



COOPERATIVE EXTENSION  
UNIVERSITY OF CALIFORNIA

---

Sonoma County 4-H

---



# OFFICER TRAINING MANUAL

# HISTORIAN

## DUTIES AND SUGGESTIONS

133 Aviation Boulevard, Suite 109 • Santa Rosa CA 95403  
(707) 565-2621 • FAX: (707) 565-2623

## HISTORIAN

### TIPS FOR THE HISTORIAN

Too often this is an office which is not taken with a serious point of view. This office can be one of the most important in club work. Being Historian is an honor and responsibility.

You represent 4-H to the other people of your community, at school, at public events, and at home. You are a representative not only of your club but the entire 4-H organization.

As Historian, you will have many opportunities to grow and develop. In order to make the most of these opportunities you must know how to do this job well.

To be a good Historian, you must:

- Be honest, sincere, friendly and loyal
- Work closely with the president and leaders
- Attend and see that other officers attend officer training meetings
- See that everything is in order so that the president can start the meetings on time
- Attend and see that other officers attend officer meetings before club meetings
- Help keep members and families informed of club and county events
- Check with the president and local leader(s) for assignments before meetings
- Keep in close touch with the president and local leader(s) at all times
- Notify your president and local leader(s) if you can not attend meetings
- Work closely with the club reporter(s)
- Be a good example of personal leadership and citizenship

## HISTORIAN

### JOB OF THE HISTORIAN

The job of the Historian is very important. He/She is helping to establish the history of his/her club and the history of 4-H work in the county.

As the Historian, keep an accurate scrapbook of all of the local club news. Find out from the reporter where and when an article was turned into the newspaper and then obtain a copy of that newspaper article from the newspaper and place in the scrapbook. Also clip out news articles that deal with county events that your club members were involved with.

Take lots of pictures at your club meetings, of demonstrations, of activities, of your members participating in fairs and anything else that your members are involved in. Ask club members to contribute pictures and articles of activities to be included in the scrapbook. This way you will be able to get information from many different areas and include many more people in the pictures and activities. At the beginning of the year, shop around for the best prices on film and developing. Present your findings to the club and negotiate the number of rolls they will allot you for the year. Be sure to save adequate film for the end of the year and fairs throughout the summer.

Throughout the year, assemble all of your treasure of information into a very neat and attractively put together scrapbook. If there is room in the previous year's scrapbook, continue in it; otherwise, you will need to have the club purchase a new one for you. Display the scrapbook at least twice each year, once around January and again in June or September, so that everyone may have a chance to see the overall activities and accomplishments of your club. Your scrapbook is then turned over to the club to be kept in their records as a history of that particular year of 4-H work.

## HISTORIAN

### DUTIES OF CLUB HISTORIAN

- Keep a scrapbook with pictures and history of club.
- Label and date all pictures.
- Keep track of all awards and honors club and club members have received; try to get pictures.

Duties during club meetings:

- Make note of club activities that would make good pictures for the scrapbook.
- Ask for pictures of project activities and club activities from club members.
- Present any bills for film used in gathering pictures for scrapbook (Be discriminating).

Duties at end of year:

- Turn in historian's book (should contain pictures of club activities, members, project work, awards, etc.).

Most important job of historian:

- Keep accurate record of history of club.
- Label and date all entries made in historian book.

\* In clubs that do not elect a historian, these duties are done by the reporter.\*

## HISTORIAN

### SUGGESTIONS FOR HISTORIAN

1. Prepare a scrapbook using the following:
  - a. Newspaper articles pertaining to your club
  - b. Pictures from newspaper and pictures taken by club photographer or other members
  - c. All correspondence such as invitations and thank-you notes received by club
  - d. Any other important material related to your club, such as programs, etc.
2. Keep in good condition
  - a. Ribbons received by club
  - b. Trophies received by club
  - c. Club Charter, if available
3. Give report on club events and activities at Achievement Night
4. Display scrapbook at Achievement Night

## HISTORIAN

### HISTORIAN'S DUTIES

*(In club with no historian, these duties are usually assumed by the club secretary or reporter)*

1. Keep a record or scrapbook of all club activities and events. Include in this names of all club members and leaders each year, copies of the club program plans, news clippings, and pictures about club events and activities, etc.
2. Work closely with the secretary and reporter in keeping a record or history of all club activities.

