

DATE \_\_\_\_\_

**CLUB PRESIDENT'S BOOK** AWARD \_\_\_\_\_**Format and Score Sheet**

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.

<b>__ required ID form with required signatures</b>	possible score	received
Neatness, clarity of information and following format	5	
Title Page	2	
Table of Contents	3	
President information		
a. statement of Club President duties ( <b>signed by Club Leader</b> )	<b>5</b>	
b. personal statements by club President,	30	
to include the following:		
1) what was done as President during the year		
2) what was learned by being President		
3) how was the success of the club influenced by your Presidency		
4) what recommendations you would pass on to the next year's President		
c. miscellaneous - photos, charts, flyers, etc. – not to exceed 5 pages	5	
Club information:	15	
a. list of club officers and leaders		
b. club member roster		
c. club planned 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	35	
(Use back of form for additional evaluating comments if necessary)	TOTAL	100%

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

90-100 - Gold Book completed by \_\_\_\_\_

80-89 - Blue Club \_\_\_\_\_

70-79 - Green District \_\_\_\_\_

0-69 - Participation Evaluated by \_\_\_\_\_

**(11/28/17)**

DATE \_\_\_\_\_

**Format and Score Sheet for  
CLUB VICE PRESIDENT'S BOOK**

AWARD \_\_\_\_\_

Complete the **Los Angeles County 4-H Youth Development Planned Program** as the Vice President's Book, plus add a statement about the duties of this office in your club and what you actually did during the year. 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. **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.

<input type="checkbox"/> <b>required ID form with required signatures</b>	<b><u>SCORE SHEET</u></b>	possible score	received
Neatness, clarity of information, and following format		5	
Title Page		2	
Table of contents		2	

**PREPARATION OF CLUB PROGRAM**

Planned Program		30	
List:	Local Club Leaders		
	Local Club Meetings		
	Officers		
	Club Goals		
	Calendar and Meeting Plans		
	Community Involvement Plan(s)		
Club program content:		15	
	Of interest to both boys and girls		
	Of interest to all ages in the club		
	Furthers the Club Goals		
	Monthly meetings are balanced between business, program and recreation		

**EXECUTION OF CLUB PROGRAM**

Club Completed Goals		5	
Actual Club Calendar, meeting content and program		16	
	what parts of the planned program above actually occurred?		
Vice-President information			
	a. statement of Club Vice-President duties ( <b>signed by Club Leader</b> )	5	
	b. personal statement 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, flyers, etc. - not to exceed five pages	5	
(Use back of form for additional evaluation comments if necessary)	TOTAL	100%	

The vice-president 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      Evaluated by \_\_\_\_\_

DATE \_\_\_\_\_

**Format and Score Sheet for  
CLUB SECRETARY'S BOOK**

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.

<input type="checkbox"/> required ID form with required signatures	<u>SCORE SHEET</u>	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 ( <b>signed by Club Leader</b> )			
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 – photos, flyers, charts, etc. - 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 (what happened at the meeting)		50	
(Use back of form for additional evaluation comments if necessary)	TOTAL	100%	

When submitting the officer book to LA County 4-H for evaluating, 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      Evaluated by \_\_\_\_\_

(11/28/2017)





DATE \_\_\_\_\_

**Format and Score Sheet for  
REPORTER'S BOOK**

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.

**— required ID form**

**with required signatures**

**SCORE SHEET**

possible score    received

Neatness, clarity of information, and following format`

5

Title Page

2

Table of Content

3

Reporter information

a. statement of Club Reporter duties (**signed by Club Leader**)

5

b. personal statement by club reporter, to include the following:

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, etc.- not to exceed five pages

5

Reporter accomplishments

65

This section should record and display the work of the club reporter.

Club newsletters and announcements

**(include only if made by the Club Reporter)**

include copies in chronological order, with latest last

Club publicity (include **only if articles written by club reporter**)

chart of news articles written, submitted to, and published

include copies of submitted news articles and photos

and copies of actual published articles, with latest last

TOTAL

100%

(Use back of form for additional evaluation comments if necessary)

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

90-100 - Gold            Book completed by \_\_\_\_\_

80-89 - Blue            Club \_\_\_\_\_

70-79 - Green           District \_\_\_\_\_

0-69 - Participation    Evaluated by \_\_\_\_\_

**(11/28/2017)**

