

## CLUB OFFICER AWARDS SELECTION PROCESS

### **Club Secretary Award:**

The club secretary is encouraged to turn their secretary book in for award selection at the end of the year. The secretary keeps a record of the activities and progress that the club has been involved with this past year, in addition to monthly club minutes. All of this should be in the yellow-covered 4-H Club Record Book.

The arrangement, neatness, and accuracy of the information in this book is very important in selecting the top secretary books. The order of records in the book should be:

1. Junior Leader and Officer Summary
2. Calendar of Club Activities
3. Attendance Record
4. Minutes of Club Meetings (The Secretary book should include minutes starting with the first month you were acting in this officer role – the starting month may vary depending on club elections.)
5. Other records and reports

Club Secretary should also send a copy of the club minutes to the Extension Office soon after each meeting. This is considered in the awards selection. The top two Secretaries will receive an award at Achievement Night.

Included is a sample score sheet that will be used for judging.

### **Club Reporter Award:**

The 4-H Club Reporter's job is very important in letting members and the public know of upcoming events, reporting on meetings and activities, and building support for the club and 4-H program.

Reporters should submit records of upcoming activities and events that have happened promptly!

A scrapbook of articles written or photos taken by the reporter and published by the paper must be compiled by Reporters entering the top Club Reporter competition. **Use the Reporter Article Record sheet for each article or photo.** The Reporter book should include articles starting with the first month you were acting in this officer role – the starting month may vary depending on club elections.

Articles written by the county or someone else may be included. These should be in a separate section and the club name or members' names underlined.

Reporters will be evaluated on the timeliness, quality, and quantity of articles. Good newswriting technique is what we are looking for in reports.

These books are to be submitted by September 21. Outagamie or Shawano County leaders will make the awards selection. The top two Reporters will receive an award at Achievement Night.

Included is a sample score sheet that will be used for judging.

**WAUPACA COUNTY 4-H CLUB SECRETARY SCORE SHEET**

**Club Name & Secretary Name:** \_\_\_\_\_

	Very Good	Good	Fair	Comments
<b><u>Completeness of Records:</u></b> <ul style="list-style-type: none"> <li>· Jr. Leader &amp; Officer Summary</li> <li>· Calendar of Club Activities</li> <li>· Attendance Record</li> <li>· Minutes of meetings</li> <li>· Other records &amp; reports</li> </ul>				
<b><u>Club Activity:</u></b> Is there an accurate record of the club year's activities and progress?				
<b><u>Accuracy:</u></b> <ul style="list-style-type: none"> <li>· Do minutes in book start with the 1<sup>st</sup> month that member was acting in this officer role?</li> <li>· Do club minutes reflect details of the club meetings?</li> </ul>				
<b><u>Overall Neatness:</u></b>				

**Were secretary minutes submitted to the Extension Office?: Yes or No**

**Comments:** \_\_\_\_\_

**Records in Correct Order (as listed above): Yes or No**

**Comments:** \_\_\_\_\_

**Overall Comments (both positive and constructive comments for improvement):**

\_\_\_\_\_

\_\_\_\_\_

**WAUPACA COUNTY 4-H CLUB REPORTER SCORESHEET**

**Club Name & Reporter Name:** \_\_\_\_\_

	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Comments</b>
<b><u>Completeness of Records:</u></b> Are there records included from the first month of term and onward?				
<b><u>Newswriting technique:</u></b> In written articles and submissions				
<b><u>Timeliness:</u></b> of articles submitted				
<b><u>Quality and Quantity:</u></b> Overall appearance				

**Records in Correct Order:** Yes or No

**Comments:** \_\_\_\_\_

**Are there any unnecessary items included:** Yes or No

**Comments:** \_\_\_\_\_

**Overall Comments (both positive and constructive comments for improvement):**

\_\_\_\_\_

\_\_\_\_\_

## 4-H Club Treasurer Book Award Guidelines

Objective: For the club treasurer to keep accurate records of the club finances.

Guidelines:

- Each club will receive a treasurer book at the beginning of the year.
- The club treasurer is encouraged to turn the book in for award selection at the end of the year.
- Additional pages may be added as necessary (**however are not required and judging is based on the required pieces listed below**).

Contents and order of pages:

- Original treasurer folder (**the member can also use a binder or other portfolio, as long as the correct information is included**)
- Introduction page
- Dues record
- Copies of monthly treasurer reports (start with the first month you were acting in this officer role – the starting month may vary depending on club elections) \*\*\*\*
- Financial Summary
- Club budget (if applicable)

**\*\*\*\* If members wish to use an alternative format for the monthly treasurer reports (for example: excel, etc.), this is acceptable as long as it includes all of the same information as the provided monthly treasurer report.**

Judged on:

- Layout – correct order of pages
- Neatness
- Spelling
- Complete, accurate and balanced records

Due date:

- Club treasurer book will be due with all other record books and award forms in September
- Judged by Outagamie or Shawano County with other record books.
- Included is a sample score sheet that will be used for judging.

**WAUPACA COUNTY 4-H CLUB TREASUER SCORE SHEET**

**Club Name & Treasurer Name:** \_\_\_\_\_

	Very Good	Good	Fair	Comments
<b><u>Completeness of records</u></b> Should include: <ul style="list-style-type: none"> <li>· Intro Page</li> <li>· Dues Record</li> <li>· Copies of monthly treasurer reports (signed)</li> <li>· Financial Summary</li> <li>· Club Budget (if applicable)</li> </ul>				
<b><u>Layout</u></b> – Correct order of pages (as above)				
<b><u>Neatness &amp; Spelling</u></b>				
<b><u>Overall</u></b> Do records appear complete, accurate and balanced?				

**Are there any unnecessary items included: Yes or No**

**Comments:**

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**Overall Comments (both positive and constructive comments for improvement):**

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### 4-H Club Activity Scrapbook

(A sample score sheet that will be used for judging the scrapbooks is included in this packet.)

Objective: To show what the club accomplished during the year.

#### Guidelines:

- At least 8 ½ x 11 inches, no larger than 12 x 15 inches. Could be a scrapbook, photo book or binder.
- Can include pictures, drawings, articles, stories, etc. Remember to use captions or labels to describe the included items.
- Can highlight activities, projects, and community service that the club did during the current year only.
- No ribbons, scorecard, or evaluation sheets should be included.
- Include a title page with the club name, year, number of members and leaders, list of officers, and club picture.
- Use current year beginning in September/October. Arrange the book in chronological order by month.
- The club can decide if the scrapbook will be completed by a club historian or a larger committee.

#### Judged on:

- Neatness
- Creativity
- Complete review of the club's activities for the year
- Captions/labels
- Title page
- Correct order of pages

#### Helpful hints:

- To help preserve the items included in the book, acid free paper is suggested, but not necessary for judging purposes.
- Think about ways to decorate the book. You may use stickers, drawings, cutouts, colored paper, computer graphics, etc.

#### Due date:

- Due in September with all other record books and award forms.
- Judged by Outagamie or Shawano County with other record books.
- Award presented to the club and/or certificate to the individual(s) if it was an officer role. *(If there is sponsorship for a monetary award, this is presented to the club, not the individual.)*