



**Orange County 4-H
2016-2017 Club Officers Books**

Date _____

Club Office: _____

Club Name: _____

Work done and Book completed by Officer name**: _____

** In the case of the Historian Book, if appropriate, list the names of the committee members that helped prepare the book.

Officer's age (as of Dec. 31, 2016) _____ Birth Date _____

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

1. Books for the following club offices are eligible for this competition:
Secretary News Editor Treasurer Historian
2. Officer book shall be completed by the club officer and should reflect work undertaken in the last program 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(s) to pass on to the next officer
4. Books are evaluated by the Danish system where all members have a chance to earn a Gold Medal.
5. Format and Score Sheet (dated 2016-2017) for officer books will be used for this competition.
6. To be evaluated, officer books are due **August 26, 2017 at Orange County 4-H Office(SCREC)** Awards are to be announced at the County Awards event.
7. This required form must be completed and inserted (securely attached) in the front of the officer book being submitted in the Club Officer Book Competition.

As a Club Officer, I have completed this book.

Officer signature and phone number _____

I have reviewed this officer book for accuracy.

Club Community Leader Signature: _____

Phone Number: (____) _____ **Email Address:** _____

Optional: Please explain any special considerations that you want the evaluators to be aware of when reviewing these records. <hr/> <hr/>
Guardian/parent's signature _____ Date _____

Signatures of both Officer and Club Community Leader are required for club officer book to be evaluated for a medal.

(7/2017)

ORANGE COUNTY 4-H SECRETARY'S BOOK SCORE SHEET (2016-2017)

Thank You for preparing and submitting your officer's book for evaluation. It is a responsibility to your club to keep good records, and we congratulate you for your efforts on the club's behalf, as well as your fellow members who selected you for this office.

Item	Maximum Points	Points Awarded
Minutes	20	
Attendance	10	
Roster	10	
Monthly Treasurer's Reports	10	
Committee Report's	5	
Correspondence	5	
Annual Club Goals	5	
Annual Club Program Plans	5	
Neatness and Legibility	15	
Story	15	
Total	100	

NAME: CLUB:

Comments: _____

Evaluators' Signatures:

ORANGE COUNTY 4-H TREASURER'S BOOK SCORE SHEET (2016-2017)

Thank You for preparing and submitting your officer's book for evaluation. It is a responsibility to your club to keep good records, and we congratulate you for your efforts on the club's behalf, as well as your fellow members who selected you for this office.

Item	Maximum Points	Points Awarded
Budget	10	
Bank Statements	5	
Monthly Reports	10	
Ledger Reports	10	
Secretary's Minutes	10	
Annual Report	10	
Inventory Report	5	
Peer Review	10	
Neatness and Legibility	15	
Story	15	
Total	100	

NAME: CLUB:

Comments: _____

Evaluators' Signatures:

ORANGE COUNTY 4-H HISTORIAN'S BOOK SCORE SHEET (2016-2017)

Thank You for preparing and submitting your officer's book for evaluation. It is a responsibility to your club to keep good records, and we congratulate you for your efforts on the club's behalf, as well as your fellow members who selected you for this office.

Item	Maximum Points	Points Awarded
Scrapbook	70	
Neatness and Legibility	15	
Story	15	
Total	100	

NAME:

CLUB:

Comments: _____

_____ Evaluators' Signatures: _____

ORANGE COUNTY 4-H NEWSLETTER EDITOR'S BOOK SCORE SHEET (2016-2017)

Thank You for preparing and submitting your officer's book for evaluation. It is a responsibility to your club to keep good records, and we congratulate you for your efforts on the club's behalf, as well as your fellow members who selected you for this office.

Item	Maximum Points	Points Awarded
Newsletters	40	
Relevancy & Timeliness of Articles & Information	30	
Neatness and Legibility	15	
Story	15	
Total	100	

NAME:
CLUB:

Comments: _____

Evaluators' Signatures: