

## PRESIDENT'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

# OF MEMBERS ENROLLED \_\_\_\_\_ # OF CLOVERBUD MEMBERS \_\_\_\_\_

**DIRECTIONS:** Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

**\*Must include these minimum requirements - please check these before turning in your book.**

Officer   Judge

- ☐ ☐ Complete this submission page and include it at the FRONT of your binder.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in INK in front of the record book.
- ☐ ☐ List of all scheduled club meetings
- ☐ ☐ Must provide a meeting agenda page for every meeting (see pg 7 for ex.)
- ☐ ☐ Completed Parliamentary Procedure Terms Activity Page 9
- ☐ ☐ List of all members and advisors in your club
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

--- ☐ Judges Comment:

**I verify that all information submitted is my work unless documented otherwise**

Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ A short essay explaining three examples of delegated responsibilities to other club members (with descriptions).	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 4 of the record book. <u>Evidence</u> can be photos, notes, letters or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
TOTAL	____/20

## VICE PRESIDENT'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

# OF MEMBERS ENROLLED \_\_\_\_\_ # OF CLOVERBUD MEMBERS \_\_\_\_\_

**DIRECTIONS:** Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

**\*Must include these minimum requirements - please check these before turning in your book.**

Officer   Judge

- ☐ ☐ Complete this submission page and include it at the **FRONT** of your binder.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in **INK** in front of the record book.
- ☐ ☐ Must provide a copy of each meeting agenda for every meeting
- ☐ ☐ Completed Parliamentary Procedure Terms Activity Page
- ☐ ☐ Provide a list of each club member and the date and topic of their demonstration
- ☐ ☐ Completed list of committees and member names (pg. 6)
- ☐ ☐ Completed planning and summary sheet for each meeting of committees. (pg. 7&9)
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

--- ☐ Judges Comments:

**I verify that all information submitted is my work unless documented otherwise**

Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 5 of the record book. <u>Evidence</u> can be photos or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Write a short essay explaining how you welcomed new members to your 4-H club and actions you took to ensure all felt welcome.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
<b>TOTAL</b>	<b>____/20</b>

## Secretary RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

# OF MEMBERS ENROLLED \_\_\_\_\_ # OF CLOVERBUD MEMBERS \_\_\_\_\_

**DIRECTIONS:** Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

**\*Must include these minimum requirements - please check these before turning in your book.**

Officer   Judge

- ☐ ☐ Complete this submission page and include it at the FRONT of your binder.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in INK in front of the record book.
- ☐ ☐ Must provide a copy of the agenda for each meeting
- ☐ ☐ List of all scheduled club meetings
- ☐ ☐ Attendance sign in sheet (your own form) AND attendance sheet for each meeting
- ☐ ☐ Completed list of advisors and officers (from record book)
- ☐ ☐ Completed Meeting Notes Worksheet and Meeting Minutes Report Form, or typed equivalent for each meeting. (notes may be put on agenda)
- ☐ ☐ Meeting Minutes Report Forms, or equivalent, must be signed in ink by Secretary & President. EACH report must be signed by the President and Secretary.
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

--- ☐ Judges Comments:

**I verify that all information submitted is my work unless documented otherwise**

Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ Completed List of Committees (from record book)	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 4 of the record book. <u>Evidence</u> can be photos or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort	5 points
TOTAL	____/20

## TREASURER'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

# OF MEMBERS ENROLLED \_\_\_\_\_ # OF CLOVERBUD MEMBERS \_\_\_\_\_

**DIRECTIONS:** Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

**\*Must include these minimum requirements - please check these before turning in your book.**

Officer   Judge

- ☐ ☐ Complete this submission page and include it at the FRONT of your binder.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in INK in front of the record book.
- ☐ ☐ Must provide a meeting agenda for every meeting
- ☐ ☐ Completed Record of Club Finances (from record book)
- ☐ ☐ Completed Treasurer's report for every meeting (you may use the book example or your own)
- ☐ ☐ Completed 4-H Club Yearly Summary (from record book)
- ☐ ☐ Completed to-date Financial Review Report (pg. 14- Record Book) This guides you to submit receipts, letters and/or documentation for ALL income and expenditures to-date.
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

