

Kansas 

*So you are*

**HISTORIAN**

*of your club ...*

*Kansas State University Agricultural Experiment Station  
and Cooperative Extension Service*





### Tips for Being a Good Leader

1. Be a team player
2. Be thoughtful of others
3. Be helpful
4. Be a good sport
5. Be reliable and responsible
6. Celebrate others' success
7. Be fair
8. Have fun with 4-H!!!

**C**ongratulations! Now that your club has elected you as the historian, you, and all other officers of your 4-H club are representatives. You represent not only the local club, but also the 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent Kansas 4-H members. Representing others is one of your most important responsibilities because it exists at all times — not just while you are at 4-H events.

### Historian Job Description:

- Keep a record of the club's accomplishments and activities for the year.
- Collect items such as pictures and news clippings about the club and its members.
- Organize a scrapbook to tell the club's story for the year.
- Make the scrapbook meaningful to members and future members.
- Make the book compact but complete by including items only if they involve the club directly or members of the club.

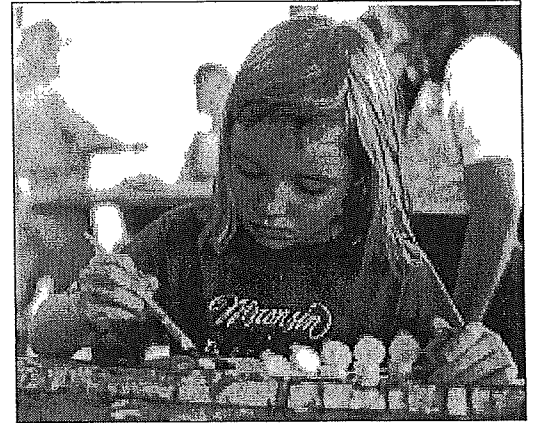
### Guidelines for Historians

- The cover of the historian's book should be durable so it will last several years.
- Pages need to be securely fastened in the book.
- Items entered in the book should be in good condition and fastened securely.
- The historian's book tells the story of the club for that year. The following is a list of items that would be helpful in telling your story. Be sure to include any additional items your club feels are important.
  - Title page
    - Club name
    - Year
    - Historian's name
  - Group members, officers, leaders
  - A photocopy of your club charter
  - Clippings
  - Pictures
  - Goal setting for club recognition form (if used)
  - Ribbons (only if a group award)
  - Special correspondence
  - Secretary's book
  - Treasurer's book
  - Story
- The historian's book should be accurate and neat.

### Practice for Historians

#### Examples:

A correctly labeled picture



Mary Jones paints a sun catcher during arts and crafts at 4-H camp. She said it was fun to meet 4-H'ers from other counties.

#### A paragraph describing family fun night:

Family fun night was a special activity our club hosted May 10, 2004, at the city park. Each member invited his or her family to a potluck meal followed by fun and games. We wanted each of our family members to feel like a part of our 4-H club.

#### Which of these would you include in the historian's book?

- A picture of your club's delegates to the state 4-H conference.
- Tickets to your club's magician show.
- An invitation to the county roller-skating party.
- A news article listing county fair ribbon winners.
- The program your group designed for the county fashion revue.
- A thank-you from the city for your group's work at the baseball field.
- A napkin from your group's family fun night.

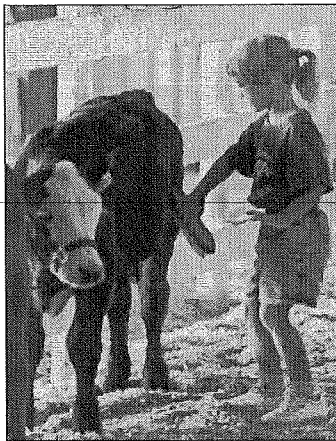
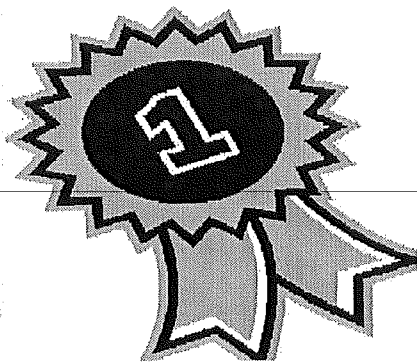
(Answers on back page.)

