2023-2024 4-H Year

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|   |  4-H OFFICER RECORD BOOK VICE 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 VP \_\_\_\_\_\_

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 Vice President

The Vice president is next in rank to the President. You take the place of the President if that officer resigns or is not present at a meeting. Your most important job as the Vice President of your club is to act as the Chairperson of the Program Committee. Refer to Florida 4-H Officers’ Handbook [https://edis.ifas.ufl.edu/4h049.](https://edis.ifas.ufl.edu/4h049)

# Duties of the Vice President

* Know parliamentary procedure so that you can conduct an orderly meeting.
* Preside at meetings in the absence of the President.
* Know the duties of the President.
* Serve as Chairperson of the Program Committee - A program consists of a combination of talks, movies, demonstrations, PowerPoint slides, or musical presentations as determined by the Program Committee. Programs should be interesting to members and well-balanced with variety to maintain members’ interest and enthusiasm. Avoid repetition by varying the program from meeting to meeting. If in doubt about what is a quality educational program for the club, contact your 4-H agent.
	+ Prepare a calendar of events. o Follow through with each monthly program for the year. o Notify members who are on the program.
	+ Arrange each program so that it is well-balanced.
* Announce the program at each meeting.
* Work closely with the President, leaders, and other officers on all club activities.
* Consult with the President on plans or special work needed.
* As Program Chairperson, sit near the front of the room or at the table with the President and
* Secretary.
* Attend the officer training session

# Procedure for When You Have a Guest Speaker

* Know the following about the speaker before they arrive:
	+ The speaker’s full name and how to pronounce it properly. o The title the speaker prefers to be introduced with. o The name of the speaker’s topic.
	+ The speaker’s preference about questions or discussion after the speech.
* Meet the speaker at the door and extend a cordial welcome.
* Introduce the speaker to some of the members, officers, and leaders (who may briefly discuss 4-H with the speaker to familiarize them with the organization).
* Discuss meeting plans, the time allowed for the speech, and when the speaker is to appear in the program.
* Encourage members to be ready to start a discussion or ask questions after the speech.

# 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 Vice 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 Vice President:

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

List club activities you helped organize/lead/coordinate as the Vice 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

As the vice president, you are responsible for helping to plan your 4-H club meetings. Use the table below to plan your club’s yearly calendar and identify how you will assist the president at each meeting.

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

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

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

# Section III: Club Meetings, Continued

As the vice president, you are responsible for helping to plan your 4-H club meetings. Use the table below to plan your club’s yearly calendar and identify how you will assist the president at each meeting.

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

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

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

# Section III: Club Meetings, Continued

As the vice president, you are responsible for helping to plan your 4-H club meetings. Use the table below to plan your club’s yearly calendar and identify how you will assist the president at each meeting.

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

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

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

# Section IV: COMMITTEES AND OTHER ACTIVITIES

Indicate other activities or special duties you assumed in your role as club/council vice president. This may include serving as the Chairman of the Program Committee or another committee.

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*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 Vice 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  | 20  |
| IV  | Committees and Other Activities  | 30  |
| 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%

