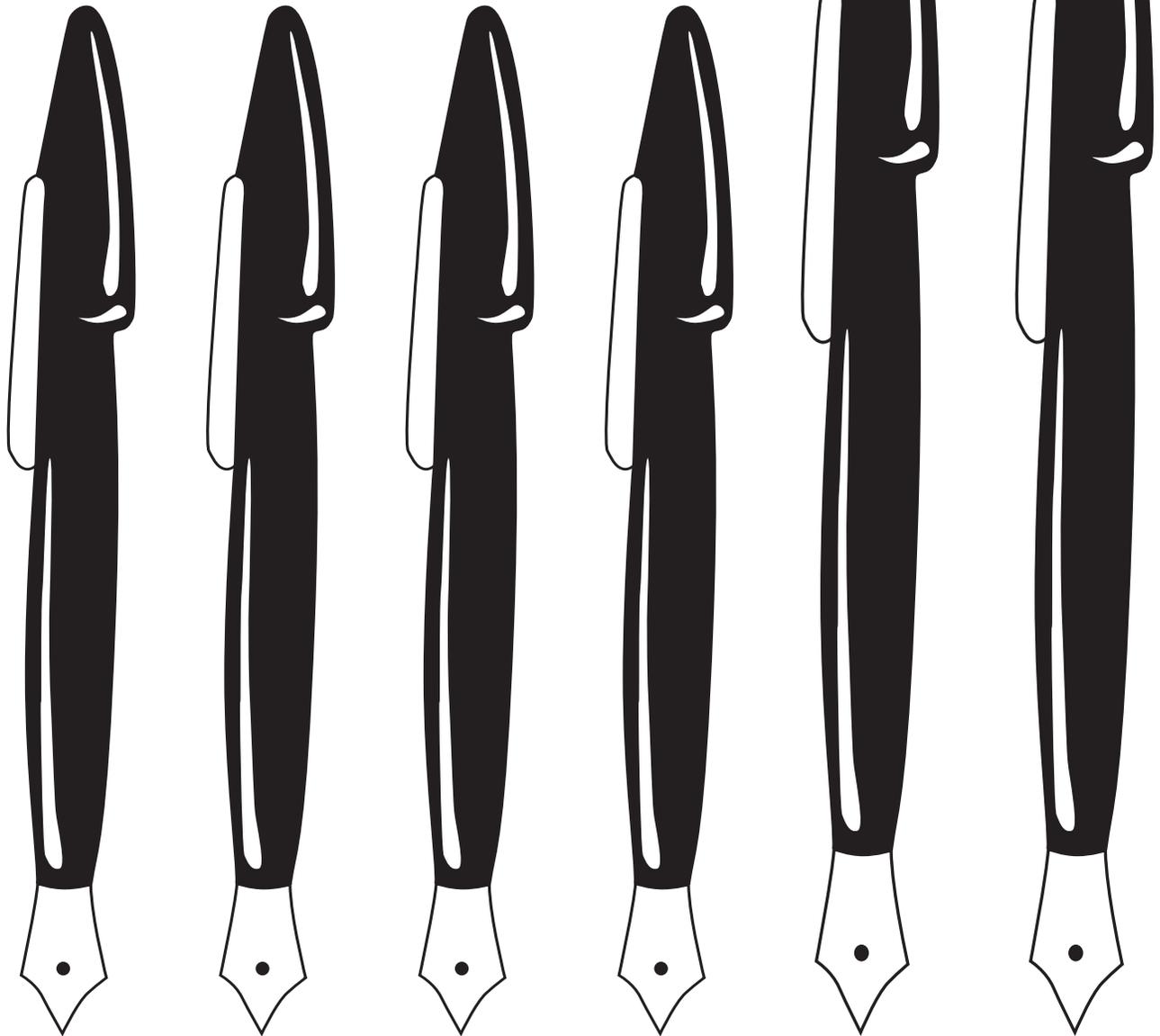




**So you're historian
of your group...**



IOWA STATE UNIVERSITY
Extension and Outreach

You, and all officers of 4-H groups, are representatives. You represent not only the local group, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent the Iowa 4-H members. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers.

Checklist for Historians

- ___ I will keep a record of the group's accomplishments and activities for the year.
- ___ I will collect items such as pictures and news clippings about the group and its members.
- ___ I will organize a scrapbook to tell my 4-H group's story for the year.
- ___ I will include information that is meaningful and relevant to members and future members.
- ___ I will make the book compact and yet complete. Items are only included if they involve members of the group.

Guidelines for Historians

1. The cover of the historian book should be durable so it will last several years.
2. Pages of the book need to be securely fastened in the book.
3. Items entered in the book should be fastened firmly in the book.
4. Items entered in the book should be in good condition, clear, unben (when possible), and unmarked.
5. The purpose of the historian's book is to tell the group's story for the year. Following is a list of items that would be helpful in telling this story. The list may vary with each county's requirement.

Title page

Group name
Year
Historian's name

Group members, officers, and leaders Charter (if the group has one)

Clippings (underline member's name)
Pictures (labeled with activity, date, and names)

Group program

Ribbons (only if a group award)

Correspondence (special)

Secretary's book from the previous year

Treasurer's book from the previous year

Story

This may be written as separate paragraphs on each page along with pictures, etc. of each event, or it may be one total story. It should be complete but not wordy. It may tell of delegates to conferences, camps, tours, nominees for county council (or officers), award winners, presentations at the county and state, family nights, etc.

6. The historian's book should be accurate and neat.

A picture labeled correctly



We toured the Capitol Building in Des Moines on March 27, 2007. From left are John Doe; Sally Martin; Jeff Smith; Velma Frank, our leader; and Carol Anderson.

A paragraph describing family fun night

Family fun night was a special activity our group hosted May 12, 2007, at the city park. Each of our group members invited his or her family to a potluck meal followed by fun and games. We wanted each member of our families to feel a part of our Clover Clan 4-H group.

Practice for Historians

Write a suitable caption for this picture.



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

- A picture of your group's delegates to state 4-H conference.
- Tickets to your group's magician show.
- An invitation to the county roller skating party.
- A news article listing county fair ribbon winners.
- The program that 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.

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

1. _____

2. _____

3. _____

Include these in the historian's book

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