

4-H Record Keeper



Welcome

Congratulations on your new role as your 4-H club's record keeper! You have the opportunity to document activities that will be both memorable and educational for your 4-H club. Good luck!

Record Keeper's Role in the Club

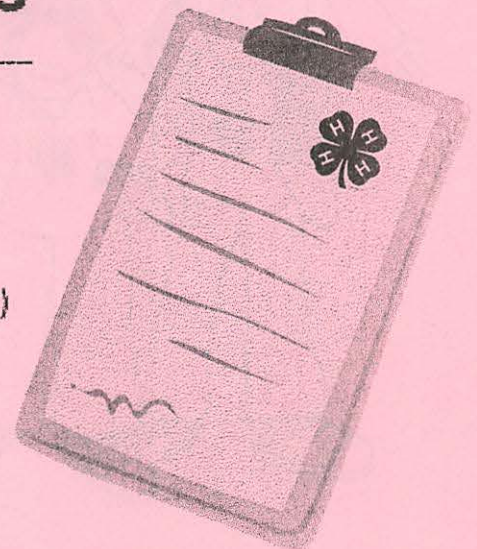
Serving as a club record keeper means you are responsible for documenting who participates in each meeting and contest. It is very important that you keep accurate records, so that there is never a question about the number of checks a member has. It is also very important that the classroom chart is kept up to date, neat and organized. Do not total the numbers of check marks on the chart, this is the 4-H Staff Member's responsibility.

Day of the Clover

Day of the Clover is a recognition event held at the end of the club year to recognize outstanding 4-H participation. A 4-H member must earn a minimum of seven check marks to be eligible to receive an invitation to Day of the Clover. The accuracy on the participation chart is the most important part of your job!

Checklist for Record Keepers

- ✓ FILL OUT THE CHART EACH MONTH
- ✓ REMEMBER TO GIVE A CHECK MARK FOR PROGRAM PARTICIPATION (example: pledges and thought for the day)
- ✓ CHECK FOR COUNTY LEVEL PARTICIPATION



SUMNER COUNTY 4-H

Record Keeper

CONGRATULATIONS!

Congratulations! It is really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H Office, much of the responsibility for the success of your club will depend on you and the other officers.

You are a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be a part of and a "humdrum club" that most people could care less about! Which kind of club do you want? The choice is yours. The success of the club depends on your leadership team.

GOOD OFFICERS ARE

Enthusiastic, tactful, loyal, honest, friendly -- that is one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?

As a role model for our 4-H Club, you should always participate in each 4-H activity.



- _____ Do I know the duties of my office?
- _____ Am I willing to improve myself so I can be a better officer?
- _____ Am I friendly? Do I work well with other members of the club and they with me?
- _____ Do I willingly accept responsibilities assigned to me?
- _____ Do I enjoy doing more than just what is required of me?
- _____ Am I willing to give credit to others for work well done?
- _____ Am I prompt in arriving at meetings?
- _____ Does my appearance inspire confidence and respect?
- _____ Am I kind, tactful, and courteous?
- _____ Do I use "please" and "thank you" when I should?
- _____ Am I always fair in my decisions?
- _____ Do I appreciate my parents and 4-H volunteer leaders for their time, effort, and devotion to club work?
- _____ Will I attend a 4-H officer's workshop if it is offered for our club or county?
- _____ Will I participate in a county 4-H council?