

# End of the Year Officer Notebooks

At the end of the 4-H year, three officers need to turn in notebooks as part of your Club Seal Application. The Secretary, Treasurer, and Reporter are all responsible for turning in a notebook that shares the History of your 4-H Club. Notebooks should be NEAT and COMPLETE, to tell your club 4-H Story. New in 2023-2024, these books will be judged and an Award given to the BEST book in the Walnut Creek Extension District.

## **Secretary notebook should include**

- ☐ Front Cover and Title Page, table of contents if needed
- ☐ Introduction of the Secretary (optional)
- ☐ List of Club Officers
- ☐ List of Club Members
- ☐ Program Book that lays out the annual meeting schedule
- ☐ List of Club Leaders and Project Leaders
- ☐ List of Club and County Committees and their responsibilities
- ☐ A Neat Roll Call List that depicts member participation
- ☐ Minutes that include motions, program numbers and important information of the club
- ☐ Updated Club Bylaws
- ☐ Correspondences
- ☐ Update Emails from Extension Office - (optional)
- ☐ Secretary and President should both sign minutes

## **Treasurer notebook should include**

- ☐ Front Cover and Title Page, Table of contents if needed
- ☐ Introduction of the Treasurer (optional)
- ☐ Copy of Each monthly bank statement
- ☐ Completed Copy of 4-H Club/Group Annual Financial Report KSU4-3, appropriate people should review and sign.
- ☐ Copy of Monthly Treasurer report that includes (Balance on hand, Money received/paid, Balance reconciled)
- ☐ List of accounts and signatures for the accounts

## **Reporter notebook should include**

- ☐ Front Cover and Title Page, Table of contents if needed
- ☐ Introduction of the Reporter (optional)
- ☐ A Story for each month (email or handwritten version). The story should not be like the club minutes. It should tell the highlights of the meeting and upcoming events, share congratulations, and program share information.
- ☐ Story Clipping cut from the newspaper for each story printed
- ☐ Additional stories about 4-H that include club members