

**REQUIRED
ID form**

**Los Angeles County 4-H
2024-2025 Club and Hi 4-H Officers Books
Identification Form and Format Date _____**

Book for Club/Hi 4-H Officer Position: _____

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 than 3 members) that prepared the book.

Officer's age (as of Dec. 31, 2024) _____ **Birth Date** _____

Officer's years in 4-H (as of June 30, 2025) _____ **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
2. 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. Primary member is not eligible to submit an officer book to the county competition.
3. 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
4. Books are evaluated by the Danish system where all members have a chance to earn a Gold Medal.
5. Format and Score Sheet (dated November 2024) for 2024-25 officer books will be used for this competition. Copies are available from the LA County 4-H website.
6. To be evaluated, officer books are due **August 19, 2025** by 4pm in the LA 4-H Office or by 9pm on **August 20, 2025** to an Incentives & Recognition Committee member.
7. Awards are to be announced at the County Awards event in September.
8. 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-4-H 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.

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. *When submitting your 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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

PLEASE USE BACK OF FORM FOR ADDITIONAL EVALUATING COMMENTS.

___ Required ID form with required signatures	Possible Score	Received
Neatness, clarity of information and following format	5	
TITLE PAGE	2	
TABLE OF CONTENTS	2	
PRESIDENT'S INFORMATION:	—	—
A. Statement of Club President's duties (signed by Club Leader)	5	
B. Personal statements by club President, to include:	15	
1. What you did as President during the year	—	—
2. What you learned by being President	—	—
3. How the success of the club was influenced by your presidency	—	—
4. Your recommendations for the next 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%	100%

90-100 – Gold Book completed by _____
 80-89 – Blue Club _____
 70-79 – Green District _____
 0-69 – Participation Evaluated by _____

VICE PRESIDENT'S BOOK

Format and Score Sheet

DATE _____

AWARD _____

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.

This book should record the year's work of the Club Vice-President. The book is to be considered a record, not your working Club Vice-President notebook. 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. *When submitting your officer book to LA County 4-H for evaluation, the Vice 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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

PLEASE USE BACK OF FORM FOR ADDITIONAL EVALUATING COMMENTS.

Required 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'S INFORMATION:	-	-
A. Statement of Club Vice President's duties (signed by Club Leader)	5	
B. Personal statements 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, charts, flyers, etc. – not to exceed 5 pages	5	
PREPARATION OF CLUB PROGRAM, to include:	20	
A. Club Officers	-	-
B. Club Leaders	-	-
C. Planned Club Meetings with club program indicated	-	-
D. Planned Club Goals	-	-
E. Club Budget 2024-2025	-	-
F. Planned Club Calendar	-	-
G. Community Involvement Plan(s)	-	-
EXECUTION OF CLUB PROGRAM, to include:	-	-
A. Actual Club Calendar, meeting content and program	16	
Include what parts of the planned program above actually occurred.	-	-
B. Description of club activities, including the club meeting programs	25	
C. Club Completed Goals	5	
Total	100%	100%

90-100 – Gold

80-89 – Blue

70-79 – Green

0-69 – Participation

Book completed by _____

Club _____

District _____

Evaluated by _____

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. *When submitting your officer book to LA County 4-H for evaluation, the Secretary'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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

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__ 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	–	–
A. Statement of Club Secretary's duties (signed by Club Leader)	5	
B. Personal statements by Club Secretary, to include:	15	
1. What you did as Secretary during the year	–	–
2. What you learned as Secretary	–	–
3. Your recommendations for the next Secretary	–	–
C. Miscellaneous - photos, charts, flyers, etc. – not to exceed 5 pages	5	
SECRETARY'S RECORDS, to include:	–	–
A. Club Officers and Community Leader	1	
B. Club Projects and Resource Leaders	1	
C. Club Roster of Leaders and Members	1	
D. Club Committees and Members	2	
E. Club Constitution and By-Laws	1	
F. Club Calendar of Meetings and Events	2	
G. Club Planned Goals for the Year	1	
H. Club Roll and Attendance Record	5	
I. Club Correspondence Record (received and sent)	2	
J. MEETING MINUTES: Summary of what happened at the meetings	50	
Total	100%	100%

90-100 – Gold Book completed by _____

80-89 – Blue Club _____

70-79 – Green District _____

0-69 – Participation Evaluated by _____

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. *When submitting your officer book to LA County 4-H for evaluation, the Treasurer'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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

PLEASE USE BACK OF FORM FOR ADDITIONAL EVALUATING COMMENTS.

