

# 4-H Club Secretary's Record Book

Year \_\_\_\_\_

County \_\_\_\_\_ Township \_\_\_\_\_

Name of Club \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Adult Volunteer \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_



**To the Secretary:**

It's an honor to be selected secretary of your 4-H club.

You have an important job, and we are sure you will do your best.

We hope you will take the opportunity to learn all you can about your role as secretary.

Since the record that you will keep as secretary of your club is the club's primary record, you will want to keep it complete, neat, and accurate. Some secretaries also have the job as treasurer of their club. You will find a Club's Financial Record on page 23 of this book, to keep a record of all the money received and spent. If another person is named as treasurer, he/she may want another book; or you may wish to work together.

At the close of the club year, you might offer to help your adult volunteer to complete any necessary year-end reports for your club.

## Junior leaders

Name	Address	Phone	Email	# Yrs. Jr. Ld. (include this yr.)

## Club officers

Name	Address	Phone/Email	Office	Notes
			President	
			Vice President	
			Secretary	
			Treasurer	
			News Reporter	
			Recreation Leader	
			Song Leader	
			Health & Safety	

# Additional Volunteers

Name	Address	Phone	Email	Notes

## Duties of officers

### President

1. Preside at club meeting.
2. Handle all the business of the club meeting.
3. Help keep order during the meeting.

### Vice President

1. Take charge of meeting when president is absent.
2. Serve as chairman of the program committee.

### Secretary

1. Keep complete report of all meetings.
2. Keep record of attendance of all members.
3. May send out notices of meetings.

### Treasurer

1. Handle all financial transactions for the club.
2. Prepare financial reports for each meeting.
3. Prepare annual financial reports and submit records requested for financial reviews.

### Song Leader

1. Have charge of music and lead songs at each meeting.

### Recreation Leader

1. Be responsible for planning and carrying out the recreation program for the club.

### News/Social Media Coordinator

1. Be responsible for club news and report to the community about 4-H via a variety of print, video and social media platforms.
2. Get acquainted with the newspaper editor or writer.

### Health and Safety Leader

1. Be responsible for the health and safety lessons for your club.

### The 4-H club emblem and colors

The 4-H Club emblem is a four-leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. The leaves of the clover are green and the "H's" are white. The white is for purity. Green is nature's most common color.

### The 4-H pledge

#### I pledge

My Head to clearer thinking,  
My Heart to greater loyalty,  
My Hands to larger service,  
My Health to better living, for my club,  
my community, my country, and my world.

### The 4-H club motto

To make the best better.

### The 4-H club member's creed

I believe in 4-H club work for the opportunity  
it will give me to become a useful citizen.

I believe in the training of my Head for the power it  
will give me to think, plan, and reason.

I believe in the training of my Heart for the nobleness  
it will give me to become kind, sympathetic, and true.

I believe in the training of my Hands for the ability it  
will give me to be helpful, useful, and skillful.

I believe in the training of my Health for the strength  
it will give me to enjoy life, to resist disease, and  
to work efficiently.

I believe in my country, my state, and my community,  
and in my responsibility for their development.

In all these things, I believe, and I am willing to dedicate  
my efforts to their fulfillment.

### 4-H club members

Name	Address	Phone/Email	# Yrs. In 4-H (Count this year)	Grade in School
<i>Example: Jim Brown</i>	<i>4921 W 500 N</i>	<i>123/555-5555</i>	<i>5</i>	<i>8</i>

**Membership for 20\_\_\_\_\_**

Attendance Record - Dates of Meetings (Check if Present)														Demonstrations		Judging		Other Activities (List)	Project Enrollment Name & Division	Project Completed		
														Yes	No	Yes	No			Yes	No	
√	√	√												√		√				<i>Beef Calf II</i> <i>Electric IV</i> <i>Foods II</i> <i>Poultry III</i>	√	

### 4-H club members

Name	Address	Phone/Email	# Yrs. In 4-H (Count this year)	Grade in School



Membership for 20\_\_\_\_

Attendance Record - Dates of Meetings (Check if Present)													Demonstrations		Judging		Other Activities (List)	Project Enrollment Name & Division	Project Completed	
													Yes	No	Yes	No			Yes	No

## How to write 4-H club minutes

Minutes are the record of what a club does at its meetings. Minutes of your 4-H club should include the following facts:

1. Kind of meeting, whether regular or special.
2. Name of your club.
3. Number of members present and names of special guests.
4. Answer to roll call.
5. Statement that the minutes of the last meeting were or were not read and approved.
6. Record of club's financial report.
7. A record of all business carried on, including motions made, who made them, and whether motions were carried or lost.
8. Record of committees appointed, who is serving on the committee, and the committee reports.
9. Names of persons taking part and what they did on the program.
10. Record of demonstrations presented, project work done, special features on the program, and recreation.
11. Time and place of next meeting.

