



# University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

## END OF EVENT REPORT

### INPUTS: (resources)

Club in Charge: Hill town

Adult Chairs: Kelli Martignoni and Grant Cromers

Youth Chairs: Jenna Martignoni

Name of event: Club Book Judging and Training Date 7/25, 7/26/17

Time 4:00 pm Location 7/25 Ag Office 7/26 King City Fair

Money budgeted from council unknown Actual money spent (with receipts) ± \$75

Fees charged \_\_\_\_\_ **Add a separate additional page listing all itemization**

Donations \_\_\_\_\_ \$ amount \_\_\_\_\_ for what \_\_\_\_\_

From whom? \_\_\_\_\_ have they been thanked? \_\_\_\_\_

**Add a separate additional page listing all donations**

### OUTCOMES: (Impacts)

Identify the "so what" or measureable changes in clientele around the following outcome areas:

- Learning Outcomes (awareness, knowledge, attitudes, skills, opinions, aspirations, motivations)
- Action Outcomes (behavior, practice, decision making, policies, social action)
- Condition Outcomes (social, economic, civic, environmental)

Learning Outcome - the youth that attended had a better understanding of what the club books should contain.

Action Outcomes - the youth were motivated to get their books started. Don't know if it happened, but the talk was there.

### FUTURE THOUGHTS:

What would you do differently next time?

Notes for next year:

I would set up chairs so an adult can sit next to a youth. More of a seminar set up.

Given my lack of knowledge on the event, receiving a draft score sheet doesn't help.

Clearer time line of the whole event. It was not clear that the books were being reviewed after the peer review.

### REMINDERS:

1. Include sign in sheet for attendance
2. Provide Medical Release forms for youths dropped off at event



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**MONTEREY COUNTY 4-H SECRETARY BOOK SCORE SHEET**

Club Name \_\_\_\_\_ Year \_\_\_\_\_

Items Required	SCORING	End of the Year Submission (Club Book)
<b>Constitution/By-Laws</b> Must be approved and reflected in meeting minutes. Signed by all. Adopted at the 1st meeting of the year in minutes 10 points Adopted at the 2 <sup>nd</sup> meeting of the year in minutes 9 points Signed only by club not county official 5 points Adoption not found in meeting minutes but has signature 2 <b>Club Rules</b> Must be approved, signed and reflected in first meeting minutes (Not applicable to all clubs - no score. Just mark with X)		X
<b>Club Program Planning Guide</b> Made all 14 goals on pg. 1 10 points Made 11 to 13 goals on pg. 1 8 points 10 goals and under on pg. 1 7 points Not signed by County Director 5 points		X
<b>Annual Club Planner</b> Filled out for every month 10 points Missing 1 month (except months they do not meet) 8 points Missing 2 or more months (except months they do not meet) 7		X
<b>Monthly Club Meeting Planner</b> All 3 areas filled out for every month 10 points All 3 areas filled out for at least 7 months 7 points Various areas filled out but not consistent 5 points Confusion over what is placed where 1-4 points		X
<b>Club Meeting Agendas - Can use any format</b> Every month (that they meet) 10 points Missing 1 month 9 points Missing 2 or more 7 points		X
<b>Club Minutes – including Treasurer’s Report</b> Every month 10 points Missing 1 month 9 points Missing 2 or more 7 points Minutes but no treasury report numbers 1-4 points		X
<b>Roll call sheet of 4-H Members at club meeting</b> 5 points Missing 0 points		X



## MONTEREY COUNTY TREASURER BOOK SCORE SHEET

Club name \_\_\_\_\_

Year \_\_\_\_\_

Items Required	SCORING	End of the Year Submission (Club Book)
<b>Peer Review instructions and checklist</b> All 4 signatures <u>required</u> _____ 10 points points Forms missing signatures will be returned to club!		X
<b>Budget – voted, approved, signed and noted in club meeting minutes. Any format can be used</b> All listed above _____ 10 points If missing approval vote in meeting minutes _____ 2 points If not signed by all _____ 2 points		X
<b>Monthly Club Ledgers (or reconciliations sheets), including receipts for expenses/income and Bank Statements/cancelled checks</b> All months reported & matches w/receipts _____ 10 points Missing 2 or more months of receipts _____ 5 points Other issue _____ points		X
<b>OR, Monthly Treasurer Report Completed</b> All months reported & matches w/receipts _____ 10 points Missing 2 or more months of receipts _____ 5 points		
<b>Fundraising Approval Forms (Form 8.7)</b> Signed by all with a date no later than October _____ 10 points Signed after October _____ 5 points Not signed by county Director _____ 0 points		X
<b>Annual 4-H Financial Report Balanced 6.3 (or other form)</b> All months reported _____ 10 points Other issue _____ points		X

