

2023-2024 4-H Year

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|  | 4-H OFFICER RECORD BOOK  PRESIDENT |

**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 President \_\_\_\_\_\_

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 President

So, you’re the President of your 4-H Club or County Council! You have a very important job. Your fellow 4-H members have shown their faith in your leadership by electing you to the highest position in your club or council. The harmonious working of the group depends on you. You should learn how to conduct a business meeting, how to cooperate with other 4-H members, and how to make your club or council run smoothly. Refer to Florida 4-H Officers’ Handbook <https://edis.ifas.ufl.edu/4h049>

# Duties of the President

* Plan the business part of meeting with other leaders before meetings are held.
* Check on meeting arrangements, seating, lights, and temperature of the meeting place.
* Prepare a meeting agenda in advance.
* Know parliamentary procedure so that you can conduct an orderly meeting.
* Start and stop the meeting on time.
* Preside and call the meeting to order and direct the business meeting.
* Appoint a temporary secretary if the secretary is absent.
* Keep order. Be courteous but firm.
* Provide opportunities for all members to be heard. Encourage everyone to participate.
* Decide points of order fairly.
* Guide the meeting in a courteous, tactful way; avoid talking too much. Keep the program moving. The meeting belongs to the 4-H’ers. The president is only the “pilot” and should avoid giving opinions on motions under discussion.
* Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
* Appoint committees when directed by the club or council, and define the responsibilities of the committees. Counsel with leaders if necessary.
* Work closely with your club or council advisor/volunteer to plan, practice and evaluate your work.
* Work with your elected officer team to plan, carry out and evaluate successful meetings.
* Check frequently on progress of committees and ask for a report from each chairman.
* Delegate responsibilities so that every 4-H’er has some job in the group at one time or another.
* Coordinate with the Vice-President to ensure there is a program planned for each meeting.
* Arrange to have another person (usually the vice-president) preside if you cannot attend a meeting.
* Work with other officers to plan programs and carry out events.

# 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 President 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 President:

|  |  |
| --- | --- |
| **Date** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |

List club activities you helped organize/lead/coordinate as the President (beyond club business meetings):

|  |  |
| --- | --- |
| **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: Club Meetings

-H club meetings. Use the table below to

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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# Section III: Club Meetings, Continued

-H club meetings. Use the table below to

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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# Section III: Club Meetings, Continued

-H club meetings. Use the table below to

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

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| --- | --- | --- | --- |
| **Meeting Date/Time:** |  | **Meeting Location:** |  |
| **Icebreaker:** |  | | |
| **Program, Event, or Activity:** |  | | |
| **Guest Speaker(s):** |  | | |

# Section IV: AGENDAS

Attach the agendas for each of your club meetings to this book.

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

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 President. Make sure to check your spelling and grammar.

DO NOT COVER UP THE DIRECTIONS

DO NOT ADD ADDITIONAL PAGES

DO NOT ADD ADDITIONAL PAGES

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 | Club Meetings | 10 |
| IV | Agendas | 40 |
| V | 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%

