winner will be selected from the district Best Books for each of the seven officer categories. In the case of Hi 4-H books, the judges will decide if a gold seal Hi 4-H officer book earns a special gold county pin.
5. Format and Score Sheet (dated 8/10/06) for officer books will be used for this competition. Copies are available from Club Community Leaders, Hi 4-H Advisors, Noel Keller (909-621-2373) and the county 4-H office (323-260-3854).
6. To be judged, officer books are due **September 15th, 2009** by 4pm in the LA 4-H Office or in the AV 4-H Office in Lancaster or by 10pm to an Incentives & **Recognition Committee (Noel Keller, Judylynn Pelling, Marilyn Nefas, Dee Keese, Nancy Otto and Lisa Heckel).**
7. **Awards are to be** announced by district, preferably at the district Achievement event.
8. This required form must be completed and inserted (securely attached) in the front of the officer book being submitted in the officer book competition.

I have reviewed this officer book for accuracy.

CLUB Community Leader Signature: _____

or Hi 4-H Advisor Signature: _____

Phone Number: (_____) _____

Please explain any special considerations that you want the judges to be aware of when reviewing these records.

Signatures of both officer and the Club Community Leader (or officer and Hi 4-H Advisor) are required for the officer book to be judged.

(04/30/09)

DATE _____

CLUB PRESIDENT'S BOOK

AWARD _____

Format and Score Sheet

This book should record the year's work of the Club President. The book is to be considered a record, not your working Club President notebook. Below is a copy of the President's Book Score Sheet that will be used at the time when officers' books are judged. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

<input type="checkbox"/> required ID form with signatures	possible score	received
Neatness, clarity of information and following format	5	
Title Page	2	
Table of Contents	3	
President information		
a. statement of Club President duties (signed by Club Leader)	5	
b. personal statements by club President,	30	
to include the following:		
1) what was done as President during the year		
2) what was learned by being President		
3) how was the success of the club influenced by your Presidency		
4) what recommendations you would pass on to the next year's President		
c. miscellaneous - not to exceed five pages	5	
Club information:	15	
a. list of club officers and leaders		
b. club member roster		
c. club planned goals for the year		
d. club calendar		
e. list of club committees		
f. club budget		
g. club Constitution and By-Laws		
h. club Newsletters and Announcements (include statement if club has no newsletter)		
i. reports of 4-H club committees, events and activities		
Club meeting agendas, complete and neat, with most recent first	35	
(Use back of form for additional judging comments if necessary)	TOTAL	100%

When submitting officer book to LA County 4-H for judging, the President's Book should be in 8 1/2 by 11 inches format, using an Accotype fastener folder (flat fastener binder), not a 3-ring binder. All pages should be the same size. Smaller items should be attached to a 8 1/2 by 11 inch page. Plastic page protectors should not be used.

85-100 - Gold Book completed by _____
70-84 - Blue Club _____
55-69 - Green District _____
0-54 - Participation Judged by _____

(8/10/06)

DATE _____

**Format and Score Sheet for
CLUB VICE PRESIDENT'S BOOK**

AWARD _____

Complete the **Los Angeles County 4-H Youth Development Planned Program** as the Vice President's Book, plus add a statement about the duties of this office in your club and what you actually did during the year. Below is a copy of the Vice President's Book Score Sheet that will be used at the time when officers' books are judged. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year. **Note** - This form is only for the office of the Vice President, who is in charge of planning the club program for the year.

 required ID form with signatures

SCORE SHEET

possible score received

Neatness, clarity of information, and following format

5

Title Page

2

Table of contents

2

PREPARATION OF CLUB PROGRAM

Planned Program

30

- List:
- Local Club Leaders
 - Local Club Meetings
 - Officers
 - Club Goals
 - Calendar and Meeting Plans
 - Community Involvement Plan(s)

Club program content:

15

- Of interest to both boys and girls
- Of interest to all ages in the club
- Furthers the Club Goals
- Monthly meetings are balanced between business, program and recreation

EXECUTION OF CLUB PROGRAM

Club Completed Goals

5

Actual Club Calendar, meeting content and program

16

what parts of the planned program above actually occurred?

Vice-President information

- a. statement of Club Vice-President duties (**signed by Club Leader**) 5
- b. personal statement by club vice-president, to include: 15
 - 1) what you did as Vice-President during the year
 - 2) what you learned as Vice-President
 - 3) your recommendations for the next Vice-President
- c. miscellaneous - not to exceed five pages 5

(Use back of form for additional judging comments if necessary)

TOTAL 100%

The vice-president book should be bound in an Accotype fastener folder (flat fastener binder), not in a 3-ring binder.

