

4-H Club Scrapbook/Electronic Scrapbook Guide



All Chartered 4-H clubs in Oklahoma are to submit an annual “End-of-Year” report of club activities to county Extension office to maintain their Charter.

An Electronic or E-scrapbook is one way to maintain a historical record of club activities, report club work and maintain records for future committees, officers and volunteers without consuming lots of storage space. The same outline could be applied to a scrapbook.

Who is Responsible?

The E-scrapbook is the responsibility of the reporter and secretary. The club may choose to form a Scrapbook committee to manage this task. This is a task which will require good time management in order to complete/organize/file the reports/information generated by a club.

Definition of an E-scrapbook:

- 1) Electronic files containing materials created by the club: On TRAC Plans, meeting agendas, minutes and committee reports; club goals; flyers; conference/activity schedules or programs, news releases, scanned newspaper articles, etc. and
- 2) A PowerPoint/video/etc. presentation summarizing club work for the current year.

Guidelines for setting up E-scrapbook:

Electronic Files for CD/flash drive/etc. - (not all inclusive)

- **On TRAC plans**
- **Agendas**
- **Secretary’s Book**
 1. Minutes
 2. Attendance Records, etc.
 3. Club Goals
- **Treasurer Reports and Records**
- **Correspondence**
 1. Thank you notes
 2. Letters to donors
- **Committee Reports** - Materials generated to plan, promote, conduct and evaluate activities and events.
 1. Share the Fun
 2. Club Picnic
 1. Spring Livestock Show
 2. Fabric and Fashion Event
 3. Communication Event
 4. Healthy Living Fair
 5. County Fair
- **Project Groups** – Materials, lesson plans, agendas, minutes, projects, pictures, etc.
 1. Food Science
 2. Health & Fitness
 3. Animal Science
 4. Shooting Sports
- **Service Projects** - Materials generated to plan, promote, conduct and evaluate project.

1. Pull-tab Collection
 2. Ronald McDonald Campaign
 3. Each One Reach One Campaign
- **Awards and Recognition**
 - **Publicity**
 1. Newspaper Articles
 2. News Release
 3. Scanned newspaper articles printed
 - **Website** - Web-pages managed/maintained by the team,
Other. – Include other headings and sub-files appropriate to your club

PowerPoint/Video/Scrapbook – For sharing with decision makers and the community

- Keep the slides simple, yet informative.
- Choose a basic font and carefully select background for slide. It needs to be readily assessable so the PPT can be transferred from machine to machine.
- Each slide should communicate size, scope and growth of the program or activity.
- Pictures should be action oriented and tell a story.
- LIMIT “grip n’ grin” and posed “hugs” they do not tell a story.
- Possible slides in order of importance
 1. Club goals and goals accomplished. Explain how the goal was accomplished in the note section of the PowerPoint slide.
 2. Activities and project undertaken by the club. Provide a written narration/summary about each in the note section of the PowerPoint slide.
 3. Showcase of activities and events members participated in throughout the year.

Sample PPT Slides

This sample slide is an example of how one might report the items noted above.

The slide features a title '4-Leaf Clover Senior Make A Difference Day' with the date 'October 27, 2012'. On the left, there is a graphic of four interlocking puzzle pieces in green, blue, red, and white, with a green four-leaf clover in the center. Below this is the 'Purpose:' section, which states: 'Community wide fun-filled activity for families. All proceeds for the Ronald McDonald House.' The 'Impact:' section lists: '200+ participants', '\$350 raised and then matched by Wal-Mart for a total of \$680 for the Ronald McDonald House', and 'Experienced teamwork and cooperation in action'. On the right side, there are two photographs: the top one shows a group of people participating in an outdoor activity, and the bottom one shows a person sitting on a large orange pumpkin.