___Required 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 statements by Club Treasurer, to include:	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, flyers, 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	–	–
2. Receipts for income (optional); copies acceptable.	–	–
3. Expense receipts; copies acceptable	–	–
4. 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 (complete, accurate, and signed)	5	
Total	105 points	

90-100 – Gold Book completed by _____
80-89 – Blue Club _____
70-79 – Green District _____
0-69 – Participation Evaluated by _____

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 prospective 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. *When submitting your officer book to LA County 4-H for evaluation, the Historian'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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

PLEASE USE BACK OF FORM FOR ADDITIONAL EVALUATING COMMENTS.

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. This section <i>could</i> include, but is not required to have, the following:	75	
A. Events, arranged monthly:	-	-
1. Events could be represented in various ways (photos, drawings, flyers, programs, etc.)	-	-
2. Events could include monthly meeting programs, parties, parades, fair participation, community service, field days, workshops, etc.	-	-
B. Club Projects	-	-
C. Club Newsletters and Announcements	-	-
D. Club in the News (copies of actual published articles about the club)	-	-
D. Club Correspondence (correspondence received by the club, i.e. thank yous, etc.)	-	-
OFFICER INFORMATION	10	
A. Statement of Club Historian duties, or assignment by the committee (signed by Club Leader)	-	-
B. Personal statement by Club Historian or committee (what was done during the year, limit 1 page)	-	-
C. Reporter Information (ONLY if Club Reporter is part of the Club Memory Book Committee)	-	-
1. Statement of Club Reporter duties (signed by Club Leader)	-	-
2. Personal statements by club reporter (what was done during the year, limit 1 page)	-	-
Total	100%	100%

90-100 – Gold Book completed by _____

80-89 – Blue Club _____

70-79 – Green District _____

0-69 – Participation Evaluated by _____

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. *When submitting your officer book to LA County 4-H for evaluation, 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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

PLEASE USE BACK OF FORM FOR ADDITIONAL EVALUATING COMMENTS.

___ Required ID form with required signatures	Possible Score	Received
Neatness, clarity of information and following format	5	
TITLE PAGE	2	
TABLE OF CONTENTS	2	
REPORTER'S INFORMATION	-	-
A. Statement of Club Reporter's duties (signed by Club Leader)	5	
B. Personal statements by Club Reporter, to include:	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, flyers, etc. – not to exceed 5 pages	5	
REPORTER ACCOMPLISHMENTS:	65	
This section should record and display the work of the club reporter.	-	-
A. Club Newsletters and Announcements - (include only if made by the Club Reporter)	-	-
Include copies in chronological order, with latest last.	-	-
B. Club Publicity - (include only if articles written by club reporter)	-	-
1. Chart of news articles written, submitted to, and published	-	-
2. Include copies of submitted news articles and photos and copies of actual published articles, with latest last.	-	-
Total	100%	100%

90-100 – Gold Book completed by _____

80-89 – Blue Club _____

70-79 – Green District _____

0-69 – Participation Evaluated by _____

OTHER OFFICER'S BOOK

Format and Score Sheet

DATE _____

AWARD _____

NOTE - This form is NOT for President, 1st Vice-President, Secretary, Treasurer, Reporter or Historian. This book should record the year's work of the Other 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. *When submitting your officer book to LA County 4-H for evaluation, 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 an 8 1/2 by 11 inch page. Plastic page protectors should not be used.*

PLEASE USE BACK OF FORM FOR ADDITIONAL EVALUATING COMMENTS.

Required ID form with required signatures	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's duties (signed by Club Leader)	5	
B. Personal statements by Club Officer, to include:	15	
1. What you did as Club Officer during the year	–	–
2. What you learned as Club Officer	–	–
3. What would you do differently if you could go back and start over?	–	–
4. Your recommendations for the next Club Officer	–	–
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 5 pages):	10	
Photos or pictures of officer in action (captions are encouraged)	–	–
Total	100%	100%

90-100 – Gold Book completed by _____

80-89 – Blue Club _____

70-79 – Green District _____

0-69 – Participation Evaluated by _____