

## **HIGHLAND COUNTY 4-H SECRETARY'S CONTEST**

Each year, the 4-H Committee has a contest for all secretaries of 4-H clubs in Highland County. This competition is optional, but the 4-H Committee thinks it is a worthwhile activity.

### **SECRETARY BOOK SUGGESTIONS:**

Secretary Book — Fill it out entirely. (Add pages as needed.)

In general, do the following: (Compiled in a Three-Ring Binder.)

#### **INCLUDE:**

Pictures of Club Members  
Club program (plan)  
Advisor Information  
Committees (add pages, if necessary)  
Club Roll — all members listed (add pages, if necessary)  
Club Constitution — (If your club does not have a Constitution, talk to your 4-H Advisor)  
County and State activities your club participated in — (your advisor has this information)  
Minutes of each and every meeting (work meetings can be included) — Make sure it is signed by yourself and the President (should be done after every meeting).

### **JUDGING CRITERIA:**

1. Secretary's Book — have you assumed all the duties of the office?
2. Completeness of minutes — do you have the information the club needs to have an accurate record of the club happenings.
3. Neatness
4. Turned in to the Extension Office, 119 Governor Foraker Place, Hillsboro, no later than the fourth Wednesday of August before noon.

All books will be on display at the Highland County Fair and will be available for pick up at the Junior Fair Building on the last Saturday of fair from 3:00 pm – 5:00 pm or on Sunday following the fair from 10 am to 12 noon.

A plaque for 1<sup>st</sup> place and rosettes for 2<sup>nd</sup> and 3<sup>rd</sup> place will be given at the Highland County Jr. Fair Awards Round-Up, Tuesday of fair, 6:00 p.m. in the Multi-Purpose Building.

## **HIGHLAND COUNTY 4-H NEWS REPORTER CONTEST**

Open to all Highland County 4-H News Reporters.

Any 4-H News Reporters interested in participating in the county contest will be required to turn in a scrapbook.

To the included in the scrapbook:

1. Picture of club members;
2. Club Program (plan)
3. News Reports — good spelling & punctuation is important;
4. Other news articles concerning 4-H where individual members are named in the clubs;
5. Newspaper pictures of your club.

All news articles, pictures, etc. should be after January 1, current year.

Scrapbooks will be judged on neatness and completion of requirements.

Scrapbooks should be turned in by the fourth Wednesday in August before noon.

All books will be on display at the Highland County Fair and will be available for pick up at the Junior Fair Building on the last Saturday of fair from 3:00 pm – 5:00 pm or on Sunday following the fair from 10 am to 12 noon.

A plaque for 1<sup>st</sup> place and rosettes for 2<sup>nd</sup> and 3<sup>rd</sup> place will be given at the Highland County Jr. Fair Awards Round-Up, Tuesday of fair, 6:00 p.m. in the Multi-Purpose Building.

### **NEWSPAPER**

Times Gazette      Jeff Gilliland: (937) 393-3456, 108 Governor Trimble Place, Hillsboro, OH  
Fax: (937) 393-2059  
Email: info@timesgazette.com

Highland County      Rory Ryan: (937) 840-9490, 128 S High Street, Hillsboro, OH  
Press      Fax: (937) 840-9492  
Email: hcpress@cinci.rr.com

**Please type. Put your name and telephone number at top left corner of news release.**

## **HIGHLAND COUNTY 4-H TREASURER'S CONTEST**

Each year, the 4-H Committee has a contest for all treasurers of 4-H clubs in Highland County. This competition is optional, but the 4-H Committee thinks it is a worthwhile activity.

### **TREASURER'S BOOK SUGGESTIONS:**

1. Fill out front cover.
2. Fulfill duties listed on pages 2 and 3 of your book.
3. Record of dues — (add sheets as necessary). Any project book money and candy fund-raising money should be run through Treasurer's books also. Premium money can be included if in agreement with members and advisors.
4. Receipts and expense sheets. All money, whether petty cash or by check, should be recorded (add sheets as needed). You may want to put your material in a soft-covered notebook.
5. Summary of Balance for Year — Since the 4-H year does not end during your term as Treasurer, it should be as of the judging dates of the Treasurer's book. That means your book should be **audited** before that date. (Also needed are two signatures of the audit committee, plus the organizational advisor's signature.)
6. Copy of each meetings treasurer's report

**OTHER PEOPLE'S MONEY IS A RESPONSIBILITY!!  
DO NOT TAKE RESPONSIBILITY LIGHTLY!!**

### **JUDGING CRITERIA**

1. Treasurer's book — fill out completely. Income & expense sheets should be added to notebook.
2. Accuracy of accounting.
3. Fulfillment of duties as stated on inside cover.
4. Neatness.
5. Turned in to Extension Office, 119 Governor Foraker Place, Hillsboro, no later than the fourth Wednesday in August before noon.

All books will be on display at the Highland County Fair and will be available for pick up at the Junior Fair Building on the last Saturday of fair from 3:00 pm – 5:00 pm or on Sunday following the fair from 10 am to 12 noon.

A plaque for 1<sup>st</sup> place and rosettes for 2<sup>nd</sup> and 3<sup>rd</sup> place will be given at the Highland County Jr. Fair Awards Round-Up, Tuesday of fair, 6:00 p.m. in the Multi-Purpose Building.

