



## Officer Notebook - Secretary

Name: \_\_\_\_\_ 4-H Age: \_\_\_\_\_ Club: \_\_\_\_\_

	Superior	Excellent	Good	Fair
<b>Organization and General Appearance</b> <ul style="list-style-type: none"> <li>• Neat and easy to read</li> <li>• Use of title page, table of contents, etc.</li> <li>• Completeness</li> </ul>				
<b>Club Minutes</b> <ul style="list-style-type: none"> <li>• Clearly written</li> <li>• Club minutes entered chronologically (October, November, etc.) telling what happened at club meetings; including motions made and passed, programs and demonstrations presented</li> <li>• Minutes complete and signed by president and secretary</li> </ul>				
<b>Enrollment/ Club Roll</b> <ul style="list-style-type: none"> <li>• Member attendance record included</li> <li>• List of Officers, Leaders, Committees</li> </ul>				
<b>General Content</b> <ul style="list-style-type: none"> <li>• Club calendar or schedule included</li> <li>• Goals and accomplishments listed</li> <li>• Successes and failures included</li> <li>• Plans for future</li> <li>• Club communication</li> </ul>				

Comments:

Ribbon Placing: \_\_\_\_P \_\_\_\_B \_\_\_\_R \_\_\_\_W



## Officer Notebook - Vice President

**Name:** \_\_\_\_\_ **4-H Age:** \_\_\_\_\_ **Club:** \_\_\_\_\_

	Superior	Excellent	Good	Fair
<b>Organization and General Appearance</b> <ul style="list-style-type: none"> <li>• Neat and easy to read</li> <li>• Use of title page, table of contents, etc.</li> <li>• Completeness</li> </ul>				
<b>Meeting Outline</b> <ul style="list-style-type: none"> <li>• Include when, where, what, and who of all club meetings (include guest speakers, demonstration assignments, health and safety activities, etc.)</li> </ul>				
<b>Club Membership List</b> <ul style="list-style-type: none"> <li>• Names of club members</li> <li>• List of Officers and Club Leaders</li> <li>• List of Committees (including chairman and members)</li> </ul>				
<b>General Content</b> <ul style="list-style-type: none"> <li>• Goals and accomplishments listed</li> <li>• Successes and failures included</li> <li>• Plans for future</li> <li>• Club Constitution and By-laws</li> </ul>				

**Comments:**

**Ribbon Placing:** \_\_\_\_P \_\_\_\_B \_\_\_\_R \_\_\_\_W



## Officer Notebook - President

**Name:** \_\_\_\_\_ **4-H Age:** \_\_\_\_\_ **Club:** \_\_\_\_\_

	Superior	Excellent	Good	Fair
<b>Organization and General Appearance</b> <ul style="list-style-type: none"> <li>• Neat and easy to read</li> <li>• Use of title page, table of contents, etc.</li> <li>• Completeness</li> </ul>				
<b>Events and Activities</b> <ul style="list-style-type: none"> <li>• Include when, where, what, and who of all club meetings (include guest speakers, demonstration assignments, health and safety activities, etc.)</li> <li>• Calendar of events - Include all local, county, area, and state events of importance to the club</li> </ul>				
<b>Club Membership List</b> <ul style="list-style-type: none"> <li>• Names of club members</li> <li>• List of Officers and Club Leaders</li> <li>• List of Committees (including chairman and members)</li> </ul>				
<b>General Content</b> <ul style="list-style-type: none"> <li>• Goals and accomplishments listed</li> <li>• Successes and failures included</li> <li>• Plans for future</li> <li>• Club Constitution and By-laws</li> </ul>				

**Comments:**

**Ribbon Placing:** \_\_\_\_P \_\_\_\_B \_\_\_\_R \_\_\_\_W



## Officer Notebook - Treasurer

Name: \_\_\_\_\_ 4-H Age: \_\_\_\_\_ Club: \_\_\_\_\_

	Superior	Excellent	Good	Fair
<b>Organization and General Appearance</b> <ul style="list-style-type: none"> <li>• Neat and easy to read</li> <li>• Use of title page, table of contents, etc.</li> <li>• Completeness</li> <li>• Clearly written</li> </ul>				
<b>Monthly Income and Expenses</b> <ul style="list-style-type: none"> <li>• Balance on hand listed each month</li> <li>• Money received/paid each month</li> <li>• Receipts enclosed in an orderly fashion</li> </ul>				
<b>Bank Statements</b> <ul style="list-style-type: none"> <li>• Monthly bank statements are organized sequentially (October, November, etc.)</li> <li>• Balance reconciled each month</li> <li>• Complete record</li> </ul>				
<b>General Content</b> <ul style="list-style-type: none"> <li>• Yearly summary of club finances</li> <li>• Club budget</li> </ul>				

**Comments:**

**Ribbon Placing:** \_\_\_\_P \_\_\_\_B \_\_\_\_R \_\_\_\_W



## Officer Notebook - Historian

**Name:** \_\_\_\_\_ **4-H Age:** \_\_\_\_\_ **Club:** \_\_\_\_\_

	Superior	Excellent	Good	Fair
<b>Organization and General Appearance</b> <ul style="list-style-type: none"> <li>• Neat and easy to read</li> <li>• Use of title page, table of contents, etc.</li> <li>• Creative and original</li> </ul>				
<b>Club Information and Pictures</b> <ul style="list-style-type: none"> <li>• Roster of membership, including officers and club leaders (optional: picture of each member)</li> <li>• List of club committees</li> </ul>				
<b>Club Memories</b> <ul style="list-style-type: none"> <li>• Record of events (monthly meetings, programs, parties, fair participation, workshops, community service, etc.) arranged monthly</li> <li>• May include drawings, flyers, programs, or other effectively used material</li> <li>• Collection of pictures and newspaper clippings (physical or downloaded from the internet) from events</li> </ul>				
<b>Quality of Writing</b> <ul style="list-style-type: none"> <li>• Clearly written like a story, not club minutes</li> <li>• Accurate and complete</li> <li>• Stories accompany the record of events, photos, and newspaper clippings</li> </ul>				

**Comments:**

**Ribbon Placing:** \_\_\_\_P \_\_\_\_B \_\_\_\_R \_\_\_\_W



## Officer Notebook - Reporter

**Name:** \_\_\_\_\_ **4-H Age:** \_\_\_\_\_ **Club:** \_\_\_\_\_

	Superior	Excellent	Good	Fair
<b>Organization and General Appearance</b> <ul style="list-style-type: none"> <li>• Neat and easy to read</li> <li>• Use of title page, table of contents, etc.</li> <li>• Creative and original</li> </ul>				
<b>Monthly Meeting Reports</b> <ul style="list-style-type: none"> <li>• Strong leads to draw the reader into the report</li> <li>• Factual and timely</li> <li>• Accurate, well-written with proper grammar, punctuation, and spelling</li> </ul>				
<b>Feature Stories</b> <ul style="list-style-type: none"> <li>• Catchy, informative leads to bring reader into the story</li> <li>• Informative and interesting</li> <li>• Proper grammar, punctuation, and spelling</li> <li>• Appropriate and timely</li> </ul>				
<b>Photographs</b> <ul style="list-style-type: none"> <li>• Compliment story</li> <li>• Eye-appealing</li> </ul>				

**Comments:**

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