

Secretary Book, Reporter Book, Treasurer Book, Community Service Book, Scrapbook/Historian Book 4-H Contest Entry Form for Walla Walla County

Awards are presented at the annual 4-H Achievement program for the top three in each category submitted for judging. **Each entry must be submitted to the WSU Cooperative Extension office by the first business day in October.**

Club Name: _____ Leader's Name: _____

Name of Youth (if applicable): _____ Age: (as of most recent Oct. 1) _____

Was this book a club effort and not an individual's effort? Yes No

❖ **This contest MUST have the appropriate completed book submitted with entry form. All books should be in a report cover or binder.**

<input type="checkbox"/> Club Secretary Book ❖	<input type="checkbox"/> Club Reporter Book ❖	<input type="checkbox"/> Club Treasurer Book ❖
<p><u>This form must be submitted along with the club secretary book.</u></p> <p>The secretary book must be completed by the 4-H member in their own words. Parents or leaders should only provide guidance to the member.</p> <p><u>Scoring:</u></p> <p>Minutes.....60 pts Completeness of the minutes, a roll call attendance list, and neatness.</p> <p>Program and Club Story.....20 pts</p> <p>Extra Information.....20 pts Includes pictures, clippings, etc. pertaining to the club or club members.</p>	<p><u>This form must be submitted along with the club reporter book.</u></p> <p>The club reporter book must be completed by the 4-H member in their own words. Parents or leaders should only provide guidance to the member.</p> <p><u>Scoring:</u></p> <p>Organization.....15 pts Articles are in a folder or binder and each one is labeled and dated.</p> <p>Content.....30 pts Articles include who, what, where, when, why and how. Articles are positive, informative, and newsworthy.</p> <p>Photos Published.....5 pts</p> <p>Radio Reporting.....10 pts</p> <p>Accuracy.....10 pts</p> <p>Points are given for additional number of articles.....5-20 pts</p>	<p><u>This form must be submitted along with the club treasurer book.</u></p> <p>The club treasurer book must be completed by the 4-H member in their own words. Parents or leaders should only provide guidance to the member.</p> <p><u>Scoring:</u></p> <p>Format25 pts Cover completed; sections labeled appropriately; and checklist completed.</p> <p>Budgets20 pts Previous and current year budgets.</p> <p>Monthly Reports.....25 pts Entries clearly explained; bank statements reconciled and included.</p> <p>Receipt Pages.....10 pts</p> <p>Inventory Report10 pts</p> <p>Financial Summary10 pts</p> <p>Accuracy & Appearance.....30 pts</p>

<input type="checkbox"/> Club Community Service Book ❖	<input type="checkbox"/> Club Scrapbook/Historian Book ❖
<p><u>This form must be submitted along with the club community service book.</u></p> <p>Members should do the work, leaders may help.</p> <p><u>Scoring:</u></p> <p>Scope of Project.....40 pts Value of project or series of projects; time and effort expended in planning and completing projects.</p> <p>Percentage of Participation.....30 pts Includes the number of members in the club, number of members participating in the project, number of actual working hours spent on project. Can be in a chart or paragraph format.</p> <p>Story20 pts What you hoped to accomplish, how the project was planned and carried out, what was actually accomplished, photos of event with dates and captions.</p> <p>Publicity.....10 pts Newspaper clippings, radio, television. If unable to obtain publicity indicate ways in which you tried.</p>	<p><u>This form must be submitted along with the club scrapbook/historian book.</u></p> <p>The club scrapbook/historian book must be completed by the 4-H member in their own words and skill. Parents or leaders should only provide guidance to the member.</p> <p><u>Scoring:</u></p> <p>Representation of Entire Club.....15 pts</p> <p>Creative Construction.....50 pts Interesting cover; creativity; decoration; eye catching and appealing; neat and well constructed.</p> <p>Organization.....15 pts Pages titled and dated; pages in chronological and/or thematic order. Photos and memorabilia individually labeled and dated.</p> <p>Originality.....15 pts</p> <p>Sufficient Journaling.....10 pts</p> <p>Bonus points are given for over 20 pages and over 30 pages.....10-20 pts</p>