### HISTORIAN RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME:		CLUB	_
# OF A	NEMBE	RS ENROLLED # OF CLOVERBUD MEMBERS	
require Compe	ements	Turn in completed record book by September 15 to the Extension Office. Minimus be completed for the book to be accepted for Banner Club or Officer Book to be accepted for Banner Club or Officer Book these minimum requirements - please check these before turning in years.	ok
Officer	Judge		
		Complete this submission page and include it at the FRONT of your binder/sc	rapbook.
		Book submitted with all paperwork secured in a 3 ring binder (Scrapbook) wit papers.	h <u>no loose</u>
		Name and Club must be visible on front of binder/scrapbook	
	經	Name and Club must be written in INK in front of the record book	
(6)		Must provide a meeting agenda for every meeting	
	(9)	List of all scheduled club meetings	
		A list of all Advisors, Members and Cloverbuds in your 4-H Club.	
Agency		A Historian Event Information Form (or all information from that form on you pages) for each event that your club did. This should be documented in a scr	
	值	Include your officer record book with the completed 'to do' officer checklist binder/scrapbook.	in your
		If this written work was not done by the club member due to special needs, submit a signed statement from your guardian explaining they filled it out.	please
•••		Judges Comments:	
l veri	fy tha	t all information submitted is my work unless documented otherwise	<del>;</del>
Office	r Signa	iture:	
if the	above	items are included and sufficient, then scores below compete for outstanding	book award.
7	t <u>Cı</u>	rrent signed By-laws and Constitution of your Club	5 points
7		opy of your submission to a local news source (can be online) that covers an vity that your club did. (community service, etc)	5 points
7	k As	ection in your scrapbook that documents your club's county fair experience.	5 points
7	<b>k</b> At	tractive presentation, neatness, proper grammar & showing extra effort.	5 points
		TOTAL	/20

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**CFAES** 

**OHIO STATE UNIVERSITY EXTENSION** 

Ohio 4-H

## Historian Record Book

Name	
Year	Age (as of January 1)
County	
Club Name	
4-H Advisor	



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES



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We are indebted to the original author of the previous version of this publication, **Jill Stechschulte**.

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### Historian

### Welcome

Congratulations on your new role as your 4-H club's historian! You have the opportunity to document activities that will be both memorable and educational for your 4-H club. Below is a list of responsibilities for your office as well as activities, ideas, and websites to help you plan a memorable scrapbook. Good luck!

### Your Role as Historian

Serving as a club historian means you are responsible for gathering and documenting written and visual information. Documentation should include information from meetings, parades, fair, leadership or citizenship activities, community service, and clinics or events in which your club participates. Whatever you decide to include, it needs to be well documented with clear photos and notes that describe who, what, where, when, and why. The scrapbook produced by the club historian should be brought to each meeting for the club to enjoy during refreshments or during another time designated by the president.

### My Officer Goals

After reviewing this record book, develop a plan for what you will do as historian this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

Events to Document	Plan to Do (√)	Plan to Complete By	Date Completed
County clinics	and had been a		
Club demonstrations	The Arter		
Health and safety speaking contest		,	
Demonstration contest	arms and a second		
Field trips	r ar rendir		
Guest speakers or presenters	ergi, mm i mir šir ii		
Fair booth			
Club meetings			
Parades			
Royalty			
Member projects			
Interview judging			
Skillathons, breed ID contests, livestock judging			
Community service projects			

Things to Do on Your Own	Plan to Do (√)	Plan to Complete By	Date Completed
Attend an officer training program.		10-7-2 West 10-7 to 10-70-70-70	
Make a poster or exhibit for the club booth.			
Give a speech at the county speaking contest.		, ,	
Give a demonstration at a county demonstration contest.			
	+		
ESERCIO	277	2 % EXQ	

### Sample Topics to Explore

As you are completing the club record (which is often a scrapbook), consider exploring these related topics and activities:

- · journaling, stamping, and embossing
- · design elements like color, tone, balance
- · photo cropping
- · a 4-H scrapbooking project
- a 4-H self-determined project about being club historian
- · kinds of photography
- · photo enhancement and design
- documentation format: size, binding type, historical quality
- · exploring your own ideas/activities

### Suggestions

- The topics you explored above are great ways to get your entire club involved in the historical documentation process.
- If you cannot attend an activity, ask another member to take pictures for you and complete the Event Information form to save information. Don't forget to add this event to the scrapbook.
- Participate in the county-level scrapbook contest.

- Enter your record book in the Senior Fair Open Scrapbook entry for fair display.
- · Display in the Junior Fair Building at the fair.
- Plan a county historian's night and work together to journal events and crop photos.
- Visit a scrapbook store and attend free scrapbook classes.

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## Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we "adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess "until"	May not interrupt speaker	Must be seconded Not debatable	Not debatable	Amendable	Majority vote
Complain about noise, room temperature,etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous "question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone "this matter until"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this "matter to a commitee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion "be amended by"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

### Notes

- These motions or points are listed in established order of precedence. When any
  one of them is pending, you may not introduce another that's listed below it. But
  you may introduce another that's listed above it
- any 2. In this case, any resulting motion is debatable.
- 3. Chair decides.

# Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consider- ation of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to"	May interrupt speaker	Must be seconded	Debatable it original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

### Notes

4. The motions, points and proposals have no established order of precedence. Any of 5 them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).

of 5. But division must be called for before another motion is started.

6. Then majority vote is required.



I pledge
My head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living,
For my club, my community,
my country, and my world.

ohio4h.org

This publication and other officer resources can be found at **ohio4h.org/ officerresources**. For other Ohio State University Extension, 4-H Youth
Development publications, contact your local OSU Extension office or
purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price
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