

Form 1 4 – H OUTREACH DOCUMENTATION

Program Year: _____

Club Name _____ Vice President for Membership _____

Community Club Leader _____ Membership Advisor _____

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least **three** of the first four outreach methods listed below. For assistance, call your county Cooperative Extension Office. To document your club's outreach efforts, attach to this form copies of flyers, newspaper articles, news releases, and lists of personal contacts made. Give a copy of this information to your local Cooperative Extension 4-H Office. (See sample)

METHOD	DATES	LOCATION	COMMENTS/DESCRIPTION
<input type="checkbox"/> Mass media, including radio, newspaper, TV			
<input type="checkbox"/> Newsletters, posters, flyers, announcements			
<input type="checkbox"/> Personal letters to minorities and/or females (potential members and leaders)			
<input type="checkbox"/> Personal contacts (phone, in person) with potential minority members & leaders			
<input type="checkbox"/> Community and school groups contacted with information, or through community service			
<input type="checkbox"/> Membership drive or promotional programs to reach minorities (eg., festivals, fairs, displays)			
<input type="checkbox"/> Other			

Form # 5
ACHIEVEMENT PINS

Year and grade level pins are no longer ordered by County. The County will continue to supply year and grade level pins as long as they are available.

Members earn a year pin for each year of registration.

The Thomas and Dorothy Levey Foundation generously sponsors the California 4-H member year and level pins.

List the type and number of pins you need for your club.

Year Pins:
(If available)

1 st year	_____
2 nd year	_____
3 rd year	_____
4 th year	_____
5 th year	_____
6 th year	_____
7 th year	_____
8 th year	_____
9 th year	_____
10 th year	_____
11 th year	_____

Level Pins:

Primary Kindergarten-3 rd grade	_____
Junior 4 th -5 th Grade	_____
Intermediate 6 th -8 th Grade	_____
Senior 9 th -12 th Grade	_____

Year Rocker Pins:

Everyone gets the same pin regardless of age, grade, or involvement.

4-H Club: _____

Leader Signature: _____

Club Treasurer Book—Requirements for Club Seals

- ___ Official Treasurer's Manual
- ___ Budget, Addendums, and Club Fundraising Proposals
- ___ Monthly Ledger reports including sub-account reports when applicable
- ___ Bank Statements
- ___ Canceled checks and deposit slips
- ___ Receipts for all income
- ___ Bills for all expenses
- ___ Inventory Records
- ___ Year-End Financial Report
- ___ Signatures of Audit Committee

Required for all seals:

- ___ Copies of CA State Accident Insurance listing & Assessment fee for Contra Costa County form (County Enrollment form with Adult & Youth Members listed)

The County Record Book Committee makes the following recommendation:

- GOLD SEAL—Book completes 10 categories
- BLUE SEAL—Book completes 8 categories
- GREEN SEAL—Book completes 6 categories
- RED SEAL—Book completes 5 or less categories

Club Secretary Book—Requirements for Club Seals

- ___ Official Officer's Manual
- ___ Annual Goals and plans
- ___ Minutes of all community meetings (September 1-August 31)
Meeting Minutes should include:
 - ___ Date, Place, and Time of Meeting
 - ___ Name of person presiding
 - ___ Action on previous minutes
 - ___ Treasurer's Report
 - ___ Communications Read
 - ___ Other Officers' reports
 - ___ Committee Reports
 - ___ Motions made: 1st and 2nd, action on motions (passed/tabled)
 - ___ Description of Program
 - ___ Description of Recreation
 - ___ Announcements
 - ___ Date, Place, and Time of next meeting
- ___ Yearly Club Calendar of Events
- ___ Club Roster
- ___ Attendance Lists
- ___ Club Budget (with Addendums)
- ___ Club By-Laws and Constitution
- ___ Committee Reports
- ___ Correspondence

The County Record Book Committee makes the following recommendation:

GOLD SEAL—Book completes 10 categories

BLUE SEAL—Book completes 8 categories

GREEN SEAL—Book completes 6 categories

RED SEAL—Book completes 5 or less categories

Club Historian Book—Requirements for Club Seals

- Officers' names or roster
- Record of Club Activities
- Photographs or articles of club members attending or participating in:
 - County Achievement Night
 - Contra Costa County Citizenship and Leadership Development Day (CCCCLDD)
 - County Fashion Revue
 - County Field Day
 - County Food Fiesta
 - County Officers' Training Day
 - County Presentation Day
 - County Showmanship Clinic
 - County 4-H Camp (Las Posadas)
 - HI 4-H Meetings or Events
 - Club Projects
 - Junior and/or Teen Leadership Projects
 - Create A Leader Conference (CAL)
 - Citizenship Conference
 - State Leadership Conference (SLC)

Required for all seals:

- Club Community Service or Community Pride
- Promotion of National 4-H Week

The County Record Book Committee makes the following recommendation:

- GOLD SEAL—Book completes 10 categories
- BLUE SEAL—Book completes 8 categories
- GREEN SEAL—Book completes 6 categories
- RED SEAL—Book completes 5 or less categories

Club Seal Requirements (Replacing Form #7)

The following are required for ALL Seals:

___ Treasurer's Book

___ Secretary's Book

___ Historian's Book

Each Book will earn a seal based on fulfillment of requirements. Points will be awarded based on seal earned for each book.

Gold = 4pts

Blue = 3pts

Green = 2pts

Red = 1pt

No seal earned = 0pts

All points will be totaled then divided by 3 to determine club's seal.

For example: A club's Treasurer book earns a Gold seal (4), the Secretary's book earns a Green seal (2), and the Historian's book was turned in but did not meet the Required For All Seals requirements so it earned No Seal (0).

$$4 + 2 + 0 = 6 \qquad 6 \text{ divided by } 3 = 2$$

The Club earns a Green Seal.

The County Record Book Committee makes the following recommendation:

Gold Seal = 4pts

Blue Seal = 3pts

Green Seal = 2pts

Red Seal = 1pt

No seal earned = 0pts