

Club:

Historian:

---

# **El Paso County 4-H Historian Officer Handbook**

## **Table of Contents**

<b>Welcome Letter</b>	<b>1</b>
<b>Training Agenda</b>	<b>2</b>
<b>Historian Best Practices</b>	<b>3</b>
<b>Example Historian's Report</b>	<b>3</b>
<b>Historian Scoresheet</b>	<b>4</b>
<b>4-H Club Album Planner</b>	<b>5</b>

# Welcome Letter

Dear 4-H Historians,

My name is Rebekah Cheung and I have the distinct pleasure of guiding you through your officer training.

My goal is to provide you with as many resources, information, and tools to help you serve as Club Historian.

Above all, I seek for us to become a community of passionate and creative scrapbookers. I will foster this community in two ways:

1. **BAND Group:** The EPC 4-H Historian BAND will serve as our online platform to stay connected. Watch for announcements, news, updates, and information to be posted here.
2. **In-Person Meetups:** Throughout this 4-H year, I also plan to host periodic in-person meetups so we can hang out, enjoy each other's company, and scrapbook layouts together.

I'm so very excited for this opportunity to help you be the best Historians, and I can't wait to see your albums!

If you have any questions, please feel free to contact me at [rebekah.cheung@hotmail.com](mailto:rebekah.cheung@hotmail.com) or in the EPC 4-H Historian BAND group.

Sincerely,  
Rebekah Cheung

**EPC 4-H Historian BAND QR Code**



# Training Agenda

## Welcome & Introductions

- What is your name?
- What is your club?
- Why do you want to be Historian?

## Historian Best Practices

## Sample Historian Report

## Historian Scoresheet

## A-OK Club Album Example

## Album Planning Packet

## Brainstorm Session

## BAND Group Sign-Up

## Historian Best Practices

- Create an album on you club's BAND for you and your club members to upload pictures.
- Take pictures at all your club activities and write down notes about what happened and who was there.
- Wash and dry your hands before and while you scrapbook.
- Work on your album throughout the year. Don't wait to do everything right before it's due.

## Example Historian's Report

I am currently working on the pages for the **[event/activity name]**. If anyone has pictures that I can use for the layout, please submit them through **[email or the BAND album]**.

# Historian Scoresheet

## Historian Officer Book Score Sheet

Club Name: \_\_\_\_\_

Historian's Name: \_\_\_\_\_

Junior

Intermediate

Senior



**Due:** Officer books are due annually by the date set by the Extension Office in the 4-H Newsletter. Record books should include records for the full 4-H year, October 1 - September 30.

	Points Possible	Points Received	Total
<b>Required Elements</b>			
Is front cover labeled with club name?	5		
Is a table of contents included?	10		
Is a list of club members and leaders with projects included?	10		
Is a copy of the club charter included?(USDA)	8		
Are photographs, club memorabilia (i.e. certificates, ribbons, etc.), and newspaper/newsletter articles included?	10		

<b>Format</b>			
Are events labeled with date?	8		
Are member names included in photograph captions?	6		
Is there continuity in the method of labeling?	6		
Is information listed in chronological order?	7		
Are photographs clear?	7		
Are labels/headings creative and unique?	5		
Are several different activities or events included?	8		
Is the overall appearance of the book professional and neat?	10		