## Your Club's History

It is important that current club members understand not only how 4-H came to be but how your club originated. As historian, it is a good idea to present your club's history. If you don't have anything written down already, see the tips in the sidebar for finding information. You could even have a birthday party for your club in the month it was founded by presenting the history and having birthday cake. General information about 4-H is available from the state 4-H office or your extension agent.

The historian's book is important because

### Sample historian's book page:



Sydney Smith brushes her bucket calf before the show at the county fair. Several club members exhibited livestock at the fair.

# At the Fair

Blue ribbons were abundant in 2004, as all 34 members of the Clover Clan 4-H Club exhibited at the county fair. The 56<sup>th</sup> fair, which was held from June 20 to June 25, was the first at which all members of the club exhibited. In addition, member Karen Brown was crowned fair queen. She is the first club member to win this honor since 1985.

future generations of 4-H'ers will want to see what the club's former members participated in and how 4-H has changed. In order to make the historian's book interesting, you can use scrapbook techniques and materials found in your local craft store. The sample shows a picture of a club member and has a description of some important events from the county fair. Be sure to include last names when labeling pictures and use exact dates. If using digital pictures, be sure to print them on photo quality paper so they will stay clear longer. Store all the historian's books in a dark and dry area to avoid mold and yellowing of the pages.



### Tips for finding club history:

- Ask members' parents who grew up in the area or were members of the club.
- Go to the local museum. Most counties have at least one museum with local historical information. Check old high school yearbooks for information on charter members.
- Check out *Kansas 4-H: The history of head, heart, hands, and health, 1906-1993* by Betty Lou Denton from your county/district K-State Research and Extension office, if a copy is available.
- Ask your extension agent or former agents from your county/district.

## More Practice Problems

Make a list of three activities your group participated in last year. Write a short paragraph about each for the historian's book.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Answers:

Include these in your historian's book:

- A picture of your group's delegates to the state 4-H conference.
- A news article listing county fair ribbon winners. (Highlight club members.)
- The program your group designed for the county fashion revue.
- A thank-you from the city for your group's work at the baseball field.

Note: If you wish, you may include all the items listed, but be sure to include pictures and captions because a ticket or a napkin by itself does not tell a story.

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# 4-H CLUBS HISTORIANS

## Steps to Success

### BEFORE THE MEETING:

- ◆ Attend your club Officer Team Meeting if one is held.
- ◆ Update the scrapbook monthly with items from the past month. Include any news clippings that your club reporter gives you.
- ◆ Mark any pictures that you need names for with a sticky note and put them with your meeting supplies.
- ◆ Make sure your report time is on the agenda so that you can share your progress with the club by passing around the scrapbook.

### DURING THE MEETING:

- ◆ Arrive early to get organized and be available to discuss items of business with the leaders and other officers if needed. Remember, you are part of an officer TEAM—make sure to do your part!
- ◆ Be prepared to share the scrapbook with the club.
- ◆ Take pictures of the meeting and the activity or recreation time. Don't forget to take pictures of Cloverbuds, club leaders, volunteers, and guest speakers.
- ◆ Use your camera at special club activities or county events involving club members, too.

### AFTER THE MEETING:

1. Help with clean up after the meeting is over.
2. Update the scrapbook.



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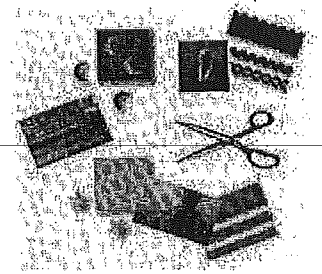
# HELPFUL HINTS FOR SCRAPBOOKING

## ▪ **Be Creative!**

- Add a color border around the page
- Have your background page be a solid color piece of paper
- Have a different set up for each page
- Use stickers or die cuts
- Use different colored pens
- Use paper with designs (even old wrapping paper or old kids' artwork)
- Add paper frames around pictures
- Crop pictures (but be careful not to crop too much!)
- Use design scissors
- Check out the scrapbook section at Wal-Mart for ideas

## ▪ **Be Informative!**

- Use captions
- Use newspaper clippings
- Use small text sections of explanation
- Add dates
- Use people's names
- Include agendas or newsletters, or portions of them.



