

## Club Officer Resources are at:

<http://lucas.osu.edu/4HForms>

### NEWS REPORTER OFFICER BOOK AWARDS

- Each 4-H club may enter their secretary, news reporter, and treasurer books for county competition. Books should be neat and contain pictures of club events and news clippings of club meetings.

#### JUDGING REQUIREMENTS FOR NEWS REPORTER BOOK

**\*The News Reporter articles are judged on accuracy, skill of writing, and completeness of the following items which must be in the actual book. No book --No grade!**

- |  |                           |
|--|---------------------------|
| 1.) <b>Read the book and summarize it in a one-page report</b>   | 20 points _____           |
| 2.) A <b>Club Feature Story</b> (identify), which is written by the reporter.  | 10 points total _____     |
| a. 5 points for writing the story  |                           |
| b. 5 points for it being published   |                           |
| 3.) You need <b>ten Club News Articles</b> (these should be identified by #'s 1-10 in the book,) The same article submitted to different newspapers does not count. Articles can be on the following examples: new projects, what to expect at the fair, or what it takes to be a 4-H member in your club. | 2 points/article _____    |
| 4.) <b>Member or Special Activity Article.</b> You must identify the "Special Article." (It can be pictures with captions, but it cannot be the same as your One-Page Report in #1 or your Club Feature Story in #2.)  | 20 points _____           |
| 5.) <b>Bonus Publication Points:</b> Original articles <u>generated by your club for other media</u> , not a copy of an article someone else wrote. (TV, radio ads, INTV cable access, etc.)   | 5 points/pub. _____       |
| <b>BONUS:</b> BE SURE THE CLUB NAME AND THE NEWS REPORTER'S NAME IS ON THE OUTSIDE FRONT COVER OF THE BOOK.  |                           |
| *If a binder/folder is used the name and club must be on that too.   | 5 points _____            |
|  | <b>Total Points</b> _____ |

#### POINTERS:

\*Affix each published article inside the official Ohio News Reporter book.

#### JUDGING RULES:

- Only published articles for the current club year will be accepted for judging.
- All articles or pictures with captions should be written by the News Reporter.

#### NEWS REPORTERS -- DON'T FORGET TO:

- Submit your club's news articles as soon as possible to the newspapers for news releases. Newspapers usually won't print articles that are over two weeks old. News articles must be typed.
- Check with the newspapers to see if they have special forms or weekly deadlines for news releases.
- Youth may keep the grade sheet.

Name \_\_\_\_\_ Club \_\_\_\_\_



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### SECRETARY OFFICER BOOK AWARDS

- Each 4-H club may enter their secretary, news reporter, and treasurer books for county competition. Books should be neat, contain pictures of club events, news-clippings of club meetings, have all minutes signed by secretary and president, and have the treasurer's book up-to-date.

#### JUDGING REQUIREMENTS FOR SECRETARY BOOK

\*Secretary books are graded upon neatness, accuracy, and completeness of the following items in the actual book of the officer: No book - No grade. Extra pages may be inserted.

- |     |  |   |                 |
|-----|--|---|-----------------|
| 1.) | Club Roll  | *names listed alphabetically<br>*attendance record complete/ up to date<br>(pages may be added for larger clubs)<br>*after recording minutes under business, pull details to other categories<br>*list motions; signed by president & secretary | 20 points _____ |
| 2.) | Minutes  | *meeting and activities recorded in correct portion of secretary's minutes<br>*consistency of minutes and kept in chronological order   | 25 points _____ |
| 3.) | Committees listed on page. 38  | *officers listed at election meeting minutes  | 10 points _____ |
| 4.) | Neatness   | *condition of book<br>*penmanship<br>*grammar<br>*spelling<br>*pictures<br>*correspondence  | 35 points _____ |
| 5.) | Constitution (copy of constitution and program sheet/page)   |   | 10 points _____ |
|     | <b>BONUS:</b> BE SURE THE INFORMATION IS COMPLETED ON FRONT COVER.<br>And on the OUTSIDE FRONT COVER OF THE BOOK/binder/folder.<br>Advisor signature required. |   | 5 points _____  |

**Total Points** \_\_\_\_\_

#### POINTERS:

\***The official on-line version of the 4-H Secretary book is used for competition in this contest.** Blank books inserted within other notebooks will significantly lower your score; however, pages may be inserted in between pages for additional space. \*Typed notes are not necessary. Youth may keep the grade sheet.

