



Winnebago County 4-H

New 2023 Record Book Awards

We are creating new opportunities for record book recognition for the 2022-2023 4-H year. Please share this info with your clubs and tell them to start planning now!

We will still keep the existing record book award structure:

- **Participation Sticker:** All members who submit a record book to their club (traditional, digital, video or the new 4-H EZ Record Form) and that are not forwarded to the county level will receive this award. **Note: The new 4-H EZ Record Forms are not eligible for advancement to the county-level.**
- **Gold Achievement 4-H Club Work Sticker:** all record books that club leaders nominate for a County Outstanding Award.
- **Gold 4-H Clover Sticker:** County Outstanding Award
- **Merit Sticker:** Exemplary!
- **Cloverbud Sticker:** Received at the county-level to recognize their participation.

We will add the following "Best Of" awards beginning fall of 2023

(1 for each category)

Best Cloverbud Record Book

(either the traditional Cloverbud record book or the newer Cloverbud Workshop record book are acceptable)

Best Traditional Record Book Grades 3-5

Best Traditional Record Book – Grades 6-13

Best Digital Record Book - All Grades

Best Video Record Book – All Grades

Best Secretary Record Book

Best Treasurer Record Book

Best Historian Scrap Book

All "Best Of" winners will receive a \$25 gift certificate to <https://shop4-h.org/>



Winnebago County 4-H "Best Of" Treasurer Record Book

What elements must this record book contain to be eligible for the "Best Of" Award?

- Record Book **Cover Page**
- **Table of Contents** (create your own)
- Copy of the **Club's Budget** for the year, and/or a **Payment Approval Log** for motions carried for payments and expenses (see suggested budget and payment approvals template)
- **Record of Finances** (see suggested template or can use copy of checkbook register)
- **Monthly Treasurer's Report** for each month (see suggested template or can be an excel spreadsheet that is printed)
- **Balanced Checking and Savings Record** for each month (can use back of bank statement or digital version that is printed)
- **Dues log** (see suggested template)
- Completed **Audit Checklist**
- **Letter** from your club leader commenting on your work as the treasurer for the club year.
- **Neatness and Organization is a must!**



Winnebago County 4-H "Best Of" Secretary Record Book

What elements must this record book contain to be eligible for the "Best Of" Award?

- Record Book **Cover Page**
- **Table of Contents** (create your own)
- Club Attendance Record (see suggested template)
- **Monthly Calendar** showing your club's plans for each meeting. (create your own)
- **Club Minutes** for each month. Minutes should include:
 - # of club members in attendance
 - # of adults in attendance
 - List any new members or special guests in attendance
 - Date and time meeting was called to order and adjourned
 - Record of Secretary's Report being accepted (include motions and vote)
 - Record of Treasurer's Report being accepted (include motions and vote)
 - Record of all other motions made at the meeting (including second motion and vote count)
 - Include any other info such as who did demos, activities completed, discussions, etc.
- **Letter** from your club leader commenting on your work as the secretary for the club year.
- **Neatness and Organization is a must!**
- Club Secretary should also **send a copy of the club minutes to the Extension Office soon after each meeting**. This is considered in the awards selection.



Winnebago County 4-H "Best Of" Historian Scrapbook

What elements must this record book contain to be eligible for the "Best Of" Award?

Objective: To show what the club accomplished during the year.

- At least 8 ½ x 11 inches, no larger than 12 x 15 inches.
- Could be a scrapbook, photo book or binder.
- Can include pictures, drawings, articles, stories, etc. Remember to use captions or labels to describe the included items.
- Can highlight activities, projects, and community service that the club did during the current year only.
- No ribbons, scorecard, or evaluation sheets should be included.
- Include a title page with the club name, year, number of members and leaders, list of officers, and club picture.
- Use current year beginning in October. Arrange the book in chronological order by month.
- The club can decide if the scrapbook will be completed by a club historian or a larger committee.
*If you have a larger committee, only one \$25 gift certificate will be given, but each member will receive an award certificate.
- **Letter** from your club leader commenting on your work as the historian for the club year.

What else will we look for?

- Neatness
- Creativity
- Complete review of the club's activities for the year
- Captions/labels

Helpful hints:

- To help preserve the items included in the book, acid free paper is suggested, but not necessary for judging purposes.
- Think about ways to decorate the book. You may use stickers, drawings, cutouts, colored paper, computer graphics, etc.