



COUNTY COMMITTEE CHAIR REPORT FORM

Name - Secretary and Treasurer Book Review and Training

Date – August 4&6, 2020

As the **Adult** Committee Chair, please be prepared to give a talk at the Leader's Council meeting before and after the event you were in charge of. This is a two sided form.

Before event : The Book Review committee planning meeting will be/was held on via emails due to Covid restrictions. Thanks to the Monterey County Fair, we have a plan in place to pick up Club Books from the County Office, scan in each book separately by MCF Staff and then have ability to review books with incoming Secretary's, Treasures' and Adult Leaders via Zoom and a Google Drive with all books loaded.

We have :

X Made the flyer - electronic

X Found a location. It is - Via Zoom

X Confirmed a date. August 4 & 6, 2020

X Set the time. Evening

X Wrote an article for the county newsletter on - N/A

Our budget amount for this committee is N/A due to Covid restrictions.

Here are some of the questions that have come up At this time this will be w review and training and the competition will be removed.

My name is Courtney Boyles and Kelly Violini and I were the committee.

Youth members who are the County Committee Chair are eligible to earn the County Chair Pin. They may also apply for the Leader's Council scholarship in their senior year. This report is documented in the council meetings minutes as verification.



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After event: The Secretary and Treasurer Book Review committee met via Zoom and completed our obligation of reviewing the Club Books.

We discussed that even though this committee had to adapt and change from the ways things were done in the past, it appeared to be a success. Many of the adult and youth were pleased with receiving extra training for the club books.

Our committee suggests that from here on out, this Review is used as training and the competition is not brought back in years to come. We hope that the virtual youth/adult partnership that was strengthened with this training continues and we work on reinforcing the knowledge and achieving more complete club books in years to come.

Here are how many club volunteers took part - 2 adults

Our receipts will be ready to submit to the council by N/A

An article on the committee will be in the county newsletter on N/A

My name is Courtney Boyles. On behalf of myself and Kelly Violini I respectfully submit this report.

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CLUB BOOK TRAINING



Incoming Treasurers and Secretaries are encouraged to attend. Open to youth members, adult volunteers, officer advisors and CCL's. This is a learning opportunity to explore how the 4-H club treasurer and secretary books are created and completed for your club's yearly charter requirements. Sessions available August 4-6
6 pm - 8 pm nightly.
Sign up at

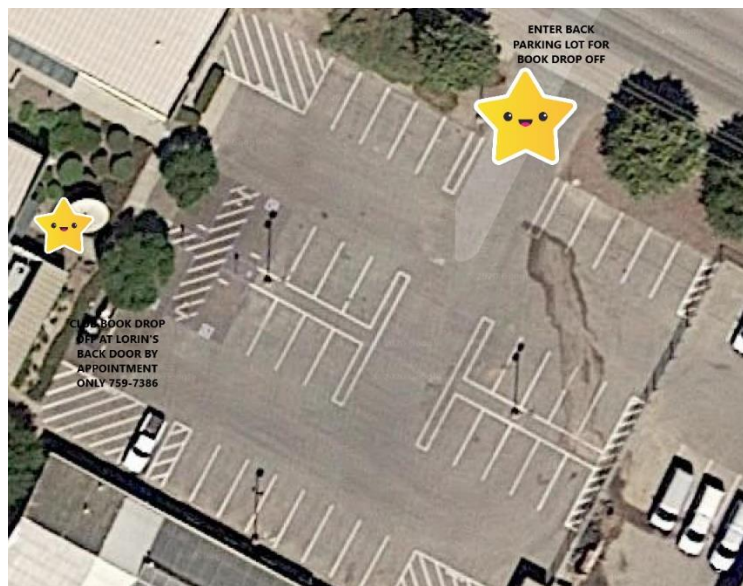
<https://www.signupgenius.com/go/20F044EAFA82FA0FD0-monterey2>

July 6th, 2020

The annual Secretary and Treasurer's book training and judging will be held on August 4th, 5th & 6th in a unique and fun way. This will be hosted by the Spring club.

Please make sure all Secretary and Treasurer's books are submitted by 5 PM on Tuesday, July 21st
There are three ways to submit:

1. SCAN and email a copy of each book (so they are TWO separate documents) to spring4H2020@gmail.com
2. Make an APPOINTMENT with Lorin Lurz at the 4-H Office to drop off the Treasury and Secretary books prior to 5 PM on Tuesday, July 21st. If you use this option, please DO NOT use tab dividers or plastic sleeves anywhere in your club books. Receipts should NOT be the original receipts, but copies of receipts made on 8 ½ x 11 paper. This will make it easier for Spring 4-H committee to scan your document. For drop offs, see map of where to park and where to meet for drop off. THIS IS VERY IMPORTANT DUE TO DAILY COVID TESTING AT THE COUNTY AG CONFERENCE CENTER. A security officer will stop your vehicle at the parking lot entrance to ask why you are coming to the building!
3. Mail your club books to the 4-H office so they arrive by July 21st. 4-H Program, 1432 Abbott St, Salinas, 93901



After book drop off, all books that need to be scanned will be placed in a Google Drive by the committee. For the officer training, there will be three virtual sessions on August 4th, 5th and 6th from 6 pm – 8 pm nightly. Clubs can sign up on Sign Up Genius and a total of 5 clubs per evening session will be accepted.