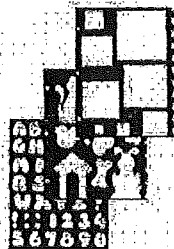
## ▪ **Be Neat!**

- Outline in pencil first if necessary
- Use typed titles and captions if necessary
- Choose layouts carefully – don't just throw things on a page
- Use stencils

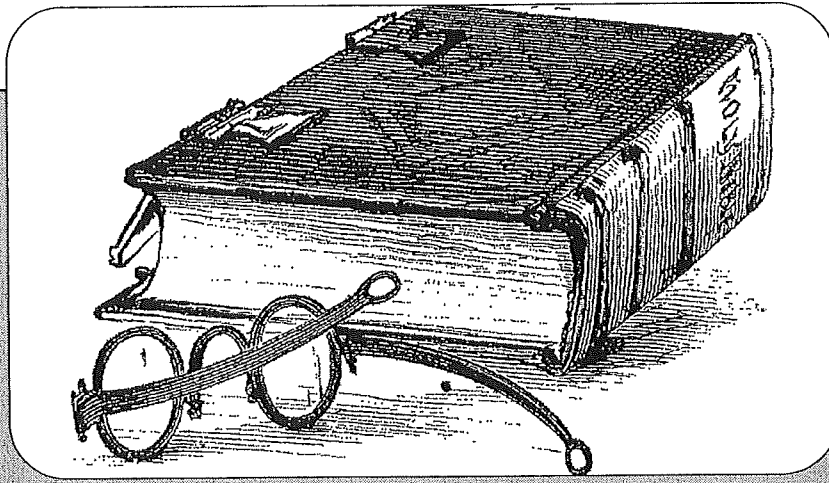
## ▪ **Be Prepared!**

- Things you may need: an album, sheet protectors, cardstock or colored paper, glue, tape, stickers, die-cuts, decorative scissors, pen sets, craft punches, stencils, clip art, rubber stamps
- Take a camera to EVERYTHING!!! (Make sure you have film) (Disposable cameras are great! See if your club will provide these for you or buy film for your personal camera.)
- Work on scrapbook every month (or every other month—don't wait until the last minute!)

- **Things to Avoid:**
  - Don't have pictures or papers hanging over so they stick out of the book
  - Too much "white space" – fill in the page, but don't overfill
  - A lot of written text – break it up with pictures
  - Too many pictures, and not enough captions or explanation
  
- **Sticker Art**
  - Don't just randomly place your stickers on a page, use them as a group, a border or as an enhancement to your title or journaling.
  - You don't have to use the whole roll of stickers – sometimes just one or two will do!
  - Draw "doodles" around stickers to better integrate them into page design.
  
- **Pictures**
  - Try slanting pictures in different directions – it gives the page an interesting effect.
  - Don't overlap too many pictures – it may become very crowded.
  - People like to look at pictures, so be sure to use them.
  - Captions need to be on at least some pictures on every page.
  - Use full name of person – years down the road you may not remember who's who.



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## The 4-H Historian

As a 4-H club gains new members and activities increase, a historian may be helpful. The historian gathers material pertaining to activities and achievements of both the group and its individual members. This material should be organized and attractively displayed in a large loose-leaf notebook or three-ring binder. The following are suggestions of desired materials:

1. Newspaper clippings pertaining to the club or local community
2. Copies of programs of events in which the club or its members participated
3. Specially prepared summaries and lists including the yearly program of work, officers, committees, activities, prizes, awards, trips, tours, and camps
4. Photos of individuals and groups
5. Certificates or thank you's sent to the club
6. Any other materials having a bearing on club activities and progress



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