

REQUIRED

**Santa Cruz County 4-H
2017-2018 Club Officers Books**

Date: _____

Book for Club Office: _____

4-H Club Name: _____

Work done and Book completed by Officer name: _____

Phone: (____) _____ **Officer signature:** _____

Officer's age (as of Jan. 1, 2017) _____ **Birth Date** _____

Officer's years in 4-H (as of June 30, 2017) _____ **Email Address** _____

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

Secretary Treasurer Historian/Memory Book

2. Officer book is to be completed by the Club 4-H officer and should indicate the work done by the officer during the year.

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 judged by the Danish system where all members have a chance to earn a Gold Seal.

5. Format and Score Sheet for officer books will be used for this competition. Copies are available from Club Community Leaders, the county 4-H office, and from the SC County 4H website under Forms.

6. To be judged, officer books are due **July 31, 2017** by 4pm in the SC 4-H Office

7. **Awards are to be** announced the County Newsletter/email/website.

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.

I have reviewed this officer book for accuracy.

CLUB Community Leader Signature: _____

Phone Number: (____) _____

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

Guardian/parent's signature _____ Date _____

Signatures of both officer and the Club Community Leader are required for the officer book to be judged

(10/28/2013)

CLUB SECRETARY'S BOOK

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 judged. 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 signatures

SCORE SHEET 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

2. what you learned as Secretary

3. your recommendations for the next Secretary

c. miscellaneous - 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 50

(Use back of form for additional judging comments if necessary) TOTAL 100%

When submitting the officer book to LA County 4-H for judging, 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 Judged by _____

(12/9/2011)

DATE _____ **Format and Score Sheet for AWARD** _____

CLUB TREASURER'S BOOK

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 judged. 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 signatures **SCORE SHEET** 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, 15
to include the following;

- 1) what you did as Treasurer during the year
- 2) what you learned as Treasurer
- 3) your recommendations for the next Treasurer

c. miscellaneous - 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. Canceled checks (optional)
4. Expense receipts (copies acceptable)
5. 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

(Use back of form for additional judging comments if necessary) TOTAL 105 points

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

90-100 - Gold Book completed by _____

80-89 - Blue Club _____

70-79 - Green District _____

0-69 - Participation Judged by _____

(12/9/2011)