--- ☐ Judges Comments:

**I verify that all information submitted is my work unless documented otherwise**

Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ Completed Club Budget form (pg 5 from record book)	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 4 of the record book. <u>Evidence</u> can be photos or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
TOTAL	____/20

## HEALTH & SAFETY OFFICER'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

# OF MEMBERS ENROLLED \_\_\_\_\_ # OF CLOVERBUD MEMBERS \_\_\_\_\_

**DIRECTIONS:** Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

**\*Must include these minimum requirements - please check these before turning in your book.**

Officer   Judge

- ☐ ☐ Complete this submission page and include it at the **FRONT** of your binder.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in **INK** in front of the record book.
- ☐ ☐ Must provide a meeting agenda page for every meeting and a list of all meetings
- ☐ ☐ Compiled list of all members with their date and title of health and safety talks
- ☐ ☐ An organized collection of all health and safety talk scripts.
- ☐ ☐ At least **ONE** completed Health or Safety Planning Sheet from record book (pg 5) covering a meeting that was led with a health or safety focus by the officer. (you)
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

--- ☐ Judges Comments:

**I verify that all information submitted is my work unless documented otherwise**

Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 4 of the record book. <u>Evidence</u> can be photos or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Type a complete list of healthy snack suggestions and a sign up sheet for each meeting.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
<b>TOTAL</b>	____/20

## RECREATION OFFICER'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

# OF MEMBERS ENROLLED \_\_\_\_\_ # OF CLOVERBUD MEMBERS \_\_\_\_\_

**DIRECTIONS:** Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

**\*Must include these minimum requirements - please check these before turning in your book.**

Officer   Judge

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Complete this submission page and include it at the FRONT of your binder.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Book submitted with all paperwork secured in a 3 ring binder with <u>no loose papers</u> .  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and Club must be visible on front of binder/folder   |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and Club must be written in INK in front of the record book.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Must provide a meeting agenda page for every meeting  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a completed Recreation Leader Planning Sheet for at least 3 meetings.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Include a list of all club recreation activities for each meeting using the Club Recreation Plan from your record book.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | List of all scheduled club meetings   |
| <input type="checkbox"/> | <input type="checkbox"/> | If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out. |
| ---                      | <input type="checkbox"/> | Judges Comments:  |

**I verify that all information submitted is my work unless documented otherwise**

Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ Pictures of any <u>special</u> events or activities led by the recreation officer(s)	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 4 of the record book. <u>Evidence</u> can be photos or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
TOTAL	____/20

## HISTORIAN RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: \_\_\_\_\_ CLUB \_\_\_\_\_

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Officer   Judge

- ☐ ☐ Complete this submission page and include it at the **FRONT** of your binder/scrapbook.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder (Scrapbook) with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/scrapbook
- ☐ ☐ Name and Club must be written in **INK** in front of the record book
- ☐ ☐ Must provide a meeting agenda for every meeting
- ☐ ☐ List of all scheduled club meetings
- ☐ ☐ A list of all Advisors, Members and Cloverbuds in your 4-H Club.
- ☐ ☐ A Historian Event Information Form (or all information from that form on your photo pages) for each event that your club did. This should be documented in a scrapbook.
- ☐ ☐ Include your officer record book with the completed 'to do' officer checklist in your binder/scrapbook.
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

--- ☐ Judges Comments:

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Officer Signature: \_\_\_\_\_

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ A copy of your submission to a local news source (can be online) that covers an activity that your club did. (community service, etc)	5 points
★ A section in your scrapbook that documents your club's county fair experience.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
<b>TOTAL</b>	<b>____/20</b>