# 2016-2017 Treasurer's Book Check

Peer Review		Aromas	Buena V	Chualar	Gonzales	Greenfield	Hilltown	King	King City	King City	Lockwood	Mission	Natividad	Royal	OaSan	Berr	Spring
Budget - Voted, Approved, Signed, Noted in Club Meeting																	
Monthly Club Ledgers, including receipts for expenses and income and Bank Statements and cancelled checks Or Monthly Treasurer's Report																	
Fundraising Approval Forms 8. 7																	
Annual 4-H Financial Report Balanced 6. 3																	
Annual 4-H Inventory Report with photos of club owned items valued over \$100																	
Bank Account Information Sheet																	
Book turned in on time																	

2016-2017 Secretary's Book Check	Aromas	Buena Vista	Chualar	Gonzales	Greenfield	Hilltown	King City	King City	Lockwood	Mission	Natividad	Royal Oaks	San Benito	Spring
	Constitution/By-laws													
Club Program Planning Guide														
Annual Club Planner														
Monthly Club Meeting Planner														
Club Meeting agendas														
Club Minutes including Treasurer's Report														
Roll Call														
Club Roster														
Club officers and CCL														
Correspondence														
Club Outreach Planner														
Out Reach Documentation form														
ADA Request														
Project Rules etc.														
Book turned in on time														



## Monterey County 4-H Club Book Review

These steps are to be used to enhance the educational experience for the officers. Make time to help the youth see how the 2 books are tied together in providing the most accurate information for a club. It is a valuable *life skill* to provide documentation that supports a business, a board or any membership organization.

### **Steps to “self audit” both 4-H club books:**

- Find the budget in the treasury book and review. Then, look in the secretary’s book to find when the budget was voted in. Does it show in the minutes?
- Is there a list of all club committees in secretary’s book? If so, find in the meeting minutes which months those committee reports were given. Did the committee happen?
- Look in the treasury book for how much was spent on those committees.
- Does the treasury report in the minutes include the committee’s proposed income or expenses listed? Did they go over that amount during the club meeting?



- Is there a club reimbursement form for the treasury? Was it used each time and placed in the treasurer's book for every expense turned in?
- Were any checks written for a scholarship for LCORT, Camp or SLC? A scholarship form must be filled out for each member who receive money! The form should be in the treasurer's book as a receipt.
- Does the club have savings/ reserves account? Is it clearly marked on why it is set aside in the budget, by laws or club rules?
- Does the Treasury book show receipts for the club's fundraiser and does the physical receipts match what the report says?
- Does the treasure's book include a list of the people who are the signers of club checks?
- Is there a club calendar in the secretary's book? Does is show any of the planned fundraisers?
- Is there a phone roster? Does it match the club's enrollment roster that the county provided? Do the members all match?
- Does the club have a list of Jr/Teen leaders in the secretary's book?



- Does the physical correspondence that has been turned in match what is in the meeting minutes under correspondence report?
- In the meeting minutes, was there a balance of motions being made by ALL members? Was it the same members every month?
- Were the newspaper articles in the book? Was the activity or event on the on club's annual planner?
- Does the Secretary's book include the club's rules? Project rules/policies? Are they signed?
- Does the Secretary's book include flyers or information from the county or Council?
- Do the meeting minutes include reports from the club representative who attended the Leader's Council meetings?

*"If your actions inspire others to dream more, earn more and do more, you are a leader".*

## 4-H County Club Book Judging Judge's Orientation

*Introduction of each person in the room including committee*

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 a judge you have an opportunity to influence a young person's life and make an impact of a club that may need more direction.

**Here is how the afternoon will work:**

### **JUDGING DETAILS**

- You will choose a Treasury or Secretary's book and a blank score sheet.
- Place your initials in the lower right hand corner
- Please use a pencil and begin slowly reviewing
- Its possible you may need to see the club's other book to find a document.
- You may need to do a great deal of searching to find the document you are looking for
- In some cases, the score 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 judged 2 times
- 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
- If you find the previous judge made an error, please give the book to the committee for correction

Any questions about the judging 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.



Date: 7/25/17 &  
7/26/17

# 4-H Club Treasury & Secretary Book judging

*Time: 4:00pm*

Locations:  
7/25 Salinas Ag Conference room  
7/26 Salinas Valley Fairgrounds



**University of California**  
Agriculture and Natural Resources

4-H Youth Development Program

**This is an opportunity to learn, share, explain, develop and understand the value of 4-H Club Treasury and Secretary Books.**

**Incoming club treasurers, club secretaries or, youth members, adult volunteers, Officer Advisors and Community Club Leaders are invited to attend**

**A contest held by the Council's Incentive and Recognition committee will select the best books and award trophies**

- *The following will be provided:*
- *Checklists of documents needed*
- *Scoring sheets*
- *Instructions for judging*
- *Comment forms*
- *Light refreshments*

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Please RSVP which date and location

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