This event is designed to train your incoming club Secretary and Treasurer. Youth officers and adults will have an opportunity to go through other club's books using an evaluation form. This will help them to discover the proper content, how to use required forms and how to organize a club book – among many other things.

All books will be reviewed in order for each club to maintain the club's charter and remain a club "in good standing". The forms and documentation in the books are vital to the statewide California 4-H Youth Development Programs fulfillment of UC requirements. This process is an evaluation and assessment of your club's 4-H year and allows the 4-H staff to make plans regarding needs for future education, support, and resources

In addition, this is a part of the annual Incentives and Recognition Committee's judging process to find the club books worthy of the perpetual trophy. The trophies will be awarded at the Monterey County 4-H Achievement Night. The Spring 4-H Club will host this year's training and judging.

Officers and parents/volunteers will be able to work together in individual and focused sessions. Directions and support will be given by Spring club volunteers. "door prizes" will be provided to those who attend virtually!

This type of training has helped many clubs to dramatically bring up the level of providing and documenting accurate 4-H programming in their community. It all starts with an understanding by the youth officers.

Please use the sign-up genius link <https://www.signupgenius.com/go/20F044EAF82FA0FD0-monterey2>. You will receive a confirmation prior to the night you choose.

Thank you Club Leaders and youth officers for your dedication.

4-H County Club Book Judging Judge's Orientation 2019-2020

Introduction of each person in the ZOOM including committee volunteers

Thank you for coming. Through 4-H club books, our members have an opportunity to:

- Learn to documents and record business details.
- Develop life skills such as organization
- Develop the ability to record with accuracy

Remember, this is a positive learning experience. As an evaluator you have an opportunity to influence a young person's life and make an impact of a club that may need more direction. You will also have a chance to see how your work as an officer this year can be improved upon.

Due to COVID 19 the efforts in the 4-H Club work MAY be less than year's past. All clubs stopped meeting in-person mid March through June. However, most met by a virtual meeting such as ZOOM. You may see plans that were made were not finalized, you may see club fundraisers did not happen so budget actuals are off. You may see officers could not get in-person assistance on their club books. As an incoming officer, you may notice what is one the checklist isn't what you will find in the book.

Here is how this training and review will work:

You will be placed into a team to receive a Treasury or Secretary's book and a blank score sheet.

Your team will be placed into a "break out room" to review together

The Committee will pop in and check on your progress

When you are done with a book, you will submit your scorecard (checklist) ????

In some cases we already know what is missing from your books and will let you know so you don't waste time.

The committee will pull you back into the main zoom meeting and we will discuss what you found.

You will review another book if time permits

Once your team is done you will log off the meeting
you can return for another night.

EVALUATING DETAILS

- Once you have your team and you are in your room, prepare the score sheet
- Place your initials in the lower right hand corner of the scoresheet
- Please use a pencil and begin slowly reviewing with your partner what you can find in the book and what you cant' find.
- You should have both the Secretary and Treasur's book. This allows you to search in both books.
- You may need to do a great deal of searching to find the document you are looking for. Take it slow. Hopefully the officer placed a table of contents in the front of the book.
- In some cases, the score (checklist?) may be in a range of points and in other cases its only one choice.
- Some forms are not required but we ask that you place an X in the box so we know it is in the book
- Each book is evaluated 2 times by 2 different clubs.
- If you are reviewing a treasure's book, try to pick one month and look at everything to see if it all matches. If not, they may be more problems so try another month.
- If you find multiple errors, please return the book to the committee.
- Post it notes are welcomes with comments – do not write in the books
- However, you are encouraged to use the comment box on the score sheet
- This year, we will give you access to the first evaluation. If you find the previous judge made an error, please give the book to the committee for correction
- Also this year, we have already made notes on what is missing from each book to say you time.

Any questions about the Review procedures?

RUBRICS/ SCORCARDS

- The rubrics are designed to evaluate the officer and team who prepared the book. It gives direct feedback to the club. It also helps the program office to know where more support is needed.
- If you feel that any area of the book warrants a very low score, please add a brief comment regarding what improvement needs to be made. Also please add positive comments as well.

- Don't let anyone rush your judging and completion of the evaluation/scorecard, but remember that the best comments are short and to the point.
- Complete judging forms in pencil.
- Double-check your scoring addition.
- Any questions?

AWARDS

- All books are to be judged equally. Each book is to be evaluated on their own merit and awarded points based on the judging form provided.
- This committee will go back over each book's score
- We will finalize the scores and award the winning books as part of the contest and the perpetual trophy
- Clubs will receive their books back after scoring and after the county office review
- Any questions?

Complete Introductions again.

Thank you for volunteering today to help our 4-H members increase their officer professional skills.