

Safety Officer Requirements

The Safety Officer is to turn in a notebook, or the like, reporting club safety activities to the Extension office by September 9, 2005. The following minimum requirements must be met for the notebook to be eligible for Honor Club points and Outstanding Safety Officer's Book:

- *A record of all club Safety activities, including a detailed description of the activity, the date, who participated/attended, and, if possible, cite the sources for the information. (Ideas in Safety Officer's Guide). **Be sure to pass around a sign-up sheet so there is a record of who was there.**
- *The Safety Officer must do a minimum of 3 club activities, which can include inviting an outside speaker to give a safety talk.

Safety Officer's meeting the minimum requirements listed above will be evaluated for Outstanding Awards based on the following criteria:

- *The Safety Officer conducted a minimum of 5 club activities or 1 for every meeting if the club met fewer times. If the Safety Officer is absent from a meeting when an activity needed to be done, simply state that information where the activities get recorded.

Each year, two Outstanding Awards are given in the following areas: Secretary, Treasurer, Health, Safety and News Reporter. If no one qualifies because of failure to meet the requirements, no awards will be given. If more than two qualify, the selection of the best two will be left up to those in charge of judging the books. (In the event that more than two qualify, the following may be considered: How creative was the Safety Officer with club activities? How creative is the safety notebook? and Did the Safety Officer invite an outside speaker to give a safety talk at a club meeting?)