

## 4-H Volunteer Leaders' Series

# 4-H Honor Club Guide

Brian Helms  
Instructor - 4-H Youth  
Development

Start planning early in the club year and your club can receive county and state honors. The 4-H club history committee, which the secretary chairs, is responsible for keeping records and preparing club records for review.

This guide gives the information needed in preparing a record or history of the club and its activities. These suggestions should be considered as the minimum acceptable standard for the honor.

### County Honor Club Report

A County Honor Club certificate will be awarded to all 4-H clubs that complete the items listed below and submit the 4-H Club Secretary's Book to the county Extension office for review:

1. Completed *Annual Request for Official Approval of a 4-H Unit and Permission to Use 4-H Name and Emblem* (AFFACT-662).
2. Kept a record of the club's financial activities and filed all required financial reports with the county Extension office.
3. Completed each section of the 4-H Club Secretary's Book.
4. Included at least one picture and one news clipping related to the club on the appropriate page in the Secretary's Book.
5. Completed 10 or more of the 12 items listed below:
  - Had a membership of 12 or more members.
  - Held eight or more regular meetings.
  - Held three or more social or recreational meetings.
  - Held three or more project meetings.
  - Held one or more meetings at which parents were especially invited to attend.
  - Had an average attendance of 75 percent at eight of the regular club meetings during the year.
  - Conducted and participated in a community improvement or community service project.
  - At least one-half of the members participated in either a club fair, a show window-type exhibit or a project tour.
  - Have held a 4-H club recognition dinner, banquet or special program during the 12 months prior to the date this report is due in the county Extension office. The purpose of the activity was to recognize 4-H members' achievements.
  - Club members participated in three or more county 4-H activities.
  - At least 75 percent of the members turned in their project journals.
  - Kept the 4-H club program before the public by accomplishing three or more of the following: news stories, radio programs, television programs or public presentations by members on school, community or civic club programs. These three items pertaining to 4-H may all be from one category or any combination of the four.



\*18 USC 707

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## State 4-H Honor Club

A State Honor Club must meet a certain standard of excellence in both the kind of program conducted and the record or history prepared as outlined below. A certificate will be awarded to each club which excels at the established level.

There is no competition with other clubs and no limit on the number of clubs that may receive this honor. The rating must be certified by a committee of at least three adults (other than Extension personnel) and approved by one of the agents. It must then be approved by the state 4-H faculty before the State Honor Club certificate can be granted. Supporting material need not be submitted to the state 4-H office.

A State Honor Club certificate will be awarded to all 4-H clubs that complete the items listed below and submit the material in a ringed notebook to the county Extension office for review:

1. Completed *Annual Request for Official Approval of a 4-H Unit and Permission to Use 4-H Name and Emblem* (AFFACT-662).
2. A short summary of work done by the club previous to this year (unless a new club).
3. A picture or pictures of the 4-H club officers and leaders along with their names and offices or positions held.
4. One page for each member of the club. The member's picture should be at the top of the page followed by name, age, number of years in 4-H and a brief summary of work done and accomplishments in 4-H projects, activities and leadership.
5. A section on each of the following giving information, pictures, news clippings, etc., that indicate broad participation in at least a, b and c below.
  - a. Club activities
  - b. Community activities
  - c. County 4-H activities
  - d. District 4-H activities
  - e. State 4-H activities
  - f. National and international activities
6. A page giving the plans or goals for next year's club program.
7. A section containing a copy of the 4-H Club Secretary's Book with all sections filled out.
8. Kept a record of the club's financial activities and filed all required financial reports with the county Extension office.
9. Materials submitted in a ringed binder.
10. Had a membership of 12 or more members.
11. Held eight or more regular meetings.
12. Held three or more social or recreational meetings.
13. Held three or more project meetings.
14. Held one or more meetings at which parents were especially invited to attend.
15. Had an average attendance of 75 percent at eight of the regular club meetings during the year.
16. Conducted and participated in a community improvement or community service project.
17. At least one-half of the members participated in either a club fair, a show window-type exhibit or a project tour.
18. Have held a 4-H club recognition dinner, banquet or special program during the 12 months prior to the date this report is due in the county Extension office. The purpose of the activity was to recognize 4-H members' achievements.
19. Club members participated in three or more county 4-H activities.
20. At least 75 percent of the members turned in their project journals.
21. Kept the 4-H club program before the public by accomplishing three or more of the following: news stories, radio programs, television programs or public presentations by members on school, community or civic club programs. These three items pertaining to 4-H may all be from one category or any combination of the four.
22. At least one member who has participated in a district, state or national 4-H activity during the past 12 months (for example, Arkansas 4-H O-Rama, Citizenship . . . Washington Focus, Regional 4-H O-Rama, Arkansas 4-H Teen Leader Conference, High Adventure, Forestry/Wildlife Camp, County Camps at 4-H Center, etc.

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**BRIAN HELMS** is instructor - 4-H youth development, University of Arkansas Division of Agriculture, Cooperative Extension Service, Little Rock.

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