Banner Recognition Tip Sheet

This does NOT cover everything, this just gives some ideas and tips on how to help fill out the paperwork and help get the points your club is asking the committee to give you.

Things to have in secretary book that is helpful;

- Calendar, Agenda, and Minutes from previous year (Oct – Dec) and current year
- Names & contact info - print off your clubs roster from 4-H online
- Copy your Constitution/By-Laws before turning it into the Extension office
- Place your club demos on your agenda or in your minutes – Name and what they did demo on

Ways of documenting or showing documentation;

- Minutes, dates voted and follow-up date
- Treasurer reports – from previous year (Oct-Dec) and current year
- Scrapbook or photo album

Ways to help prove things like Camps, Schools, Endowment dinner, JFB members, Milk barn shifts, Trail Clean Up, and Community Service, Trainings, AQCA, Fair Booths, etc.;

- Check the online shared files from Jacki – she will be adding some of these items to that folder
- Make a copy of the camp "bunk" sheet or "group" sheet – get this from one of your parents or Jacki
- Endowment Dinner – Copy your thank you letter they send or add a copy of the page in the CC under updates. They usually put names of clubs that donate or help.
- JFB members – print off the CC that introduces them or make a copy of the Jr. Fair book with info.
- Print out emails that have information that you did it.
- Make a copy of your Sign up Genius that you signed up for, example: Milk Barn, Trail Clean Up or email Jacki to send you a verification.
- In Minutes you talked about who is going and follow up at the next meeting how it went, copy of sign up or picture of them attending.
- Copy of your entry form or picture of your clubs fair booth

Our committee is here to help in any way we can. Please feel free to reach out to us if you have any questions. With the Extension Office not being able to help verify some of the things like they have helped with in the past, we are trying to give your club some helpful tips.

Our goal is to increase the number of clubs participating in Banner Recognition. We feel this is a great way to highlight the accomplishments of our youth members and your 4-H clubs.

Good Luck and we hope to see you all at our 2nd VIC Party this year.