REQUIRED
ID form

Los Angeles County 4-H
2022-2023 Club and Hi 4-H Officers Books
Identification Form and Format

Date _____

Book for Club/Hi 4-H Office: _____

Club or Hi 4-H Name: _____

District: _____

Work done and Book completed by Officer name:** _____

**In the case of the Memory/Historian Book, if appropriate, list all names of the committee (of no more that 3 members) that prepared the book.

Officer's age (as of Dec. 31, 2022) _____ **Birth Date** _____

Officer's years in 4-H (as of June 30, 2023) _____ **Email Address** _____

1. Books for the following club or Hi 4-H offices are eligible for this competition:

President	Secretary	Reporter	Other officer book
Vice-President	Treasurer	Historian/Memory Book.	

1. Officer book is to be completed by the club or Hi 4-H officer and should indicate the work done by the officer during the year.
2. Book should include a personal statement by the officer which should include:
   a. What was done by the officer
   b. What was learned
   c. What recommendation to pass on to the next officer
2. Books are evaluated by the Danish system where all members have a chance to earn a Gold Medal.
3. Format and Score Sheet (dated 10/25/2022) for officer books will be used for this competition. Copies are available from the LA County 4-H website.
4. To be evaluated, officer books are due **September 5th, 2022** by 4pm in the LA 4-H Office or in the AV 4-H Office in Lancaster, or by 9pm on **September 6th** to an **Incentives & Recognition Committee** member
5. **Awards are to be** announced at the County Awards event in late September.
6. This required form must be completed and inserted (securely attached) in the front of the officer book being submitted in the officer book competition.

As a Club or Hi-4H officer, I have completed this book.

Officer signature and phone number _____

I have reviewed this officer book for accuracy.

CLUB Community Leader Signature: _____

or Hi 4-H Advisor Signature: _____

Phone Number: _____ **Email Address:**_____

Optional:
Please explain any special considerations that you want the evaluators to be aware of when reviewing these records.

Guardian/parent's signature _____ Date _____

Signatures of both officer and Club Community Leader (or officer and Hi 4-H Advisor) are required for officer book to be evaluated for a medal.

(10/25/22)

CLUB PRESIDENT'S BOOK
Format and Score Sheet

DATE _____ **AWARD_____**

This book should record the year's work of the Club President. The book is to be considered a record, not your working Club President notebook. Below is a copy of the President's Book Score Sheet that will be used at the time when officers' books are evaluated. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

	Possible Score	Received
☐ **Required ID form with required signatures**		
Neatness, clarity of information and following format	**5**	
Title Page	**2**	
Table of Contents	**2**	
President Information		
A. **Statement of Club President duties (signed by Club Leader)**	**5**	
B. **Personal statements by club President**	**15**	
1. To include the following:		
2. What was done as President during the year		
3. What was learned by being President		
4. How was the success of the club influenced by your Presidency		
5. What recommendations you would pass on to the next year's President		
C. **Miscellaneous - photos, charts, flyers, etc. – not to exceed 5 pages**	**5**	
Club information:	**30**	
A. List of club officers and leaders		
B. Club member roster		
C. Club planned goals and completed goals for the year		
D. Club calendar		
E. List of club committees		
F. Club budget		
G. Club Constitution and By-Laws		
H. Club Newsletters and Announcements (include statement if club has no newsletter)		
I. Reports of 4-H club committees, events and activities		
Club meeting agendas, complete and neat, with most recent first	**36**	
TOTAL	**100%**	

(Use back of form for additional evaluating comments if necessary)

When submitting officer book to LA County 4-H for evaluation, the President's Book should be in 8 1/2 by 11 inches format, using an Accotype fastener folder (flat fastener binder), not a 3-ring binder. All pages should be the same size. Smaller items should be attached to a 8 1/2 by 11 inch page. Plastic page protectors should not be used.

