

Criteria for Evaluating Reporter's Book

UC 4-H – San Luis Obispo County

6.2023



Reporter's Books should be a record of club events, activities and member participation throughout the program year. Keep a record of all articles submitted and any published articles, social media posts, newsletters, fliers and any other outreach done throughout the year. Be sure to include photos taken of your fellow members at 4-H events.

This book may be collaboratively done with help from the club historian if your club has one.

The 4-H Club Reporter's Book should include the following 8 items and must include all underlined items:

1. **Cover Page**, to include the following information: "Reporter's Book", "San Luis Obispo County 4-H Youth Development Program", 4-H Club name, city, fiscal (program) year, Club Reporter's name, Club Historian's Name (if applicable), Club President's name, and Community Club Leader(s) name.
2. **Table of Contents** listing out the contents of the Officer's Book in order as they appear.
3. **Copies of any Published Media** made for any of your club events or activities throughout the year. This can include your 4-H Club's Newsletters, Social Media Posts, Websites, Article(s) or other published media.
4. **Pictures** of your 4-H Club Members at any 4-H activity or event. Include the name of the event/activity, the date, and first names (NO Full Names) of people within each of the photos.
5. **Proof of Club Involvement in County, Regional, State and/or National Events or Activities** Must include proof of at least **three** non-club level activities/events.
6. **List of 4-H Club Projects** with their 4-H Club Project Leaders and Members enrolled in each project.
7. **Completed Outreach Methods Documentation Form**
8. **Submitted in an accessible format.** 3-ring binder, recorded presentation, or pdf digital files delivered through email or on a thumb drive are examples of appropriate formats.

Recommended Formatting for Reporter's Book:

- Items 3 through 6 may be intermingled into "Page" Formats similar to a traditional scrapbook or school yearbook.
- Reporters are encouraged to include pages of activities and event in which their club participated. Pages without club members participating in the pictures will not be credited as "pages." So, pictures must include named members from the club, pictures without members from the club will not be credited.
- The list below are ONLY suggestions! Think about what your club has done and document accordingly.

The purpose of the County, Regional, State & National requirements are to encourage clubs to think about what they do beyond their own local sphere of influence. We hope to encourage clubs to participate in the world beyond their own clubs, and document it.

Club Page Suggestions

Officer's Names or Rosters
Record of Club Activities
Community Meetings
Officer's Meetings
Project Meetings
Club Fundraiser Events
Junior and /or Teen Leadership
Club Event: End of Year BBQ
Club Community Service Projects
...and more

County Page Suggestions

County Achievement Night
County Fashion Revue
County Field Day
County Presentation Day
County Community Services
County VMO Board Meetings
...and more

Regional Page Suggestions

Youth Summits
Regional Presentation Day
Regional Committee
...and more

State Page Suggestions

State Field Day
State Leadership Conference
State Community Service Projects
State Committee Involvement
...and more

National Page Suggestions

National 4-H Week: Farmers
Market Takeover
National 4-H Conferences
National Community Service
Project: National Coastal Clean-up
Tractor Supply National 4-H
Clover drive
...and more

Remember to be creative and have fun documenting the memories your club has made this year!!



Scoring Criteria:

GOLD SEAL– Book completes all 10 items.

BLUE SEAL – Book completes 8-9 items.

RED SEAL – Book completes 6-7 items.

DISQUALIFIED – missing any of the required items.

**Item number 5 counts as Three items.*

County Winner Reporter Book

Books earning a gold seal are considered for County Winner evaluation. Books are reviewed for content, neatness, and thoroughness. The evaluators will choose one Reporter Book as the County Winner.