Henry County 4-H Club
Historian Resource & Guide

Historian Name:_____________________________________
Club:_______________________________________________
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Welcome

Congratulations on your new role as your 4-H club’s historian! You have the opportunity to document activities that will be both memorable and educational for your 4-H club. Below is a list of responsibilities for your office as well as activities, ideas, and websites to help you plan a memorable scrapbook. Good luck!

Historian’s Role in the Club

Serving as a club historian means you are responsible for gathering and documenting written and visual information. Documentation should include information from meetings, parades, fair, leadership or citizenship activities, community service, and clinics or events in which your club participates. Whatever you decide to include, it needs to be well documented with clear photos and notes that describe who, what, where, when, and why. The scrapbook produced by the club historian should be brought to each meeting for the club to enjoy during refreshments or during

Your Role as a Historian

As the historian your role is to, take photos, and present them clearly in a scrapbook. Documentation should include information on who attended (as shown in the pictures) and the when, where and why they attended the event/activity and any details that can tell the story of your club’s year. Photos can be from club meetings, recreational activities, community service, and clinics or events in which your club participates.

Your Duties…

As the club historian you will:

♦ Organize a scrapbook that tells your 4-H club’s story for the year.
♦ Collect items about the club and its members.
♦ Submit your scrapbook to your club’s designated advisor on or before Sept. 1st of the current year.

Photographs help tell the story!

The old saying that a picture is worth a thousand words is accurate! *You and the club’s News Reporter will want to work together in taking photographs. Here are some necessary things to do….

★ All persons in photographs should be clearly identified, front to back, left to right.
★ Check and re-check the spelling of names of persons in each photograph.
★ All persons should have given permission to use their photographs.
★ Use a cutline or caption… written in the present tense, a cutline should help the viewer understand what the picture is about.
Sample Topics to Explore

As you are completing the club record (which is often a scrapbook), consider exploring these related topics and activities:

- Journaling, stamping, and embossing
- Design elements like color, tone, balance
- Photo cropping
- A 4-H scrapbooking project
- A 4-H self-determined project about being club historian
- Kinds of photography
- Photo enhancement and design
- Documentation format: size, binding type, historical quality
- Explore your own ideas/activities

Suggestions of other activities

- The topics you explored above are great ways to get your entire club involved in the historical documentation process.
- If you cannot attend an activity, ask another member to take pictures for you and complete the Event Information form to save information. Don't forget to add this event to the scrapbook.
- Enter your record book in the Senior Fair Open Scrapbook entry for fair display.
- Display in the Junior Fair Building at the Fair.
- Plan a county historian’s night and work together to journal events and crop photos.
- Visit a scrapbook store and attend free scrapbook classes.

Photography Tips...

* If you are doing a group line-up, you can vary the length of the rows and pose some of the members keeling in front, others sitting in the next two or three rows, and others standing as in the last rows. This type photo doesn’t tell a story, but it does create a visual record of club membership.
* If you want subjects to look more natural and the picture does a job of telling a story, pose people so that they can pay attention to something other than your camera. As an example: If the photo is of new officers, set up the picture with the new president using a gavel to call the meeting to order. If the picture is of a club tour, arrange subjects so they are focusing on an element of the tour, such as painting, garden plants, etc. the activity, not the camera.
* If your subject is one person, include an item in the picture that says something about what the person did with your group.
* Take photos while the action is in progress. Your subjects will look natural because they are paying attention to

Adapted from Iowa State University Extension materials.
Resources that will be helpful in fulfilling your duties as Historian are:

4-H Project books:
(available at the Extension office)
#497 Scrapbooking       #584 Focus on Photography
#585 Controlling the Image #586 Mastering Photography


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Requirements of the Historian

► Keep a record of the club’s accomplishments and activities as you go along…don’t wait until August to put things together.

► Select a scrapbook that is durable with pages that are securely fastened. The club should provide the finances for this purchase. Scrapbooks come in all shapes and sizes. Your creativity should be reflected as well as your ability to organize events in a logical sequence.

► Items on the pages need to be securely fastened; in good condition, clear, unbent and unmarked when possible.

► Be sure to identify individuals in all photos. Date, location, and a brief explanation of why the event was help is always informative.

► While you do not have to turn in the Historian Event Information Form with your scrapbook, they are a useful tool to keep track of photos you take and the who/when/what/why of each. Make additional copies to help keep your notes organized.

► Turn in the completed your COMPLETED Historian Goal Record to your designated club advisor before the September 1st deadline. This will be used in the course of evaluating your Historian’s scrapbook.

Scrapbook Requirements
Include photographs, news clippings and other memorabilia that tells the story of your 4-H club’s activities for the year. Here are a few ideas of memorabilia that you want to include:

口 Photographs clearly identifying participants in the activity being document
口 Club’s program or outline for the year
口 Club’s Charter
口 Ribbons (only if a group award)
口 Correspondence (special; thank you notes)
口 Invitations sent out or received by the club
口 Others at your discretion

Historian Event Information Form
Name of event: _______________________________________________________________
Date: _______________________________________________________________________
Time: _______________________________________________________________________
Location: ___________________________________________________________________
Event Sponsors: ___________________________________________________________________

PHOTO 1
Back row from left to right: _______________________________________________________
____________________________________________________________________________
Front row from left to right: _____________________________________________________
____________________________________________________________________________

PHOTO 2
Back row from left to right: _____________________________________________________
____________________________________________________________________________
Front row from left to right: _____________________________________________________
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PHOTO 3
Back row from left to right: _____________________________________________________
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Front row from left to right: _____________________________________________________
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PHOTO 4
Back row from left to right: _____________________________________________________
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Front row from left to right: _____________________________________________________
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PHOTO 5
Back row from left to right: _____________________________________________________
____________________________________________________________________________
Front row from left to right: _____________________________________________________
____________________________________________________________________________
**Historian’s Goal Record**

Name of Historian:______________________  4-H Club:_____________________

After reading through this officer packet, develop a plan for what you will document this year. A minimum of 3 events are to be documented in the scrapbook and the materials required.

<table>
<thead>
<tr>
<th>Events to Document</th>
<th>Plan To Do (√)</th>
<th>When I Plan to do it</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>County clinics</td>
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<td>Club demonstrations</td>
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<td>Health and safety speaking contest</td>
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<td>Demonstration contest</td>
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<td>Field trips</td>
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<td>Guest speakers or presenters</td>
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<td>Fair booth</td>
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<td>Club meetings</td>
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<td>Parades</td>
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<td>Royalty</td>
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<td>Member Projects</td>
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<td>Interview Judging</td>
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<tr>
<td>Skillathons, Breed ID contests, Livestock Judging</td>
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<td>Community Service Projects</td>
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</tbody>
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**Things to Do on Your Own**

- Attend an officer training program.
- Make a poster or exhibit for the club booth.
- Give a speech at the county speaking contest.
- Give a demonstration at a county demonstration contest.