90-100 – Gold Book completed by_____

80-89 – Blue Club_____

70-79 – Green District_____

0-69 – Participation Evaluated by _____

(10/25/22)

CLUB VICE-PRESIDENT'S BOOK
Format and Score Sheet

DATE _____ **AWARD _____**

Complete the **Los Angeles County 4-H Youth Development Planned Program** as the Vice President's Book, plus add a statement about the duties of this office in your club and what you actually did during the year. Below is a copy of the Vice President's Book Score Sheet that will be used at the time when officers' books are evaluated. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year. **Note** - This form is only for the office of the Vice President, who is in charge of planning the club program for the year; otherwise, the Vice-President should use the Other Officer's Book Format and Score Sheet form.

☐ R**equired ID form with required signatures**	**Possible Score**	**Received**
Neatness, clarity of information, and following format	**5**	
Title Page	**2**	
Table of contents	**2**	
Vice-President information		
A. **Statement of Club Vice-President duties (signed by Club Leader)**	**5**	
B. **Personal statement by club vice-president, to include:**	**15**	
1. What you did as Vice-President during the year		
2. What you learned as Vice-President		
3. Your recommendations for the next Vice-President		
C. **miscellaneous – photos, flyers, etc. - not to exceed five pages**	**5**	
PREPARATION OF CLUB PROGRAM		
Planned Program List:	**20**	
Club Officers		
Club Leaders		
Planned Club Meetings with club program indicated		
Planned Club Goals		
Club Budget		
Planned Club Calendar		
Community Involvement Plan(s)		
EXECUTION OF CLUB PROGRAM		
Actual Club Calendar, meeting content and program what parts of the planned program above actually occurred?	**16**	
Description of club activities, including the club meeting programs	25	
Club Completed Goals	**5**	
TOTAL	**100%**	

(Use back of form for additional evaluation comments if necessary)

The vice-president book should be bound in an Accotype fastener folder (flat fastener binder), not in a 3-ring binder.

90-100 – Gold
80-89 – Blue
70-79 – Green
0-69 – Participation

Book completed by_____
Club_____
District_____
Evaluated by_____

(10/25/22)

CLUB SECRETARY'S BOOK

Format and Score Sheet

DATE_____ **AWARD _____**

This book should report the year's work of the Club Secretary. The book is to be a record, not your working Club Secretary notebook. Below is a copy of the Secretary's Book Score Sheet that will be used at the time when officers' books are evaluated. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

☐ **Required ID form with required signatures**	Possible Score	Received
Neatness, clarity of information and following format	**5**	
Title Page	**2**	
Table of contents	**2**	
SECRETARY'S INFORMATION	**5**	
A. Statement of Club Secretary's duties **(signed by Club Leader)**		
B. **Personal statement by Club Secretary, to include the following:**	**15**	
1. what you did as Secretary during the year		
1. what you learned as Secretary		
2. your recommendations for the next Secretary		
C. **Miscellaneous – photos, flyers, charts, etc. - not to exceed 5 pages**	**5**	
SECRETARY'S RECORDS		
Club Officers and Community Leader	**1**	
Club Project and Resource Leaders	**1**	
Club Roster of Members and Leaders	**1**	
Club Committees and Members	**2**	
Club Constitution and By-Laws	**1**	
Club Calendar of Meetings and Events	**2**	
Club Planned Goals for the Year	**1**	
Club Roll and Attendance Record	**5**	
Club Correspondence Record (received and sent)	**2**	
MINUTES OF THE MEETINGS (what happened at the meeting)	**50**	
TOTAL	**100%**	

(Use back of form for additional evaluation comments if necessary)

When submitting the officer book to LA County 4-H for evaluating, the Secretary's Book, should be bound in an Accotype fastener folder (flat fastener binder), not in a 3-ring binder.

