2023-2024 4-H Year



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|  | 4-H OFFICER RECORD BOOK  REPORTER |

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

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| 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 Reporter \_\_\_\_\_\_

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 Reporter

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career! The 4-H Club Reporter has the privilege and opportunity of telling others about 4-H and its events. To be news, an event must be one or more of the following: 1) recent, 2) important, 3) unusual, 4) interesting, or 5) close to the place of publication, and it must always be accurate!

*Note: minutes of a meeting are not considered news, and recording minutes is the Secretary’s job, not the Reporter’s.*

Newspaper editors like 4-H news because their readers like to know what young people in the community are doing! For your club or council to obtain the support, respect, and goodwill of the local people, it is important to keep them aware of the good work done by your 4-H club. To do this, your reports must be factual and answer the questions of who, what, when, where, why, and how. Refer to Florida 4-H Officers’ Handbook <https://edis.ifas.ufl.edu/publication/4h049>

# Duties of the Reporter

* Spread the goods news of 4-H and your club to the people of your community.
* Write a report about your club’s activities and send it to the 4-H office before the newsletter entry deadline so that it can be included in the quarterly 4-H newsletter.
* Work with your Leader and your 4-H Agent to send a report about your club’s activities to the editors of local newspapers and/or to post on social media. Remember, old news is worse than no news, so make sure you send your report to the editor(s) A.S.A.P. after events you are reporting on.

# 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 Reporter 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 Reporter:

|  |  |
| --- | --- |
| **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 Reporter):

|  |  |
| --- | --- |
| **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: Articles/Publications

As the reporter, you are responsible for creating and submitting articles describing your club’s activities during the year. These articles should be submitted to your County Reporter to go in the 4-H Newsletter, to the local newspaper, and posted on social media (if your club shares information through social media). Record your submissions here, and attach samples on the next page of this book.

County 4-H Newsletter Submissions (reporters should try to submit one article per quarterly newsletter):

|  |  |
| --- | --- |
| **Date Submitted** | **Article Title** |
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List article/reports/press releases you submitted to the local newspaper (reporters should try to submit at least one report, article, or press release to a local newspaper):

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| --- | --- | --- |
| **Date** | **Article/Report/Press Release Topic** | **Where it was submitted** |
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List any social media posts you created (this is optional, but if your club communicates through social media, you should try to share the things you report through social media as well):

|  |  |  |
| --- | --- | --- |
| **Date** | **Post Title/Topic** | **Where it was shared** |
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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 IV: ARTICLE CLIPPINGS/PICTURES

Use a minimum of 5 article clippings or pictures to show your work as the reporter. Under each picture, write a caption to explain where your work was published/shared, or in the case of a photo what you are doing and why. Captions should be in complete sentences. Make sure to check your spelling and grammar.

DO NOT COVER UP THE DIRECTIONS

DO NOT ADD ADDITIONAL PAGES

Section IV: ARTICLE CLIPPINGS/PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section IV: ARTICLE CLIPPINGS/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 | Articles/Publications | 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%



P a g e |