
HISTORIAN

Steps to Success

As club historian, you have the responsibility for creating an interesting and comprehensive accounting of your club's activities during the 4-H year. You are responsible for creating a story about your club utilizing a combination of pictures and captions, news articles and published photos, and other paraphernalia (thank you letters or club awards).

Before the Meeting:

1. Mark any pictures that you need names for with a sticky note and put them with your meeting supplies.
2. Make sure your report time is on the agenda so that you can share your progress with the club.



During the Meeting:

1. Arrive early to assist with meeting set-up and to discuss items of business with the leaders and other officers. Remember, you are part of an officer TEAM. Make sure to do your part!
2. Share your newly completed scrapbook pages. Be sure to let new families have a look at the entire scrapbook. It will give them an idea of the kinds of things your club does.
3. Take pictures of the monthly program, members giving talks or demonstrations, kids engaged in playing games, etc. Don't forget to take pictures of Cloverbuds, club leaders, volunteers, and guest speakers. If your club reporter is also taking photos, you may want to cooperate with him/her and alternate picture-taking duties.

After the Meeting:

1. Help with clean-up after the meeting is over.
2. Scan local newspapers for 4-H club articles that your reporter may have submitted OR ask your club reporter to give you a copy of his/her article that you can put in the scrapbook.
3. Update the scrapbook monthly and be ready to share your newly completed pages with the members at each meeting.

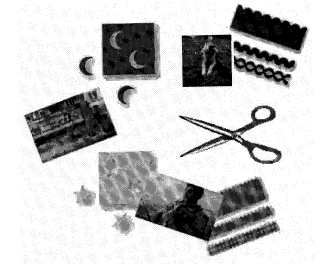
Helpful Hints for Scrapbooking:

BE CREATIVE!

- Add a color border around the page.
- Have your background page be a solid color piece of paper.
- Have a different set-up for each page.
- Use stickers or die cuts.
- Use different colored pens.
- Use paper with designs (even old wrapping paper or old kids' artwork).
- Add paper frames around pictures.
- Crop pictures, but be careful not to crop too much.
- Use design scissors.
- Check out the scrapbook section at local discount stores for ideas.

BE INFORMATIVE!

- Use captions.
- Use newspaper clippings.
- Use small text sections of explanation.
- Add dates.
- Use people's names.
- Include agendas or newsletters, or portions of them.



BE NEAT!

- Outline in pencil first, if necessary.
- Use typed titles and captions if necessary.
- Choose layouts carefully; don't just throw things on a page.
- Use stencils.

BE PREPARED!

- Things you may need: an album, sheet protectors, cardstock or colored paper, glue, tape, stickers, die-cuts, decorative scissors, pen sets, craft punches, stencils, clip art, rubber stamps. Ask your club leader what resources the club already has and what kind of budget is available to help you if you need additional supplies to do your job.
- Take a camera to EVERYTHING!!! Make sure you have film or memory on your memory card.
- Work on scrapbook all month long. Don't wait until the last minute!

THINGS TO AVOID!

- Don't have pictures or papers hanging over so they stick out of the book.
- Too much "white space" - fill in the page, but don't overfill.
- A lot of written text - break it up with pictures.
- Too many pictures, and not enough captions or explanation.

STICKER ART

- Don't just randomly place your stickers on a page. Use them as a group, a border, or as an enhancement to your title or journaling.
- You don't have to use the whole roll of stickers; sometimes just one or two will do!
- Draw "doodles" around stickers to better integrate them into page design.

PICTURES

- Try slanting pictures in different directions. It gives the page an interesting effect.
- Don't overlap too many pictures. It may become very crowded.
- People like to look at pictures, so be sure to use them.
- Captions need to be on at least some pictures on every page.
- Use full names of people. Otherwise, years from now, no one will know who's who in this historical document you're creating.

