

The Award Winning President

The main duties of a 4-H club president are to preside over meetings, know parliamentary procedure, appoint committees, involve all members, plan agenda's and delegate responsibilities.

To be an award winning president be sure to include the following in your notebook.

Basic Requirements:

1. Copy of your club program prepared by vice president. Club program should include calendar of events, constitution and by-laws, list of members addresses and phone numbers, etc.
2. Committee assignments and reports.
3. Meeting agendas which include detailed information of what went on during meetings. Proof of an order of business and organization.
4. Proof of involvement of all club members. As president, you need to delegate responsibilities and appoint committees.
5. Make your notebook neat and attractive so it can be used to train new officers in your club.

The Award Winning Vice President

One of the Vice President's duties is to guide the club in development of a written program which is beneficial to all members of the 4-H club.

The 4-H Committee recommends that you prepare a club program for all members to take home. You are to submit a copy of the program to the County Extension Office by May 1st.

For Outstanding Vice President Award officer must attend interview judging on the designated date only. The following guidelines will help you.

Basic Requirements:

1. The program should be typed and copies should be distributed to all members. Suggestions of where to have copies made include churches, school and a parent's place of business.
2. Tips on planning a club program are available at the Extension Office.
3. Cover - should be attractive and should stand out so that members can locate it easily. Encourage members to post the program for all family members to see.
4. Club Roll - include section on club leadership - officers, advisors and junior leaders.
 - include membership roster.
 - include phone numbers so that a member can contact other members easily.
5. Club Program - should include an outline of all planned club meetings - dates, locations, special programs, member assignments, project work, etc.
6. Calendar of Events - include meeting dates special events of the club and county events which are important to the club.
7. Committee Assignments - divide assignments between club members. Include any major committees needed by the club - may wish to assign a junior leader to each committee.
8. Constitution & By-Laws - guidelines on writing a constitution are available in the Secretary Book - make sure it fits the clubs needs - members signatures are not needed in the club program.
9. Make it attractive and helpful to members.
10. Complete interview judging for Outstanding Officer on designated date only.

*Be Creative! Do what ever you can to make your officer position the best, but be sure to include the basic requirements.

The Award Winning Secretary

4-H Club Secretaries have used these methods to achieve an "Outstanding Secretary Award".

Basic Requirements:

1. Record book must be completed in ink.
2. Records must be completed for each meeting.
3. Records must be neat and readable.
4. Minutes should be written according to guidelines in the Secretary's Book.
5. Minutes must be signed by president and secretary.
6. Record book must include:
 - a. Club picture
 - b. Club program
 - c. News clippings (if published, or verification by an advisor that reports were not published.)
7. Neat and accurate record of membership attendance and assignments if necessary.
8. Member must attend interview judging for outstanding officer award on designated date only.

Suggestions for Excellence

1. Put club news clippings in an attractive organized form.
2. Use news clippings of other 4-H events in which your club's members were involved.
3. Use pictures of club meetings or member projects - put in an attractive organized form.
4. Use the Secretary's book score sheet as a guideline.
5. Write only in your book after you are sure your minutes are correct. Erasers should be avoided.
6. May design an attractive cover, if desired.
7. Dress appropriately for an interview.
8. Don't chew gum during interview.

Be Creative! Do what ever you can to make your officer position the best, but be sure to include the basic requirements.

The Award Winning Treasurer

4-H club Treasurer's have used these methods to achieve the "Outstanding Treasurer's Award".

Basic Requirements

1. Read the Treasurer's Book.
2. Records must be complete in INK
3. Records must be neat and readable.
4. Records must be accurate - all arithmetic must be correct.
5. Records must be complete for each month even if there was no income or expense.
6. Record book must include:
 - a. Record of dues (If your club doesn't have dues, write NONE in the space for dues records). Need not keep attendance. Record only record of dues.
 - b. Summary of year.
 - c. Annual audit - signed by club committee members only.
7. Complete interview judging for outstanding officer award on designated date only.

Suggestions for excellence

1. Use the Treasurer's Book score sheet as a guide.
2. Include separate itemized records pertaining to other money making projects.
3. Club records may be kept in any book that can be designed to meet your club's bookkeeping needs.
4. Dress appropriately for an interview.
5. Don't chew gum during interview.

***Be Creative!** Do what ever you can to make your officer position the best, but be sure to include the basic requirements.

The Outstanding Community Service Officer 4-H Award

Awards are presented to Community Service Officers who complete an outstanding 4-H Community Service program during the club year. Outstanding Service Officer(s) of the club will receive an award.

Basic Requirements:

1. Submit a notebook or scrapbook to the County Extension Office by the deadline. The notebook must include:
 - a. A summary (minimum one-page) of the completed club community service project summary (a story about the club's community service project: who did what, when things were to be completed, why and how the club selected the project, who benefitted from the project, who reported the project and who evaluated the project. Also, the summary needs to have any changes you would make in the community service project and would you do this project again.)
 - b. Evidence that the items on the score sheet were completed. This can include pictures, news clippings, sample materials used, copy of the club program, refreshments menu, letters and other items that show what the club did for their community service project.
 - c. List of participants and their responsibilities in the community service project.
 - d. List members' and advisors' phone numbers, e-mail, and addresses for easy access.
2. Bring poster display with pictures of community service to judging. This poster display will be the one the club uses for honor points.

Recommendations:

The Community Service Officer is responsible for organizing the club's project from the beginning to the end. As the Community Service Officer, you should try to find new and creative ideas for your club to participate. All club members should have an active role and committee(s) should be formed to accomplish the goals of the project. The officer who gets all of the club members involved with a meaningful community service project will be a topnotch leader.

The Award Winning News Reporter

4-H Club News Reporter's have used these methods to achieve the "Outstanding News Reporter Award".

Basic Requirements

1. Scrapbook must include a news clipping from the newspaper of each 4-H club meeting.
2. Each news article must be:
 - a. Interesting
 - b. Name the people involved
 - c. Have most important items first
 - d. Be complete but not wordy
 - e. Be neatly written when sent to newspaper
3. Your scrapbook will tell the story of your 4-H club activities through your newspaper article.
4. Scrapbook must include:
 - a. Cover
 - b. Club's name
 - c. Your name
 - d. Table of Contents
 - e. Copy of club program
5. If you choose to turn your special activities into the radio, do so immediately after the activity. Regular news of meetings is not appropriate for radio unless it involves a special ceremony, honor, or activity.
6. Include pictures of the Officers.
7. Attend interview judging for outstanding officer award on the designated date only.

Suggestions for Excellence

1. Original cover - use your imagination by thinking of something unique about your club, 4-H or news reporting.
2. Use a theme for your book to tell your club's 4-H story.

Cover Ideas

Picture of Typewriter
4-H Clover
Barn
Sewing Machine
Measuring Cup
Picture of club

Theme Ideas

"News Headlines"
"Marion Marvels Monitor"
"Future Farms of Tomorrow"
"Fashion News"
"Young Homemakers"

Organization:

1. Cover should set theme for scrapbook.
2. Table of Contents
3. An introductory page should briefly tell about you and your club.
4. Each clipping should be identified by date with one clipping per page. Newspaper photos, drawing, or quotes add to the interest, but should not clutter.
5. Include a copy of club program.
6. Outside news article pertaining to 4-H activities may be included as long as club members are involved.
7. Dress appropriately for an interview.
8. Don't chew gum during interview.

*Be Creative! Do what ever you can to make your officer position the best, but be sure to include the basic requirements.

The Award Winning Historian

4-H Club News Reporter's have used these methods to achieve the "Outstanding Historian Award".

