

OFFICER ROLE WORKSHOP 4-H CLUB HISTORIAN

By Nancy Lehman, Past State Historian WSDAR

Club Historian: One who keeps a written or pictorial history of your club.

What type of records you may wish to keep:

1. Charter and bylaws
2. Minutes
3. Treasurer's reports
4. Official correspondence
5. Yearbooks, if any
6. Fair Premium books, if desired
7. Club awards such as certificates, ribbons, and trophies.
8. Scrapbook or large notebook, which might contain newspaper & magazine articles, photographs and award certificates. Be sure to label the spine and cover with subject and date such as "Walworth 4-H Club" "2014-2015"

Hints to help you organize.

- a. Be sure to write the date and name of newspaper or magazine
 - b. Be sure to put the date, place and person's name on the back of photographs. If it is of a class at the fair or a show, put the name of the class and the name of the animal, fowl, plant, craft, sewing project, etc.
 - c. It is important to **include items about your whole group**, not just yourself or family members.
 - d. Try to keep items in chronological order (arrange according to date or time).
9. Slides
- a. Slide shows are a great way to show what your club has done through the year. Do some preparation ahead of time to be able to tell an interesting story about what you have on the slides. Also it might help to write yourself out a script or story. Remember to **try to include everyone in your club**. Don't forget to list information on the cardboard or plastic edge of the slide or keep a list in the slide box.
10. DC's or DVDs
- a. This is similar to a slide show. PowerPoint presentations can also be used. Remember to identify people and events. Use some of the pointers from the slide shows.

How to store your items

1. Scrapbooks are easy to store anywhere.
2. Cardboard, metal and plastic storage boxes are great for file folders or large manila envelopes. Be sure to label the files and envelopes.
3. If you would like items to last for years, use archival boxes, sheet protectors and acid-free paper. Some of these items can be purchased at Staples, Office Max and Michaels Arts & Crafts. Try to keep records in an area where there is a moderate temperature and low humidity. The ideal is 65 degrees and 45 % humidity.