

Historian Worksheet

CHECKLIST for HISTORIANS

___ Keep a record of the club's accomplishments and activities for the year.

EACH MONTH

___ Collect items such as pictures and news clippings about the club and its members.

___ Put items in a scrap book to tell the 4-H club's story for the year.

GUIDELINES

___ Make the book meaningful to members and future members. Make the book compact and yet complete. Items are only include if they involve members of the club.

___ At the end of the year, review scrapbook. Write additional comments as needed.

___ Turn in the book to the extension office so the book can be displayed at the awards program. Invite members and parents to review the scrapbook.

Other Duties, Hints, Helpful Notes.

Attend all meetings.

Come to meetings prepared. Bring this worksheet.

* Read club program or newsletter before you arrive

* Decide what your answer for roll call will be

* Bring paper, pencil, supplies and records as needed

If you missed the last meeting, find out what took place before the next scheduled meeting from a member who was there.

If you arrive late for a meeting (after roll call) check with the club secretary after adjournment to make sure you have been added to the attendance.

Courtesy of: <http://www.exnet.iastate.edu/union/4h/historian02.pdf>

Duties of the Historian

1. RECORD

* Keep a record of the group's accomplishments and activities.

* Collect pictures and news clippings about the group or its members.

2. ORGANIZE

* Organize a scrapbook to tell my 4-H group's "story" for the year.

* Make the book meaningful to members and future members.

* Make the book compact and complete.

3. BE OBSERVANT

* All officers should make a big effort to know each member of the club. Make new members feel welcome and help them get involved by inviting them to be on committees and give their opinions. You serve as a role model to younger members, so try to make your actions reflect the high standards of the 4-H program. Your attitude should stay positive, so others become enthusiastic about the program as well.

* Be courteous to guests and have them properly introduced to the club.

Guidelines for the Historian Book

* The cover should be durable.

- * Pages should be securely fastened.
- * Items should be securely fastened to the page.
- * Items in the book should be in good condition (not folded or wrinkled).
- * The historian's book should tell the clubs story for the year.
- * It might include:

TITLE PAGE

Club's Name

Year Historian's Name

GROUP MEMBERS, OFFICERS AND LEADERS

CLIPPINGS (underline member's name(s))

PICTURES (labeled with activity, date and names)

GOAL SETTING RIBBONS (group award)

CORRESPONDENCE SECRETARY'S BOOK (previous year)

TREASURER'S BOOK (previous year)

STORY

The historian book can be a single story or a story told throughout the book!

Courtesy of: http://www.coopext.colostate.edu/Adams/4h/duties_hist.htm