Leadership Team E-Scrapbook

Our definition of an E-scrapbook: 1) a PowerPoint presentation summarizing your leadership team’s goals, activities and individual officer accomplishments and 2) separate files containing support materials created by the team: meeting agendas, minutes and committee reports; team and individual goals; flyers; speeches; conference/activity schedules or programs, news releases, scanned newspaper articles, etc. This will be your teams legacy to leave the Oklahoma 4-H program.

Each of the following Leadership Teams should complete a scrapbook: SW, NW, SE, NE Districts, Ambassadors and State Officers.

Scrapbook will be shared at Roundup and posted on the Oklahoma 4-H website after Roundup.

Guidelines for setting up E-scrapbook:
1. Support Files
   - Agendas, Minutes, Goals, Committee Reports, etc. of the team.
   - Materials generated to plan, promote, conduct and evaluate activities and events.
   - Newsletters, articles submitted electronically for posting on web sites, newspaper clipping, news releases, flyers
   - Speeches and workshops presented by team members
   - Web-pages managed/maintained by the team.

2. PowerPoint
   - Keep the slides simple, yet informative.
   - Provide detail about each project in the “notes” section of the slide.
   - Pictures should reflect size, scope and growth of the program or activity.

3. Report the following in PPT:
   - Established team goals and goals accomplished. Explain how the goal was accomplished in the note section of the PowerPoint slide.
   - Activities and project undertaken by your team. Provide a written narration/summary about each in the note section of the PowerPoint slide.
   - Individual Goals accomplished by each member of the team. These goals should be related to the individual’s office or as they relate to team responsibilities or expectations. Provide a written narration about each in the note section of the PowerPoint slide.
   - Choose simple basic fonts.
   - Carefully select background for slide. It needs to be readily assessable. Reference where it comes from in the note section on the first slide.

Sample Slides
Sample slides have been prepared to assist in assembling PPT portion of the teams E-scrapbook. These sample slides are an example of how one might report the items noted above. Samples located at the following web address:

http://oklahoma4h.okstate.edu/leadership/officers/

Sample slides illustrate:
Slide 1 – Theme - If the team chose one.
Slide 2 – Team Goals accomplished.
Slide 3 – Individual Officer Goals. Summary of your accomplishments as an officer are to be narrated in the notes section on the slide.
Slide 4 – Individual Projects or Activities accomplished as an officer.
Slide 5 – Activities or Events planned and conducted by the team.
Slide 6 – Back page or conclusion.

Who is Responsible?
The E-scrapbook is the responsibility of the reporter and secretary of each team (as outlined in State and District Officer Handbook) or assigned Ambassador Committee.

Carefully select a font that can be read by other computers.

Suggestion: Send each officer a template/sample slides and let them fill in the text, add pictures and write the narration in the “notes” section. You can edit and proof when the slide is returned.

What to Turn In and When?
Copy 1 to DPS Burn a CD with the entire E-scrapbook (Support files and PPT). Remember this is an archive of what the team accomplished. Due June 1 to your team Advisor.

Copy 2 State 4-H also due June 1 to the State 4-H Office, contains only the slides being used in your report at Roundup. Each team is encourage to do a “Year in Review” during their District Rally. Each team may also have the opportunities to report to the state. (Details will be provided annually.) Keep reports brief—5 minutes or less.

Mail to:
State 4-H Office
Attention – K. Knepfli
205 4-H Youth Development Building
Stillwater, OK 74078

Cassity Green, NW Vice President
Make A Difference Day
October 27, 2001

Purpose:
Community wide fun-filled activity for families. All proceeds for the Ronald McDonald House.

Impact:
• 200+ participants
• $350 raised and then matched by Wal-Mart for a total of $600 for the Ronald McDonald House
• Experienced teamwork and cooperation in action

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