** Club Information and Report**

**Dear 2015-2016 Club President,**

The following information will be used to create your club’s page in 4-H Quebec’s 2016 Annual Report, which is circulated to members, leaders, and other stakeholders. Keep this information handy to help you prepare for your presentation at AGM. This form can be filled in directly in Microsoft word and returned electronically to the office.

**Email to** **office@quebec4-h.com**

**Due November 15th, 2016**

**Please send along a photo or 2, which we will include if space permits.**

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| --- | --- |
| Club Name: | Click here to enter text. |
| # of members 2016: | Click here to enter text. |

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| --- | --- |
| Club contact person: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| e-mail:  | Click here to enter text. |
| Member presenting club report **\***:2015-2016 presidents are encouraged to do this. | Click here to enter text. |
| When did/will your club hold its 2016 AGM? | Click here to enter text. |
| New Provincial Board Director: | Click here to enter text. |
| Our Club will bid to host a provincial activity:If your club hopes to host a provincial activity in 2018, please fill out the appropriate form included in the AGM registration package.  | AGM (autumn 2017) [ ]  Yes [ ]  No \*\*  Innovative Ag Tour (March 2018) [ ]  Yes [ ]  No Provincial Rally (July 2018) [ ]  Yes [ ]  No |

\*Please note that all reports, presentations, applications to host, etc. must be limited to a maximum of 5 minutes.

\*\* To select checkboxes, double click for a dialogue box to appear, and then set the default value to Checked.

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| --- | --- | --- |
| **Executive** | **2015 -2016** | **2016 - 2017** |
| * President
 | Click here to enter text. | Click here to enter text. |
| * Vice-President
 | Click here to enter text. | Click here to enter text. |
| * Secretary
 | Click here to enter text. | Click here to enter text. |
| * Treasurer
 | Click here to enter text. | Click here to enter text. |
| * Reporter
 | Click here to enter text. | Click here to enter text. |
| * Others
 | Click here to enter text. | Click here to enter text. |

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| **What projects did your club participate in this year?** |
| Click here to enter text. |

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| **Describe your club’s involvement in Community Service activities:**\*This information will be used to determine the award for most community involvement |
| Click here to enter text. |

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| **Participation in Provincial Activities:** |
| Click here to enter text. |

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| **Special events/activities for 2016:** |
| Click here to enter text. |

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| **Other activities(Fundraisers, events, etc):** |
| Click here to enter text. |

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| **Other information you wish to include on your club’s page in the Annual Report** |
| Click here to enter text. |

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| **Future plans for your club** |
| Click here to enter text. |

**Presentation of Reports at AGM:**

**Club Reports, Provincial Activities, National Opportunities, International Travel**

* The past club president will be asked to present the club report.
* Presenters about Provincial Activities are preferred from the host club if applicable.
* For provincial as well as national opportunities, delegates may present as a team.

Here are some suggestions, keeping in mind that an award for Best Presentation will be chosen based on all of the reports given.

* PowerPoint presentations or photo slide shows are welcome but they are not compulsory. The provincial office will supply a laptop, projector and screen. Please be prepared to load your presentation during the registration period 8:30 – 8:45am.
* Try to memorize as much of your report as possible so that you don’t have to refer to your notes too often.
* Make eye contact with your audience.
* Be dynamic and enthusiastic about what your club has accomplished in the past year, or about the activity you are reporting on.
* Add interesting (short) stories or examples that go along with what you are talking about.
* Your presentation should be anywhere from 2 minutes to a maximum of 5 minutes.
* Speak slowly and clearly, be confident.
* Have fun!

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**Awards presented at AGM banquet**

**as voted on by participants following presentations:**

* Best Presentation
* Club with the Most Community Involvement
* Most Improved Club
* Leadership Challenge Award

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