#### SUGGESTIONS TO HISTORIAN

1. Use a scrapbook or other appropriate means for keeping club history.
2. Ask members of your club to collect and give to you news articles, pictures, etc. of club activities and events.
3. Get from the secretary and place in club scrapbook the following:
  - a. List of club membership
  - b. List of projects selected and completed by each member
  - c. Program plans for the year
4. Check closely with the club president and 4-H leader(s) to be certain you obtain information about all 4-H activities and events participated in by members of your club. Place this information in your scrapbook.
5. Keep your club scrapbook or record neat, attractive and up-to-date.
6. Place the club scrapbook on display at club achievement programs, parents' night programs, etc.

## HISTORIAN

### CLUB HISTORIAN: General Duties

The club historian is the custodian of the club's past, gathering and recording the present to preserve it for the future. The historian maintains a club scrapbook to document important events in the life of its members. The scrapbook provides a look into the past and illustrates the growth and accomplishments achieved in 4-H club work. Adding names, dates, and short descriptions to scrapbook entries helps future members know what took place.

#### During Club Year

- Create and maintain a club scrapbook.
- Keep complete and accurate records illustrating the club's activities.
- Take pictures or collect member photos illustrating club activities.
- Collect newspaper articles, thank-you notes, club certificates, and awards.
- Collect 4-H event programs and souvenirs.
- Provide recognition of individual member achievements.
- Label and date all scrapbook entries.

#### THE HISTORIAN...

- Preserves the present for the future
- Keeps accurate historical records
- Labels and dates all entries

### CLUB PHOTOGRAPHER: General Duties

Develop a file of photos documenting club projects, events, celebrations, and meetings, and include photos of members and leaders. The photographer may be a member of a club photography project. Provide photos for the club reporter's stories, for membership recruitment displays, and for the club historian to use in illustrating the club's accomplishments during the 4-H year.

## HISTORIAN

You, and all officers of 4-H groups, are representatives. You represent not only the local group, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent the California 4-H members. Representing others is one of your most important responsibilities because it exists at all times – not just while you are at the 4-H meetings. Those who are not acquainted with 4-H will judge it by its officers.

### CHECKLIST FOR HISTORIANS

- I will keep a record of the group's accomplishments and activities for the year.
- I will collect items such as pictures and news clippings about the group and its members.
- I will organize a scrapbook to tell my 4-H group's story for the year.
- I will try to make the book meaningful to members and future members.
- I will make the book compact but complete. Items are only included if they involve members of the group.

### GUIDELINES FOR HISTORIANS

1. The cover of the historian's book should be durable so it will last several years.
2. Pages need to be securely fastened in the book.
3. Items entered in the book should be fastened firmly.
4. Items entered in the book should be in good condition, clear, unbent (when possible) and unmarked.
5. The purpose of the historian's book is to tell the story of the group for the year. The following is a list of items that would be helpful in telling this story. The list may vary with each county's requirements.
  - a. Title page
    - Group name
    - Year
    - Historian's name
  - b. Group members, officers and leaders
  - c. Charter (if the group has one)

## HISTORIAN

- d. Clippings (underline member's name)
- e. Pictures (labeled with activity, date and names)
- f. Goal setting for club recognition form (if used)
- g. Ribbons (only if a group award)
- h. Correspondence (special)
- i. Secretary's book from the previous year
- j. Treasurer's book from the previous year
- k. Story

This may be written as separate paragraphs on each page, along with pictures, etc., of each event or it may be one story. It should be complete but not wordy. It may tell of delegates to conferences, camps, tours, nominees for county council (or officers), award winners, presentations at the county and state, family nights, etc.

- l. The historian's book should be accurate and neat.

### *Examples*

A picture labeled correctly.



Mary Jones participates in the county arts and crafts camp. Mary said it was interesting and fun to meet other 4-H'ers in the county.

A paragraph describing family fun night.

Family fun night was a special activity our group hosted May 10, 1997, at the city park. Each of our group members invited his or her family to a potluck meal followed by fun and games. We wanted each of our family members to feel like part of our 4-H group.

