

4-H OFFICER NOTEBOOK SECRETARY

Name: _____

Club: _____

BASIS OF AWARDS:

	Excellent	Good	Fair	Needs to Improve
Enrollment/Club Roll:				
List of Club Committees:				
List of Leaders: Community, project, parents' committee				
Neatness:				
Minutes Complete and Signed:				

Comments:

Rating:

Purple

Blue

Red

White

Following the 4-H year, the Secretary's book should be placed along with the historian, reporter, and treasurer's books in a safe place to insure that a permanent record is retained for historical reference.

4-H OFFICER NOTEBOOK REPORTER

Name: _____

Club: _____

BASIS OF AWARDS:

	Excellent	Good	Fair	Needs to Improve
Organization/neatness: Include title page about the individual table of contents.				
Completeness: Story for each month, copy of each story, plus paper clippings, includes dates.				
Quality of writing: Story should not be like the club minutes.				
Timeliness:				
Goals & Evaluation: Plans for events that were to be covered and statement on how they did during the year.				

Comments:

Rating: Purple Blue Red White

Following the 4-H year, the Reporter's book should be placed along with the historian, secretary, and treasurer's books in a safe place to insure that a permanent record is retained for historical reference.

**4-H OFFICER NOTEBOOK
TREASURER**

Name: _____

Club: _____

BASIS OF AWARDS:

	Excellent	Good	Fair	Needs to Improve
Balance on hand listed each month:				
Money received/paid each month:				
Balance reconciled each month:				
Neatness:				

Comments:

Rating:

Purple

Blue

Red

White

Following the 4-H year, the Treasurer's book should be placed along with the historian, reporter, and secretary's books in a safe place to insure that a permanent record is retained for historical reference.

4-H OFFICER NOTEBOOK HISTORIAN

Name: _____

Club: _____

BASIS OF AWARDS:

	Excellent	Good	Fair	Needs to Improve
Begins with October 4-H meeting.				
Book tells the story of the club for the current year as a whole using newspaper clippings, pictures, program books, etc. Items are only included if they involve members of the club.				
Reporter's newspaper clippings of monthly meetings are not put in the historian's book, since they are included in the reporter's book.				
Cover is attractive and durable to preserve the history of the club.				
Title page reflects club name, year, and historian's name.				
Pictures are labeled with activity dates and names.				
Highlight member's names in clippings, picture captions, programs, etc.				
Book is neat and well organized.				

Comments:

Rating: Purple Blue Red White

Following the 4-H year, the Historian's book should be placed along with the reporter, secretary, and treasurer's books in a safe place to insure that a permanent record is retained for historical reference.

4-H OFFICER NOTEBOOK OTHER

Name: _____

Club: _____

BASIS OF AWARDS:

Basis of Evaluation	Maximum Points	Score
Suitability: <ul style="list-style-type: none"> to the age of the 4-H member to the level of his experience in 4-H (as determined by number of years as a member) to the office being presented 	20	
Appearance: <ul style="list-style-type: none"> Is it appealing and eye-catching to the viewer? Is it easy to read? Is it suitable for the office being presented? Did the 4-H'er use originality? Creativity? Neatness? Are design principles well used? 	40	
Content: <ul style="list-style-type: none"> Does it show and/or tell worthwhile information learned by the 4-H'er in this office? Is the information presented in a way that can be understood and used by others? Did the 4-H'er use his own ideas and words, rather than just copying others'? Is the topic suitable for the method of presentation (notebook or display) chosen? 	40	
TOTAL POINTS	100	

Comments:

Rating:

Purple

Blue

Red

White