4-H CLUB OFFICER AWARD

(to be completed by 4-H Club Leaders only)

DUE: October 1st
TO: MSU Extension
2840 College Ave
Escanaba MI 49829

The 4-H Club Officer Awards to be awarded at the annual fall 4-H County Recognition Banquet. These Awards will be presented to the individual 4-H member who is determined to have the most complete record submitted in the particular award area as determined by the County Awards Committee. Only records for the current year completed (October of last year through September of the current year) will be considered for recognition.

CLUB OFFICER AWARD- President and Vice President (Guideline) officer recognized for outstanding club leadership, including use of parlimentary proceedure.

SECRETARY AWARD – The 4-H Secretary Book must be used. Book should be accurate and neat. Each club meeting, i.e. regular club meetings and special meetings, needs to be recorded according to the suggested guidelines in the Secretary's Book.

TREASURER AWARD – The 4-H Treasurer Book must be used. All income and expenses of the club must be on record. The original receipt must be kept on every transaction. Submit only the Treasurer's Book. Do not send the receipts or other paperwork. Book should be accurate, neat and correct in addition and subtraction. Insert last page of the Treasurer's Book completed before submitting for competition.

REPORTER – Submit a notebook or scrapbook containing new clippings of articles you have written (include date and publication of article). Follow guidelines in bulletin 4-H1472, "So you are Reporter of your Club". You may also include the club newsletters you have written during the current year.

HISTORIAN – Submit a complete scrapbook of your club's history. Include activities, events, and accomplishments. May also include county and state 4-H activities that members of your club have participated in. Suggest including pictures along with a brief story of the event, with date, place, etc., news coverage, club awards, and more.

Officer Name	President	Vice President	Secretary	Treasurer	Reporter	Historian

Revised 12/05
"Awards and Recognition" section

Leader's Signature