

GUIDELINES FOR CLUB OFFICER BOOKS EXHIBITED AT THE MORRIS COUNTY FAIR

SECRETARY

Start with the October 4-H meeting.

- ❖ The secretary's book needs to contain the constitution and bylaws (can be ordered from the Extension Office)
- ❖ Put in an attractive cover with name of club on the front.
- ❖ Have business listed under sub-titles example: new business, old business, leader's reports, officers reports, etc.
- ❖ To make a correction draw one line through and with correctly. At end of minutes make a note it was corrected.
- ❖ Use the secretary's book available at the Extension Office.
- ❖ List Members alphabetically and list new members at the end of list.
- ❖ Use same color of ink pen throughout.
- ❖ Who ever took the minutes should sign them. The president presiding at the meeting should sign the minutes after they are read and approved. Cross out the two titles that don't apply under the president's signature.

TREASURER

Start with October 1.

- ❖ Do not have the book signed until the end of the 4-H year (September 30). Have it signed by the audit committee. This could be the community leaders or the parents committee, or whoever is appointed by the club.
- ❖ Make sure the budget is complete.
- ❖ If the bank statement is not received monthly make a notation to this effect.
- ❖ Complete in the same color ink pen through out the book.

REPORTER

Start with the new 4-H year on October 1.

- ❖ Don't confuse reporter and historian books.
- ❖ The reporter book should include only items written for publication by the reporter about the club or members.
- ❖ Include a page that tells the clubs name, reporters name and year.
- ❖ The left page (as the book is open up) should have the copy as it was submitted for publication and on the facing page (on right) the clipping as it was printed.
- ❖ Include a clipping for every publication that the report was printed in.
- ❖ Include the name of the newspaper and the date it was printed.
- ❖ Get the reports to the newspaper in a timely manner.

(Continue)

HISTORIAN

Start with the new 4-H year on October 1.

- ❖ The historian's book is a book that tells about the club year. It tells a story of the club as a whole by using newspaper clippings, pictures, program books, etc. Items are only included if they involve members of the group.
- ❖ Reporter's newspaper clippings of monthly meetings are not put in the historian's book since they are included in the reporter's book.
- ❖ The cover should be durable because you are preserving the history of the club.
- ❖ Have a title page with club name, year and historian's name.
- ❖ Highlight member's name in clippings, picture captions, programs, etc.
- ❖ Label pictures with activity dates and names.
- ❖ Since you are preserving a club's history you may wish to put the secretary, treasurer and reporter books with the historian book for a permanent record at the end of the 4-H year (September 30).