# SECRETARY - SCORE SHEET

Club \_\_\_\_\_

| Requirements        |   | Possible Points | Points Received |
|---------------------|---|-----------------|-----------------|
| 1.                  | <b>Completed Secretary Book</b>   | 0 - 5           | _____           |
| 2.                  | <b>Club Program</b><br><br>The Club Program Should include:<br>a) Table of Contents<br>b) Meeting dates and times<br>c) Location of meeting<br>d) List of members names and phone numbers<br>e) Club members who will do demonstrations<br>f) Members responsible for refreshments<br>g) Special programs that will be offered<br>h) Community service project - project, date<br>i) Important county 4-H activities<br>j) Schedule of club social activities | 0 - 10          | _____           |
| 3.                  | <b>Club Roll</b><br>a) Should list member's attendance for each club meeting  | 0 - 20          | _____           |
| 4.                  | <b>Complete Minutes of all Meetings</b><br>a) Pledges led by<br>b) Roll Noted<br>c) Approval of last minutes<br>d) Treasurers Report form last meeting<br>e) Old Business/New Business<br>f) Recreation & Refreshments  | 0 - 30          | _____           |
| 5.                  | <b>Signature of President &amp; Secretary on each page of meeting minutes</b>   | 0 - 5           | _____           |
| 6.                  | <b>Neatness and Readability</b>   | 0 - 20          | _____           |
| 7.                  | <b>Record of Club Committees &amp; Names of Officers</b>  | 0 - 10          | _____           |
| 8.                  | <b>Advisor Information</b>  | 0 - 5           | _____           |
| 9.                  | <b>Club Picture</b><br>a) Photograph or from newspaper  | 0 - 5           | _____           |
| 10.                 | <b>Club Constitution</b>  | 0 - 5           | _____           |
| 11.                 | <b>Tie Breaker:</b><br>a) Overall Neatness & Organization of Book   | 0 - 10          | _____           |
| <b>TOTAL POINTS</b> |   | 125             | _____           |

Comments:

# NEWS REPORTER - SCORE SHEET

Club \_\_\_\_\_

| Requirements   | Possible Points | Points Received |
|--|-----------------|-----------------|
| 1. <b>Club Program</b><br>The Club Program Should include:<br>a) Table of Contents<br>b) Meeting dates and times<br>c) Location of meeting<br>d) List of members names and phone numbers<br>e) Club members who will do demonstrations<br>f) Members responsible for refreshments<br>g) Special programs that will be offered<br>h) Community service project - project, date<br>i) Important county 4-H activities<br>j) Schedule of club social activities | 0 - 20          | _____           |
| 2. <b>News Clippings and Pictures</b><br>a) Should be labeled and tell the "story" of club   | 0 - 20          | _____           |
| 3. <b>Organizations and Neatness</b><br>a) Orderly   | 0 - 20          | _____           |
| 4. <b>Other Items Related to Club Activities</b><br>a) Examples:<br>-newsletters<br>-certificates<br>-awards<br>-souvenirs<br>-etc   | 0 - 25          | _____           |
| 5. <b>Club Picture</b><br>a) Photograph or from newspaper  | 5               | _____           |
| 6. <b>Cover of Scrapbook</b><br>a) Originality, neatness, quality  | 0 - 10          | _____           |
| 7. <b>Extra Credit</b><br>a) Examples :<br>-use of theme<br>-introductory page<br>-creativity  | 0 - 5           | _____           |
| <b>TOTAL POINTS</b>  | 105             | _____           |

Comments:

**Scrapbooks receiving 95 points or more will be a Top Scrapbook**

See back for additional instructions.

Reviewed 08/2014

# The Award Winning Scrapbook

## ***Basic Requirements:***

1. Scrapbook can be completed by the advisors, club members or by a club officer in charge of the scrapbook (news reporter/historian)
2. A Club Program must be developed and included in the scrapbook.
3. Your scrapbook should tell the story of your 4-H club's activities through the use of newspaper articles, pictures and other items.
4. Scrapbook should include:
  - a) Cover
  - b) Table of contents
  - c) Club's name
  - d) Club picture
5. Outside news articles pertaining to 4-H activities may be included as long as your club's members are involved.
6. Scrapbook contents will be judged only on current year's activities.

## ***Suggestions for Excellence:***

1. Original cover - use your imagination by thinking of something unique about your club, 4-H, etc. **(caution using puff paint or 3D cover as they are not durable).**
2. Use a theme for your scrapbook to tell your club's 4-H story.
3. An introductory page should briefly tell about your club.
4. Newspaper articles, pictures and other materials should be identified by date and who or what is involved.
5. Use pictures of club meetings, club members or member's projects.
6. Neatness and organization is a must - newspaper articles, pictures, drawings, or quotes add interest, but should not clutter.

# TREASURER - SCORE SHEET

Club \_\_\_\_\_

| Requirements  | Possible Points | Points Received |
|---|-----------------|-----------------|
| 1. <b>Completed Treasurer Book</b>  | 0 - 5           | _____           |
| 2. <b>Record of Dues</b><br>a) Any project book money<br>b) Assessment Fees<br>c) Premium money                                     | 0 - 20          | _____           |
| 3. <b>Receipt &amp; Expense Sheets</b><br>a) All money cash or check should be recorded   | 0 - 20          | _____           |
| 4. <b>Summary of Balance for Year</b><br>a) Treasurer's Book Audited<br>b) Signatures of audit committee and organizational advisor | 0 - 20          | _____           |
| 5. <b>Treasurer's Report from each club meeting</b>   | 0 - 20          | _____           |
| 6. <b>Neatness and Readability</b>  | 0 - 20          | _____           |
| 7. <b>Tie Breaker:</b><br>a) Overall Neatness & Organization of Book  | 0 - 10          | _____           |
| <b>TOTAL POINTS</b>   | 115             | _____           |

Comments: