

2023-2024 4-H Year

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|  | 4-H OFFICER RECORD BOOK  HISTORIAN |

**FOR USE AS THE 4-H PROJECT BOOK**

4-H Age Division (Circle One): Junior (8-10) Intermediate (11-13) Senior (14-18)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age (on September 1, 2023) \_\_\_\_\_\_

4-H Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in 4-H \_\_\_\_\_\_ Years as Historian \_\_\_\_\_\_

Date You Started this Book \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_ Date You Finished this Book \_\_\_\_ \_\_\_\_ \_\_\_\_\_

Month Day Year Month Day Year

*I certify that I have personally been responsible for keeping records on this project and I have personally completed this Record Book.*

Youth Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Completion Date \_\_\_\_\_\_\_\_\_\_\_\_

*I (the 4-H member’s parent/guardian) certify that my child has personally completed this Record Book, and I have reviewed it for completeness and accuracy of reporting.*

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

*I (the 4-H member’s Club Leader) certify that this youth is an active participant in this project. I have reviewed this Record Book for completeness and accuracy of reporting*.

4-H Leader Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

An Equal Opportunity Instuon. 4-H is the naon’s largest youth development organizaon. Over 230,000 members in the State of Florida help to make up the community of more than 6.5 million young people across America. 4-H is a non-formal, praccal educaonal program for youth. Florida 4-H is the youth development program of Florida Cooperave Extension, a part of the University of Florida/IFAS.

# The Historian

The dictionary defines a historian as “a writer or student of history.” The club historian is a writer or student of his or her club’s history. Why should we keep a record of our club’s history? One reason is to have an account of your club’s 4-H interests and accomplishments. Another reason is to be able to share what your club has done with others. Keeping a history of your club also leaves a legacy for future members. Refer to Florida 4-H Officers’ Handbook <https://edis.ifas.ufl.edu/publication/4h049>

# Duties of the Historian

* Collect memorabilia from club members about the events and activities of the club or council.
* Take photographs that showcase the events and activities of your club or council.
* Compile memorabilia in an orderly manner, such as a scrapbook or digital photo library.
* Arrange for the display of your club’s history and/or memorabilia at appropriate occasions.

# Responsibilities of ALL Officers

The 4-H Club Officers working under the supervision of the leader perform many duties. Some of these important duties are:

* Arrange for a meeting place and take proper care of it.
* Attend the 4-H Officers Training Session.
* Conduct and take part in meetings.
* Help every 4-H member find a place in the club or council and an opportunity to contribute.
* Keep the club records and provide them to the club leaders or advisors as needed.
* Maintain a good relationship with all individuals and groups.
* Maintain a good spirit and interest in the club or council.
* Maintain contact with the extension office.
* Plan the program for the year.
* Secure new members and organize the club or council.

4-H Officer Record Book Guidelines:

It is suggested that a copy of this book be made for use as a work copy. Records can then be transferred into your final copy of the book for submission.

* Your Record Book should start when you begin your project work, or on **September 1st of the current 4-H year (for ongoing projects)**.

* Section 1 must be completed at the beginning of your project. Complete the other sections throughout the 4-H year, do not wait until the end of the year to start your book.

* **Do not use ditto marks anywhere in this book.**

* Your Record Book must be handwritten or typed **BY YOU, THE 4-H MEMBER. Juniors may use pencil or pen (blue or black ink), Intermediates & Seniors must use pen (blue or black ink).**

* All sections must be completed, or an indication must be made that the section does not apply to your project.

* All Signature/Initial lines must be hand signed. Electronic signatures will not be accepted. Pages with an initial line must be initialed by the youth or the work will not be considered for grading by 4-H.

# Section I: PLANS AND GOALS

*(To be completed, signed, and dated at the beginning of project)*

What are your goals as your club’s Historian this year? What do you want to do or achieve?

*Hint: think of why you took this office. Choose at least 2 goals that are obtainable and relevant.*

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**Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What has your club leader agreed to help you with this year?

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**Leader’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

How will your parent(s)/guardian(s) help you with your officer role this year?

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**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Section II: OFFICER ACHIEVEMENTS

Number of Business Meetings your club held this year: \_\_\_\_\_\_\_\_ Number you attended \_\_\_\_\_\_\_\_

List Workshops or Training Sessions you attended or helped arrange as Historian:

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| --- | --- |
| **Date** | **Activity** |
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List club activities you helped organize/lead/coordinate as an officer in your club (not specifically related to the office of Historian):

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| **Date** | **Activity** |
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Did you achieve your goals? How?

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*By initialing this page, I certify that I personally wrote this report, and that the information is correct and true \_\_\_\_\_\_\_*

# Section III: SCRAPBOOK

As the historian, you are responsible for creating and submitting a scrapbook of your club’s activities for the year. The scrapbook can be hand made or digitally made. Digital scrapbooks must be printed and bound for submission. Use the checklist below to help you keep track of what you have included in your scrapbook.

**Organize the book in either:**

\_\_\_\_\_ Chronological order (i.e., monthly from September through August) or

\_\_\_\_\_ Sections (i.e., I-Meetings and Activities, II-Field Trips Fairs, III-County Level Activities, IVCommunity Service, etc.)

**Required Scrapbook Information:**

\_\_\_\_\_ Club member names, ages and years in 4-H (must be typed or neatly written in ink)

\_\_\_\_\_ Group photo of all club members

\_\_\_\_\_ Group photo of all club officers and leaders \_\_\_\_\_ Written descriptions to appear under pictures

**Suggested items to be included:**

Snapshots of:

\_\_\_\_\_ club meetings and activities

\_\_\_\_\_ Field trips, tours, workshops, clinics, etc.

\_\_\_\_\_ Guest speakers

\_\_\_\_\_ Club recreation and parties

\_\_\_\_\_ Club participation in Fairs, County Events, other State/County competitions

\_\_\_\_\_ News article on 4-H club activities and/or special recognition of members

\_\_\_\_\_ Articles submitted by club reporter and printed in local media, 4-H newsletter, etc.

# Section IV: PROJECT PICTURES

Use a minimum of 5 pictures to tell the story of your officer role. Under each picture, write a caption to explain what you are doing and why. Captions should be in complete sentences Your photos should demonstrate at least 4 (four) different skills that you have learned. These are pictures of you doing your work as historian. Make sure to check your spelling and grammar.

DO NOT COVER UP THE DIRECTIONS

DO NOT ADD ADDITIONAL PAGES

Section IV: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section IV: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

# Scoring System

Each section of this Record Book will be scored by the judge based on the completeness and accuracy of that section. You must initial the bottom of each page where there is an initial line in order for that page to be counted in your final score. This record book is not included as a part of your overall Member Record Book Score.

|  |  |  |
| --- | --- | --- |
| Section | Item | Points Possible |
| Cover | Signatures | 3 |
| I | Plans and Goals | 10 |
| II | Officer Achievements | 12 |
| III | Scrapbook | 50 |
| IV | Project Pictures | 20 |
|  | Overall Neatness, Accuracy, Grammar & Spelling | 5 |
|  | **Total Possible Points for Project Record Book** | **100** |

## Ribbon Awards

**Blue:** 90% - 100%

**Red:** 80 - 89%

**White:** 79% - 0%