## Sample Meeting Minutes

Date: October 10, 2019

Members present: 22

Place: Swanson's

Guests present: 1

The Blue Ribbon Strivers 4-H Club met at 7 p.m., October 10, 2019, at the home of the Swansons. The meeting was called to order by Jerry Hurst, president. The meeting opened with group singing led by Kay Cox. The pledge to the American flag and the 4-H Pledge were led by Paul Williams. The secretary's report was read and approved. Roll call was answered by "How We Can Improve Our 4-H Club." The treasurer's report was read. The club has a balance of \$326.17.

Old and new business was discussed. Sally Fry made the motion that the club have their annual local exhibit at the school building June 27. Jerry appointed the following committee to be in charge: Ann Logan, Chairman; Josh Lucas, and Amber Nye.

Brittany Shaff, Junior Leader, demonstrated "Coding 101," and Jack Hall showed "How to Create the Perfect Photo."

During the recreation period, Nicole Miller sang a solo, and Mick Thomas and Shae Davis led the games. Mrs. Swanson served refreshments to the twenty-two members present.

The next meeting will be at Bill Jackson's, February 21.

Felicia Manor,  
Secretary

Jerry Hurst,  
President

**First Meeting:     Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members present:** \_\_\_\_\_

**Guests present:** \_\_\_\_\_

**Minutes**

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Third Meeting: Date: \_\_\_\_\_

Place: \_\_\_\_\_

Members present: \_\_\_\_\_

Guests present: \_\_\_\_\_

**Minutes**

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**Fifth Meeting: Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members present:** \_\_\_\_\_

**Guests present:** \_\_\_\_\_

**Minutes**

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**Sixth Meeting: Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members present:** \_\_\_\_\_

**Guests present:** \_\_\_\_\_

**Minutes**

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Seventh Meeting: Date: \_\_\_\_\_

Place: \_\_\_\_\_

Members present: \_\_\_\_\_

Guests present: \_\_\_\_\_

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**Eighth Meeting: Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members present:** \_\_\_\_\_

**Guests present:** \_\_\_\_\_

### **Minutes**

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**Ninth Meeting: Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members present:** \_\_\_\_\_

**Guests present:** \_\_\_\_\_

**Minutes**

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**Tenth Meeting: Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members present:** \_\_\_\_\_

**Guests present:** \_\_\_\_\_

**Minutes**

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Eleventh Meeting: Date: \_\_\_\_\_

Place: \_\_\_\_\_

Members present: \_\_\_\_\_

Guests present: \_\_\_\_\_

### Minutes

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# Club's Financial Record

Money Received			Money Spent		
Date	Item	Amount	Date	Item	Amount
<b>Total Received</b>			<b>Total Spent</b>		
<b>Balance in Treasury</b>					

## "Making the Best Better" — Club Suggestions

Each club should develop its own goals or objectives. This should be done at one of the early club meetings. At one of the last meetings, the members may review the success of the club by comparing the various achievements with the original goals.

The following ideas may be considered when setting goals.

	Yes	No
How many members did your club enroll? _____		
Did your club have a reorganization meeting with your last year's officers in charge?	<input type="checkbox"/>	<input type="checkbox"/>
How many meetings did your club hold? _____		
What percentage of your previous year's club members re-enrolled? _____		
Did your club make a special effort to see all boys and girls in the community old enough to become 4-H members and give them an opportunity to participate in 4-H?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club keep the community informed of its activities?	<input type="checkbox"/>	<input type="checkbox"/>
Posters	<input type="checkbox"/>	<input type="checkbox"/>
Displays	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>
Radio TV or Social Media	<input type="checkbox"/>	<input type="checkbox"/>
Special community events e.g. festivals	<input type="checkbox"/>	<input type="checkbox"/>
Did your club have a welcome program for new members and their families?	<input type="checkbox"/>	<input type="checkbox"/>
Did all your officers attend an Officers Training School?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club use the pledges to the American flag and the 4-H flag?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club members participate in <u>club</u> activities involving:		
a. Judging	<input type="checkbox"/>	<input type="checkbox"/>
b. Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>
c. Demonstrations	<input type="checkbox"/>	<input type="checkbox"/>
d. Other	<input type="checkbox"/>	<input type="checkbox"/>
Did your club members participate in <u>county</u> activities involving:		
a. Judging	<input type="checkbox"/>	<input type="checkbox"/>
b. Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>
c. Demonstrations	<input type="checkbox"/>	<input type="checkbox"/>
d. Other	<input type="checkbox"/>	<input type="checkbox"/>
Did each club meeting include a period to discuss or work on projects?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club hold separate project meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club have a well-planned, written program in which every club member took part some time during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did members of your club give demonstrations or talks before the club or to a public group?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club members exhibit the items they made?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club members take part in a group or community service activity that resulted in helping people?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club hold a local recognition program?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club invite parents, donors, and/or other 4-H boosters to a 4-H club meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Did your club help start a new 4-H club?	<input type="checkbox"/>	<input type="checkbox"/>

### Answer the following questions on the back of this page.

What were the outstanding aspects of your 4-H club program?

What are the areas you would like to improve?

Identify your club's objectives for the coming year.