90-100 – Gold Book completed by_____

80-89 – Blue Club_____

70-79 – Green District_____

0-69 – Participation Evaluated by_____

(10/25/22)

CLUB TREASURER'S BOOK

Format and Score Sheet

DATE _____ **AWARD _____**

This book should report the year's work of the Club Treasurer. It should contain the treasurer's forms copied from the **Treasurer's Manual (4-H-1035),** plus a statement about your officer work during the year. Below is a copy of the Treasurer's Book Score Sheet that will be used at the time when officers' books are evaluated. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

☐ R**equired ID form with required signatures**	**Possible Score**	**Received**
Neatness, clarity of information and following format	**5**	
The 4-H Treasurer's Reports cover page (blanks filled in)	**2**	
Table of contents	**2**	
TREASURER'S INFORMATION		
A. **Statement of Club Treasurer's duties (signed by Club Leader)**	**5**	
B. **Personal statement by Club Treasurer to include the following;,**	**15**	
1. What you did as Treasurer during the year		
2. What you learned as Treasurer		
3. Your recommendations for the next Treasurer		
C. **Miscellaneous – photos, charts, etc. - not to exceed 5 pages**	**5**	
Club/Unit Budget (complete, accurate and signed.)	**5**	
Monthly Ledger Reports (kept up to date and accurate)	**51**	
A. Ledger Reports - one for each month (12)		
B. Ledger Reports: sub-account (if used, one for each month) attach with Ledger Reports:		
1. Reconciled Bank statements for each month		
1. Receipts for income (optional) copies acceptable		
2. Expense receipts (copies acceptable)		
3. Monthly treasurer's reports for club meetings		
Annual Financial Report (Complete, accurate and signed)	**5**	
Annual Inventory Report (Complete, accurate and signed)	**5**	
Audit Report/Peer Review (filled out completely with signatures)	**5**	
TOTAL	**105 points**	

(Use back of form for additional evaluation comments if necessary)

When submitting the officer book to LA County for evaluating, the Treasurer's Book should be bound in an Acco-type fastener folder (flat fastener binder, not a 3-ring binder).

90-105 – Gold Book completed by _____

80-89 – Blue Club _____

70-79 – Green District _____

0-69 – Participation Evaluated by _____

(10/25/22)

CLUB MEMORY/HISTORIAN BOOK

Format and Score Sheet

DATE _____ **AWARD _____**

The book should present the year's activities of the Club and should be prepared by the Club Historian (or a designated committee of no more than three members). The book should be suitable to show to perspective 4-H members who want to know more about your club. Photos are highly desirable, but not required. When compiling the book, keep in mind you want to include all the high points of the year and present what is special about your club. Consider it a possible future recruitment document.

☐ **Required ID form with required signatures**	**Possible Score**	**Received**
Neatness, clarity of information and following format	**5**	
Title page	**2**	
Table of contents	**2**	
Club information:	**6**	

A. list of club officers and leaders
B. club roster
C. Club calendar
D. Club project list

CLUB'S MEMORIES - be creative in how you present your club's year **75**

This section **could** include, but it is not required to have, the following:

A. Events (arranged monthly)
   1. Events could be represented in various ways, such as photos, drawings, flyers, programs, etc.
   2. Events could include monthly meeting programs, parties, parades, fair participation, community
   3. Service, field days, workshops, etc.
B. Club projects
C. Club newsletters and announcements
D. Club in the News
   1. Copies of actual published articles about the club
E. Club Correspondence
   1. Correspondence received by the club, i.e. thank yous, etc.

Officer Information: **10**

Historian Information **(signed by Club Leader)**

A. Statement of Club Historian duties (or assignment of the committee)
B. Personal statement by club historian (or committee) as to what was done during the year (limit one page)

Reporter Information (ONLY if Club Reporter is part of Club Memory Book committee)

A. Statement of Club Reporter duties **(signed by Club Leader)**
B. Personal statement by club reporter as to what was done during the year (limit one page)

TOTAL 100%

(Use back of form for additional evaluation comments)

All pages in the Memory Book should be the same size. Smaller items should be attached to the page. A folded program should be attached with tape so that it can be read. Photos should not be shingled, overlapped or covered with plastic.

