THE HISTORIAN

The dictionary defines historian as “a writer or student of history”. The club historian is a writer or student of his/her club’s history. Why should we keep a record of our club’s history? One reason is to have an account of your club’s 4-H interests and accomplishments. Another reason is to be able to show and share what your club has done with others. Keeping a history of your club also leaves a legacy for future members.

DUTIES OF THE HISTORIAN

As historian of your 4-H club or council your duties are as follows:

1. Collect memorabilia from the 4-H’ers about the events and activities of the club or council.

2. Take photographs that show the events and activities of the 4-H club or council.

3. Compile memorabilia in an orderly manner such as a scrap book.

4. Arrange for display of the “scrap book” at appropriate occasions.
A WELL-PLANNED MEETING

A well-planned meeting consists of three main parts: business, program and recreation. Every officer should know the accepted procedure.

BUSINESS

Generally, the meeting follows this order of business:
* Call to order
* Pledges to the flags
* Group singing (if held)
* Roll call
* Reading and approval of minutes
* Reading of communications
* Reports of officers, executive committee, or leaders
* Reports of standing committees
* Reports of special committees
* Unfinished business (old business)
* Initiation or installation (if held)
* New business
* Announcements
* Adjournment

RESPONSIBILITIES OF ALL OFFICERS

The 4-H Club Officers working under the supervision of the leader perform many duties. Some important duties are the following:

* SECURE new members and organize the club or council
* PLAN the program for the year
* ARRANGE for a meeting place and for the proper care of it
* CONDUCT and take part in the meetings
* KEEP the club records and give them to the leaders or advisor as required
* MAINTAIN a good spirit and interest in the club or council
* HELP every 4-H’er find a place in the club or council and an opportunity to contribute
* MAINTAIN a good relationship with all individuals and groups
* MAINTAIN contact with the Extension Office
* ATTEND the 4-H officers’ training session
1. My objectives or goals - tell things you want to do & to achieve (why you took this office!?)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Did I achieve my goals? How?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. List your citizenship & community service experiences as Historian.

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<th>EVENTS/ACTIVITIES</th>
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4. Number of business meetings your club held during this year. _______

   Number of meetings you were present for. _______
5. List awards, trips, medals and other recognition received as Historian.

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6. List workshops and/or training sessions you attended or helped to arrange as Historian.

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7. Scrapbook.

A. Submit a scrapbook of the club’s activities for this year.

B. The book may be cumulative (more than just this year’s activities), but only this year’s records will be judged.

C. The book may be in chronological order (September - August) or by sections (such as 1-Meetings and Activities; 2-Field Trips; 3-Fairs; 4-County Level Activities; 5-Community Service, etc.).

D. Required items to be included:
   1. Typed or neatly handwritten (in ink) list of club members, addresses, ages and years in 4-H.
   2. Group photo of all club members.
   3. Group photo of club officers and leaders.

E. Suggested items to be included:
   1. Snapshots of:
      Club meetings and activities of club
      Field Trips, Tours, Workshops, Clinics, etc.
      Guest Speakers
      Club Recreation and Parties
      Club members at Fairs, District Events, or other County/State competition

   2. News clippings on club activities, special recognition of members, etc.
   3. Copies of news articles submitted by club reporter and printed in local media, 4-H newsletter, etc.
8. Your 4-H Project Story. On this sheet write a story.
   In your story include as many of the following as possible:
   * What 4-H work has meant to you
   * How you managed your project
   * What you have learned
   * What you can do to improve your project next year
   * What you did to “Make the Best Better”
   * About any other 4-H experiences
9. Photos. On a separate sheet include photos of you in the role as Historian.