A. Total Points Received

B. Total Points Possible

$A/B \times 100 = \% \text{ earned}$

**Comments:**

**Blue** greater than 90%

**Red** 80 to 89%

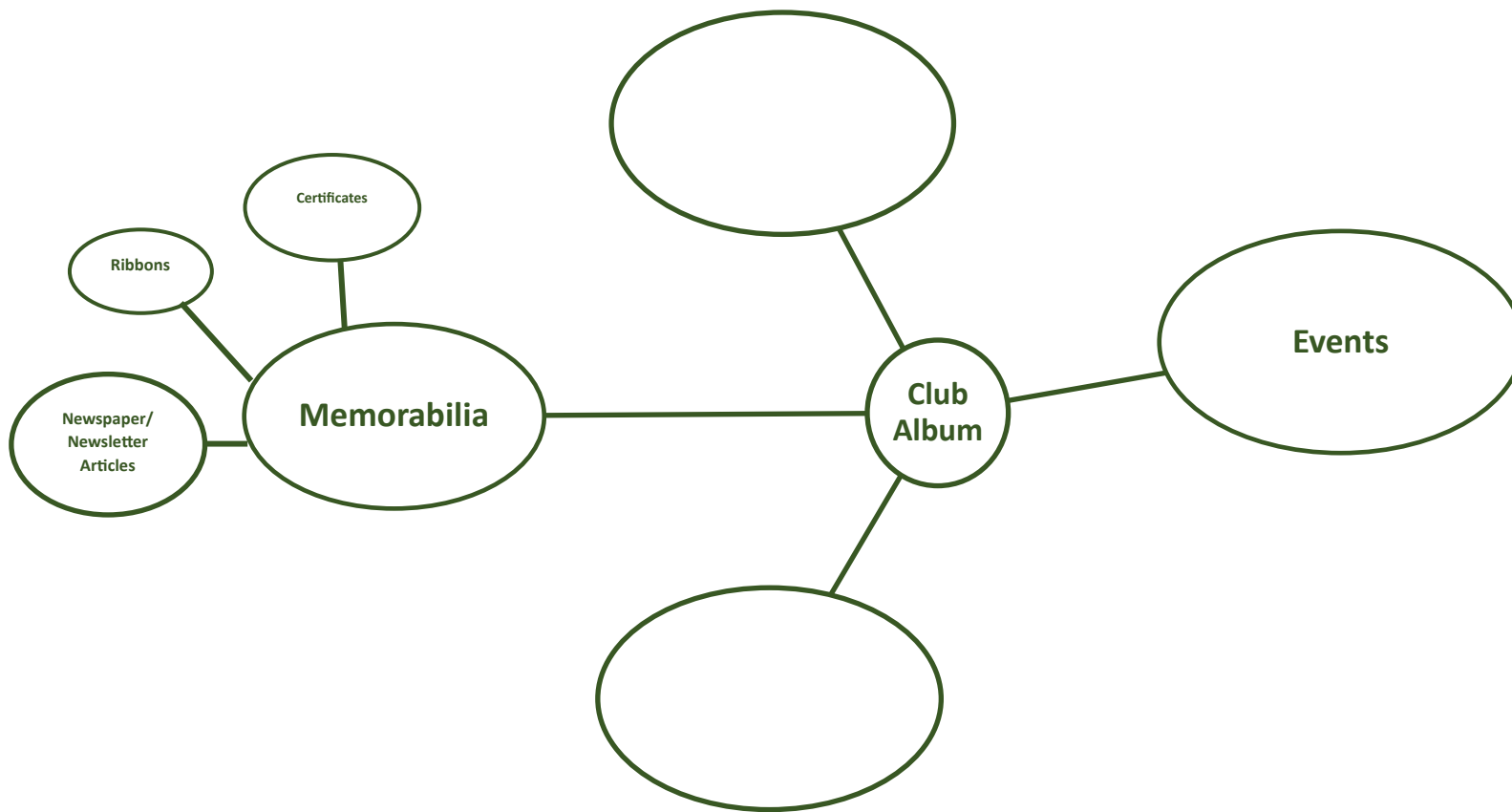
**White** 70 to 79%

**Incomplete** less than 70%

# 4-H Club Album Planner

Club Name:

Historian Name(s):



<b>Front Cover</b>	<b>Back Cover</b>
<b>Design:</b>	<b>Design:</b>
<b>Theme/Colors/Details:</b> <i>The front cover must be labeled with your 4-H club name</i>	<b>Theme/Colors/Details:</b>

<b>Single Page Layout</b>	<b>Double Layout #1</b>	
<b>Topic: Table of Contents</b>	<b>Topic: List of Club Members &amp; Leaders and their Projects</b>	<b>Topic: Club Charter</b>
<b>Design:</b>	<b>Design:</b>	<b>Design:</b>
<b>Information:</b>	<b>Information:</b>	<b>Information:</b>





## Club Members & Leaders with Projects

Club Member & Leader Names	List of Projects

<b>Club Member &amp; Leader Names</b>	<b>List of Projects</b>

<b>Club Member &amp; Leader Names</b>	<b>List of Projects</b>

Double Layout #2		Double Layout #3	
<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>
<b>Design:</b>	<b>Design:</b>	<b>Design:</b>	<b>Design:</b>
<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>	<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>	<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>	<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>

Double Layout #4		Double Layout #5	
<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>
<b>Design:</b>	<b>Design:</b>	<b>Design:</b>	<b>Design:</b>
<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear

Double Layout #6		Double Layout #7	
<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>
<b>Design:</b>	<b>Design:</b>	<b>Design:</b>	<b>Design:</b>
<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear

Double Layout #8		Double Layout #9	
<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>
<b>Design:</b>	<b>Design:</b>	<b>Design:</b>	<b>Design:</b>
<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear	<b>Information:</b> <input type="checkbox"/> Date <input type="checkbox"/> Member names in captions <input type="checkbox"/> Labels/headings <input type="checkbox"/> Photographs are clear



<b>Double Layout #10</b>		<b>Single Page Layout</b>
<b>Topic:</b>	<b>Topic:</b>	<b>Topic:</b>
<b>Design:</b>	<b>Design:</b>	<b>Design:</b>
<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>	<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>	<b>Information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Member names in captions</li> <li><input type="checkbox"/> Labels/headings</li> <li><input type="checkbox"/> Photographs are clear</li> </ul>