Basic Requirements

1. Scrapbook must include a news clipping from the newspaper of each 4-H club meeting.
2. Your scrapbook will tell the story of your 4-H club activities through your newspaper article.
3. Scrapbook cover must include:
 - a. Cover
 - b. Club's name
 - c. Your name
 - d. Table of Contents
 - e. Copy of club program
 - f. Date of Current Year
 - g. Date Club was founded
4. Content of Scrapbook should include:
 - a. Club constitution & program book
 - b. Pictures of past members/activities (if available)
 - c. Brief history of club (100 words or less)
 - d. Current year's records (photos, newspaper clippings, activities)
 - e. Club members past and present award recognition
 - f. Other officer activities the officer has done
5. Include pictures of the Officers.
6. Attend interview judging for outstanding officer award on the designated date only.

Suggestions for Excellence

1. Original cover - use your imagination by thinking of something unique about your club, 4-H or history of club.
2. Use a theme for your book to tell your club's 4-H story.

Cover Ideas

Picture of Club members
4-H Clover
Barn
Sewing Machine
Measuring Cup
Picture of club

Organization:

1. Cover should set theme for scrapbook.
2. Table of Contents
3. An introductory page should briefly tell about you and your club.
4. Each clipping should be identified by date with one clipping per page. Newspaper photos, drawing, or quotes add to the interest, but should not clutter.
5. Include a copy of club program.
6. Outside news article pertaining to 4-H activities may be included as long as club members are involved.
7. Dress appropriately for an interview (nice clothes, hair neat).
8. Don't chew gum during interview.

*Be Creative! Do what ever you can to make your officer position the best, but be sure to include the basic requirements.

The 4th H Award

Awards are presented to Health Officers who complete an outstanding 4-H Health program during the club year. Outstanding Health Officer(s) of the club will receive an award.

Basic Requirements:

1. Submit a notebook or scrapbook to the County Extension Office by the deadline. The notebook must include:
 - a. The completed health summary (a story about the club health activities). What did your club do this year to learn about health?
 - b. Evidence that the items on the score sheet were completed. This can include pictures, news clippings, sample materials used, copy of the club program, refreshments menu, letters and other items that show what the club

SCORE SHEET

4-H SAFETY LEADER

Name _____ Age _____ Club _____

OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

	Needs Improvement	Good	Very Good	Excellent
Held or helped with community safety activity (Example: Safety Town, Survey of Community Safety Needs, Correcting a Safety Hazard, Home Safety Inspections, etc.)				
Participate in county Health/Safety Speaking or Skit Contest (Date to be announced)				
Had one or more meetings of the 4-H club devoted to safety. (Example: Speaker, film, slides, tour, etc.)				
Completed activities in Safety Officer Book				
Had safety reports or demonstrations at local club meetings.				
One page safety summary telling about club safety program.				
Cover				
Interview judging/knowledge				
Appearance				

Comments: _____

The Environmental Award

Awards are presented to Environmental Officers who complete an outstanding 4-11 Environmental Program during the club year. Outstanding Environmental Officer(s) of the club will receive an award.

Basic Requirements:

1. Submit a notebook or scrapbook at officer judging. The notebook must include:
 - a. The completed Environmental Summary. (Story about clubs environmental program). What did the club do this year to help protect and preserve our environment?
 - b. Evidence that the items on the score sheet were completed. This can include pictures, news clippings, sample materials used, copy of the club program, letters and other items that show what the club has done for the environment.
2. Only one report will be accepted per club. If a club has junior and senior Environmental Officers, they should work together in submitting the report.
3. The report must be signed by the club advisor.
4. Members must attend interview judging for outstanding officer award on designated date only.

Other Suggestions:

1. Make an attractive cover for the report.
2. Include pictures of the Environmental Officer(s).
3. Organize the report in a logical manner and have a table of contents.

***Be Creative!** Do what ever you can to make your officer position the best, but be sure to include the basic requirements.