90-100 – Gold
80-89 – Blue
70-79 – Green
0-69 – Participation

Book completed by _____
Club _____
District _____
Evaluated by _____

(10/25/22)

REPORTER'S BOOK

Format and Score Sheet

DATE_____ **AWARD_____**

This book should record the year's work of the Club Reporter. Below is a copy of the Reporter's Book Score Sheet that will be used at the time when officers' books are evaluated. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

*NOTE - If the Club Reporter is part of the designated Club Memory Book committee, then the Club Reporter may not submit a separate Reporter's Book.

☐ R**equired ID form with required signatures**

	Possible Score	Received
Neatness, clarity of information, and following format`	**5**	
Title Page	**2**	
Table of Content	**3**	
Reporter Information		
A. Statement of Club Reporter duties **(signed by Club Leader)**	**5**	
B. Personal statement by club reporter, to include the following:	**15**	
1. What you did as Club Reporter during the year		
2. What you learned as Club Reporter		
3. Your recommendations for the next Club Reporter		
C. Miscellaneous - photos, charts, etc.- not to exceed five pages	**5**	
Reporter Accomplishments	**65**	
This section should record and display the work of the club reporter.		

Club Newsletters and Announcements - (include only if made by the Club Reporter)
Include copies in chronological order, with latest last

Club Publicity - (include only if articles written by club reporter)
Chart of news articles written, submitted to, and published
Include copies of submitted news articles and photos and copies of actual published articles, with latest last.

TOTAL **100%**

(Use back of form for additional evaluation comments if necessary)

When submitting officer book to LA County 4-H for evaluating, the Reporter's Book should be in 8 1/2 by 11 inches format, using an Accotype fastener folder (flat fastener binder), not a 3-ring binder. All pages should be the same size. Smaller items should be attached to a 8 1/2 by 11 inch page. Plastic page protectors should not be used.

90-100 – Gold Book completed by _____

80-89 – Blue Club_____

70-79 – Green District_____

0-69 – Participation Evaluated by_____

OTHER OFFICER'S BOOK

(10/25/22)

Format and Score Sheet

(not for President, 1st Vice-President, Secretary, Treasurer, Reporter or Historian)

DATE_____ **AWARD_____**

This book should record the year's work of the Club Officer. Below is a copy of the Other Officer's Book Score Sheet that will be used at the time when officers' books are evaluated. Please review and follow the stated criteria, noting possible score. Use this score sheet as a reference as you work on your book throughout the year.

☐ **Required ID form with required signature**

	Possible Score	Received
Neatness, clarity of information and following format	**5**	
Title Page	**2**	
Table of Contents	3	
Officer information		
A. Statement of Club Officer duties **(signed by Club Leader)**	**5**	
B. Personal statements by club officer	15	
1. what you did in this office during the year		
2. what you learned from being this officer		
3. what you would do if you could go back and start over		
4. suggestions for next person in this office		
Officer accomplishments	**60**	
This section should record and display the work of the club officer. Since "other club offices" vary in what is done, be creative and descriptive in recording your office. This section could contain log sheets, sign-up sheets, publicity notices, flyers, news articles, diagrams, charts, etc., pertaining to your office. Organize this information in a clear, orderly manner.		
Visual Presentation - not to exceed five pages	**10**	
Photos or pictures of officer in action (captions are encouraged)		
TOTAL	**100%**	

(Use back of form for additional evaluation comments if necessary)

When submitting officer book to LA County 4-H for evaluating, the Other Officer's Book should be in 8 1/2 by 11 inches format, using an Accotype fastener folder (flat fastener binder), not a 3-ring binder. All pages should be the same size. Smaller items should be attached to a 8 1/2 by 11 inch page. Plastic page protectors should not be used.

90-100 – Gold Book completed by _____

80-89 – Blue Club _____

70-79 – Green District _____

0-69 – Participation Evaluated by _____