



HISTORIAN'S GUIDE

Congratulations on being selected Historian of your 4-H Club. The role of a historian varies between each club. Be sure and review your club's bylaws and policies so that you are aware of your role and responsibilities. Overall, the historian's role is to capture all of the fun and learning that happens throughout the year.

Capturing Memories

- Before the year starts, make a list of all of the things that you would like to include as a part of your club's history. If possible, break the items up by month and add them to a calendar as a reminder to yourself.
- If you know you won't be at an event, find someone who will be there and ask them to take photos and take notes on what happens. If you have specific questions, like how many people were there, give the person those questions before the event.
- If your club has a google team drive, use it as a way to collect photos of different events. If your club doesn't have a google team drive, consider starting one. Encourage the other officers to add photos or information about the different events. The other officers may find it helpful as well!
- There is more than one way to capture memories! If your club always does a scrapbook and you're not into that, come up with a different way. You could document your club's activities through a video, presentation/slideshow, social media, a podcast, or something else! Utilize your talents!

Say Cheese

- You will probably be taking a lot of photos this year. Make sure that you have access to a camera. If you don't, let your club leader know so that he/she can help you figure out a plan.
- Action shots are best! While group photos are fun, the best 4-H photos are the ones where members are learning through hands-on activities or having fun.
- Ask your club leader if any of your members or leaders have NOT agreed to a photo release on 4HOnline. If anyone has not agreed to a photo release, their photo cannot be shared publicly.
- Make it your mission to **learn as many names as possible**. When taking photos, you will need to document who is in each picture and it's easier if you know the people in your club!



Putting It All Together

- Make a plan today, it is hard to go back and think . . . “Hmm, what did we do this year?” Start working on your scrapbook/project one section or one event at a time so that the events don’t pile up on you.
- Involve as many different people as possible in the creation of your final project. Ask for ideas of what to include. Ask for people to contribute photos. Ask people who are artistic to help. Think of the younger youth in your club and find a role that they can do to help you!
- Find out if your club has a budget set aside for the historian. If so, that means that your club will reimburse you for materials up to that amount. If you want reimbursement for more than that you will need to ask for more money at a club meeting. When you purchase items for your historian project, use a tax exempt card (if your club has one) and have only your purchases for the club on that receipt.
- If your club doesn’t have a budget for the historian, you may want to request funds from the club or ask for donations from club members. Other club members may have supplies that they would be willing to donate. You may also want to consider a low-cost or free way to preserve your club’s memories. Be creative!

Questions for Thought

1. What is the job of the historian?
2. What ways can the club benefit from having a historian?
3. Are there ways for a historian to include all of the club members? If so, what are they?
4. How can a historian support the other officers on the officer team?
5. How can a historian promote the 4-H club?
6. What goals do you have for yourself this year as club historian?

Compiled by Amy Mangan-Fischer, Washington County 4-H Program Educator, University of Wisconsin - Madison
Division of Extension, 2019