Name \_\_\_\_\_ Club \_\_\_\_\_



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### TREASURER OFFICER BOOK AWARDS

- Each 4-H club may enter their secretary, news reporter, and treasurer books for county competition. Books should be neat, contain pictures of club events, news-clippings of club meetings, have all minutes signed by secretary and president, have the treasurer's financial statement up-to-date.

#### JUDGING REQUIREMENTS FOR TREASURER BOOK

**\*Treasurer books are graded upon neatness, accuracy, and completeness of the following items:**

Place club information on outside cover, **Page 1**

a. - include the club name, officer participant name 5 points \_\_\_\_\_

Alphabetical club roll, complete dues record **Appendix 1**

(Indicate date dues paid or a fund raising record) 10 points \_\_\_\_\_

ACTIVITY PAGES 1-19 completed 20 points \_\_\_\_\_

Monthly records, receipt and expense sections completed and balanced

(**Include copies** - not originals) **Appendix 2 & 5** 25 points \_\_\_\_\_

Include latest bank statement for club **Reconciliation Form and Appendix 3**

(Copies - not originals) 10 points \_\_\_\_\_

Annual Report/Audit completed and signed by treasurer, auditing advisor

**Appendix 4** 10 points \_\_\_\_\_

Neatness:

\*organization of binder materials 5 points \_\_\_\_\_

\*penmanship 5 points \_\_\_\_\_

\*spelling 5 points \_\_\_\_\_

**\*Statement filled out in ink, including all signatures** 5 points \_\_\_\_\_

Accuracy:

correct totals 5 points \_\_\_\_\_

items in correct spaces 5 points \_\_\_\_\_

**Total Points** \_\_\_\_\_

#### POINTERS:

\*Canceled checks (copies) may be used as receipts.

\*Binders or notebooks will be accepted.

\*Include all **copies of bills** and **copies of receipts** (not originals) to show records of transactions. It is important to retain receipts/invoices of transaction.

\*Youth may keep the grade sheet.

Name \_\_\_\_\_ Club \_\_\_\_\_



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### HISTORIAN/SCRAPBOOK OFFICER BOOK AWARDS

- Each 4-H club may enter their secretary, news reporter, treasurer, health, safety, historian/scrapbooks for county competition. Books should be neat and contain pictures of club events and news clippings of club meetings.

#### JUDGING REQUIREMENTS FOR HISTORIAN/SCRAPBOOK CONTEST

Name and Club Name readily identified	5 points _____
5 pages front and back	5 points _____
Binder /Style book attractive with name and club prominent	5 points _____
Each year should be easy to distinguish (if multiple years)	5 points _____
• DIVERSITY OF ACTIVITIES (Does it represent the 4 H's?)	20 points _____
• LEADERSHIP ACTIVITIES IDENTIFIED	10 points _____
• CITIZENSHIP/ SERVICE LEARNING (Community Services)	10 points _____
• CREATIVITY/ ORIGINALITY/ COMPOSITION OF PAGES	
○ Design elements (color, repetition, balance, etc.)	10 points _____
○ Use of title/journaling (the story)	10 points _____
○ Photo quality	5 points _____
○ Originality and Innovation	15 points _____
<b>(100 points possible) Total Points _____</b>	

#### JUDGING RULES:

- 1.) Only scrapbooks or pages for the current club year will be accepted for judging.
- 2.) All journaling shall be done by the contestant.
- 3.) Must identify 5 pages for judges to score per year. All others are exempt.

Name \_\_\_\_\_ Club \_\_\_\_\_  
 Phone Number \_\_\_\_\_



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