85-100 - Gold Book completed by _____

70-84 - Blue Club _____

55-69 - Green District _____

0-54 - Participation Judged by _____

(8/10/06)

DATE _____

**Format and Score Sheet for
CLUB SECRETARY'S BOOK**

AWARD _____

This book should report the year's work of the Club Secretary. The book is to be a record, not your working Club Secretary notebook. Below is a copy of the Secretary's Book Score Sheet that will be used at the time when officers' books are judged. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

required ID form with signatures **SCORE SHEET** possible score received

Neatness, clarity of information and following format	5
Title Page	2
Table of contents	2
SECRETARY'S INFORMATION	5
a. statement of Club Secretary's duties (signed by Club Leader)	
b. personal statement by Club Secretary, to include the following:	15
1. what you did as Secretary during the year	
2. what you learned as Secretary	
3. your recommendations for the next Secretary	
c. miscellaneous - not to exceed 5 pages	5
SECRETARY'S RECORDS	
Club Officers and Community Leader	1
Club Project and Resource Leaders	1
Club Roster of Members and Leaders	1
Club Committees and Members	2
Club Constitution and By-Laws	1
Club Calendar of Meetings and Events	2
Club Planned Goals for the Year	1
Club Roll and Attendance Record	5
Club Correspondence Record (received and sent)	2
MINUTES OF THE MEETINGS	50
(Use back of form for additional judging comments if necessary)	TOTAL 100%

When submitting the officer book to LA County 4-H for judging, the Secretary's Book, should be bound in an Accotype fastener folder (flat fastener binder), not in a 3-ring binder.

85-100 - Gold Book completed by _____
70-84 - Blue Club _____
55-69 - Green District _____
0-54 - Participation Judged by _____

DATE _____

**Format and Score Sheet for
CLUB TREASURER'S BOOK**

AWARD _____

This book should report the year's work of the Club Treasurer. It should contain the treasurer's forms copied from the **Treasurer's Manual (4-H-1035)**, plus a statement about your officer work during the year. Below is a copy of the Treasurer's Book Score Sheet that will be used at the time when officers' books are judged. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

required ID form with signatures **SCORE SHEET** possible score received

Neatness, clarity of information and following format 5

The 4-H Treasurer's Reports cover page (blanks filled in) 2

Table of contents 2

TREASURER'S INFORMATION

- a. statement of Club Treasurer's duties (**signed by Club Leader**) 5
- b. personal statement by Club Treasurer, 15
 - to include the following;
 - 1) what you did as Treasurer during the year
 - 2) what you learned as Treasurer
 - 3) your recommendations for the next Treasurer
- c. miscellaneous - not to exceed 5 pages 5

Club/Unit Budget (complete, accurate and signed.) 5

Monthly Ledger Reports (kept up to date and accurate) 51

- a. Ledger Reports - one for each month (12)
- b. Ledger Reports: sub-account (if used, one for each month)
 - attach with Ledger Reports:
 - 1. Reconciled Bank statements for each month
 - 2. Receipts for income (optional) copies acceptable
 - 3. Canceled checks (optional)
 - 4. Expense receipts (copies acceptable)
 - 5. Monthly treasurer's reports for club meetings

Annual Financial Report (Complete, accurate and signed) 5

Annual Inventory Report (Complete, accurate and signed) 5

Audit Report/Peer Review (filled out completely with signatures) 5

(Use back of form for additional judging comments if necessary) TOTAL 105 points

When submitting the officer book to LA County for judging, the Treasurer's Book should be bound in an Acco-type fastener folder (flat fastener binder, not a 3-ring binder).

85-105 - Gold Book completed by _____
 70-84 - Blue Club _____
 55-69 - Green District _____
 0-54 - Participation Judged by _____

DATE _____

**Format and Score Sheet for
CLUB MEMORY/HISTORIAN BOOK**

AWARD _____

The book should present the year's activities of the Club and should be prepared by the Club Historian (or a designated committee of no more than three members). The book should be suitable to show to prospective 4-H members who want to know more about your club. Photos are highly desirable, but not required. When compiling the book, keep in mind you want to include all the high points of the year and present what is special about your club. Consider it a possible future recruitment document.

<input type="checkbox"/> required ID form with signatures	<u>SCORE SHEET</u>	Possible Score	Received
Neatness, clarity of information and following format		5	
Title page		2	
Table of contents		2	
Club information:		6	
a. list of club officers and leaders			
b. club roster			
c. Club calendar			
d. Club project list			
<u>CLUB'S MEMORIES</u> - be creative in how you present your club's year		75	
This section could include the following:			
a. Events (arranged monthly)			
events could be represented in various ways, such as photos, drawings, flyers, programs, etc.			
events could include monthly meeting programs, parties, parades, fair participation, community service, field days, workshops, etc.			
b. Club projects			
c. Club newsletters and announcements			
d. Club in the News			
copies of actual published articles about the club			
e. Club Correspondence			
correspondence received by the club, i.e. thank yous, etc.			
Officer information:		10	
Historian information	(signed by Club Leader)		
a. statement of Club Historian duties (or assignment of the committee)			
b. personal statement by club historian (or committee)			
as to what was done during the year (limit one page)			
Reporter information (ONLY if Club Reporter is part of Club Memory Book committee)			
a. statement of Club Reporter duties (signed by Club Leader)			
b. personal statement by club reporter			
as to what was done during the year (limit one page)			
(Use back of form for additional judging comments)		TOTAL	100%

All pages in the Memory Book should be the same size. Smaller items should be attached to the page. A folded program should be attached with tape so that it can be read. Photos should not be shingled, overlapped or covered with plastic.

85-100 - Gold	Book completed by _____
70-84 - Blue	_____
55-69 - Green	Club _____ District _____
0-54 - Participation	Judged by _____

(8/10/06)

DATE _____

**Format and Score Sheet for
REPORTER'S BOOK**

AWARD _____

This book should record the year's work of the Club Reporter. Below is a copy of the Reporter's Book Score Sheet that will be used at the time when officers' books are judged. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

NOTE - If the Club Reporter is part of the designated Club Memory Book committee, then the Club Reporter may not submit a separate Reporter's Book.

- required ID form
with signatures

SCORE SHEET

possible score received

Neatness, clarity of information, and following format`

5

Title Page

2

Table of Content

3

Reporter information

a. statement of Club Reporter duties (**signed by Club Leader**)

5

b. personal statement by club reporter, to include the following:

15

1) what you did as Club Reporter during the year

2) what you learned as Club Reporter

3) your recommendations for the next Club Reporter

c. miscellaneous - not to exceed five pages

5

Reporter accomplishments

65

This section should record and display the work of the club reporter.

Club newsletters and announcements

(include only if made by the Club Reporter)

include copies in chronological order, with latest last

Club publicity (**include only if articles written by club reporter**)

chart of news articles written, submitted to, and published

include copies of submitted news articles and photos

and copies of actual published articles, with latest last

TOTAL

100%

(Use back of form for additional judging comments if necessary)

When submitting officer book to LA County 4-H for judging, the Reporter's Book should be in 8 1/2 by 11 inches format, using an Accotype fastener folder (flat fastener binder), not a 3-ring binder. All pages should be the same size. Smaller items should be attached to a 8 1/2 by 11 inch page. Plastic page protectors should not be used.

85-100 - Gold

70-84 - Blue

55-69 - Green

0-54 - Participation

Book completed by _____

Club _____

District _____

Judged by _____

DATE _____

**Format and Score Sheet for
OTHER OFFICER'S BOOK**

AWARD _____

(not President, 1st Vice-President, Secretary, Treasurer, Reporter or Historian)

This book should record the year's work of the Club Officer. Below is a copy of the Other Officer's Book Score Sheet that will be used at the time when officers' books are judged. Please review and follow the stated criteria, noting possible score.

Use this score sheet as a reference as you work on your book throughout the year.

required ID form
with signatures

SCORE SHEET

possible score received

Neatness, clarity of information and following format

5

Title Page

2

Table of Contents

3

Officer information

25

a. statement of Club Officer duties (**signed by Club Leader**)

b. personal statements by club officer

1. what you did in this office during the year

2. what you learned from being this officer

3. what you would do

if you could go back and start over

4. suggestions for next person in this office

Officer accomplishments

55

This section should record and display the work of the club officer.

Since "other club offices" vary in what is done, be creative and descriptive in recording your office. This section could contain log sheets, sign-up sheets, publicity notices, flyers, news articles, diagrams, etc., pertaining to your office. Organize this information in a clear, orderly manner.

Visual presentation - not to exceed five pages

10

Photos or pictures of officer in action (captions are encouraged)

(Use back of form for additional judging comments if necessary)

TOTAL

100%

When submitting officer book to LA County 4-H for judging, the Other Officer's Book should be in 8 1/2 by 11 inches format, using an Accotype fastener folder (flat fastener binder), not a 3-ring binder. All pages should be the same size. Smaller items should be attached to a 8 1/2 by 11 inch page. Plastic page protectors should not be used.

85-100 - Gold

70-84 - Blue

55-69 - Green

0-54 - Participation

Book completed by _____

Club _____

District _____

Judged by _____

(8/10/06)