PURDUE UNIVERSITY

PURDUE EXTENSION

4-H-217

4-H Club Secretary's Record Book

County _____ Township _____

Name of Club _____

Name of Secretary _____

Address _____

Name of Adult Leader _____

Address _____

18 USC 707

Junior leaders

Name	Address	Phone	# Yrs. Jr. Ld. (include this yr.)	Was Jr. Leadership Completed? yes no

Club officers

Name	Address	Phone	Office	Remarks
			President	
			Vice President	
			Secretary	
			Treasurer	
			News Reporter	
			Rec. Leader	
			Song Leader	
			Health & Safety	
			Devotional Leader	

Local project leaders

Name	Address	Phone	Project	Remarks

Local committee

Name	Address	Phone	Job Responsibility

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. Bank charges. (Check: Club might use bank that does not charge organizations.)
2. Pay bills and make financial report at each meeting. Have an audit done each year.

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 Reporter
1. Be responsible for club news and report to the community about 4-H.
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. (See 4-H-196)

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	# Yrs. In 4-H (Count this year)	Grade in School
Example: Jim Brown	*4921 W 500 N*	*123/555-5555*	*5*	*8*

Membership for 20____

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

4-H club members

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

Membership for 20____

Attendance Record - Dates of Meetings (Check if Present)												Demon-strations		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. A record of all business carried on, including motions made, who made them, and whether motions were carried or lost.
7. Record of committees appointed, who is serving on the committee, and the committee reports.
8. Names of persons taking part and what they did on the program.
9. Record of demonstrations presented, project work done, special features on the program, and recreation.
10. Time and place of next meeting.

Minutes of Meetings

Date: February 7, 2002
Sample Meeting:
Members present: 22

Place: Swanson's
Guests present: 1

Sample Minutes

The Blue Ribbon Strivers 4-H Club met at 7 p.m., February 7, 2002, at the home of Sue and Ann Swanson.

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."

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 "Freezing Green Beans," and Jack Hall showed "How to Groom a Sheep for the Show Ring."

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

Second Meeting: **Date:** _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Third Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Fourth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Fifth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Sixth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Seventh Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Eighth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Ninth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Tenth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Eleventh Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** ____

Minutes

Twelfth Meeting: Date: _____ **Place:** _____

Members present: _____ **Guests present:** _____

Minutes

Club's Financial Record

Money Received			Money Spent		
Date	Item	Amount	Date	Item	Amount
Total Received			Total Spent		
Balance in Treasury					

Suggested Constitution

This suggested form may become the constitution of your club if approved by your club. Fill in the blanks. Change as necessary.

If your club does not want to adopt this suggested constitution, the club members can write their own to be adopted.

Article I
The name of this club shall be the _____ _____ 4-H Club.

Article II
The national 4-H club motto, "To Make the Best Better," and the national emblem, a 4-leaf clover bearing an "H" in each leaf, will be the motto and emblem of this club.

Article III
The purposes of this club are to interest young people in opportunities for learning through 4-H Club projects and activities, and to help them to become good citizens of their community.

Article IV
Youth may become 4-H members when they enter the third grade and may continue membership through the completion of grade 12.

Article V
All boys and girls living in _____ County who are in grades 3-12, inclusive, are eligible for membership. All youth who become members shall have equal access to progams and activities.

Article VI
The officers of this club shall be a president, a vice president, a secretary-treasurer, a news reporter, a recreational leader, a song leader, and a health and safety leader.

Article VII
The duties of the officers are listed on page 5 of this book.

Article VIII
Committees for special purposes may be appointed by the president or elected by the membership at any meeting.

Article IX
The club shall be under the direction and guidance of a local 4-H volunteer approved by the County Extension Office.

Article X
The regular meeting of this club will take place at _____ on the _____ of each month.

Article XI
The order of business for all regular meetings will be as follows:

1. Call to order by president.
2. Roll call. Response as announced.
3. Reading minutes of last meeting.
4. Additions or corrections to the minutes.
5. Old business, reports of committees, etc.
6. New business.
7. Discussions, demonstrations, talks, or musical numbers, etc. Local leaders summarize and report on plans.
8. Motion to adjourn to take up the work period or the recreational period.

Article XII
Roberts' Rules of Order shall govern the meeting of the club.

Article XIII
The 4-H club year is continuous from one annual 4-H exhibit to the next.

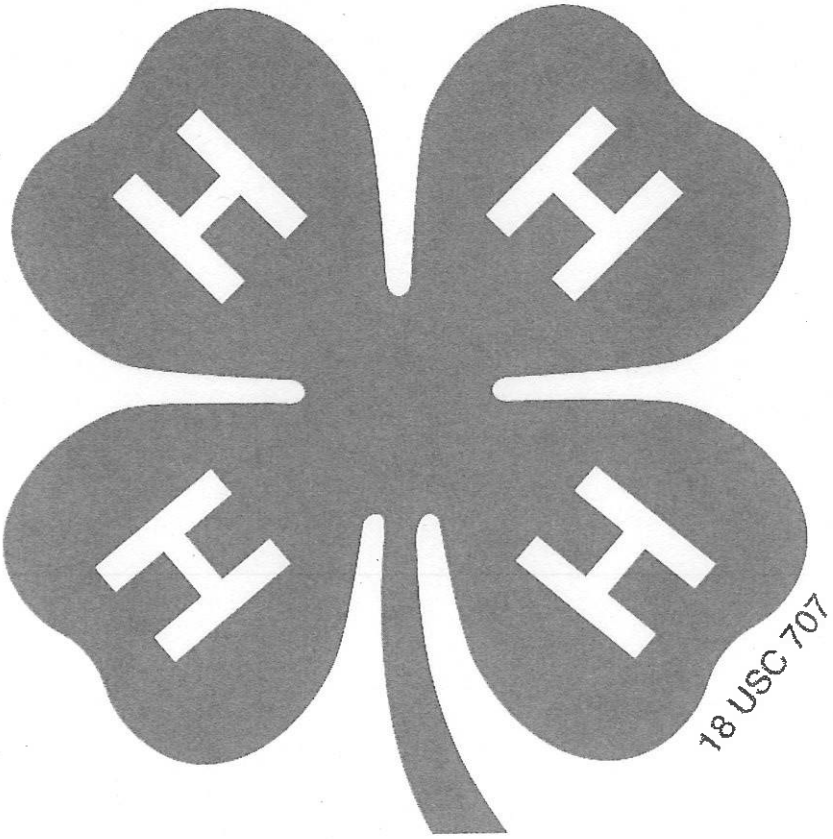
Article XIV
This constitution may be changed by a majority vote at any time.

"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?	☐	☐
How many meetings did your club hold? _____		
What percentage of your previous year's club members re-enroll? _____		
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?	☐	☐
Did your club keep the community informed of its activities?	☐	☐
Posters	☐	☐
Displays	☐	☐
Newspapers	☐	☐
Radio or TV	☐	☐
Special community events (parade, bike rodeo, festivals)	☐	☐
Did your club have a recognititon ceremony for new members?	☐	☐
Did all your officers attend an Officers Training School?	☐	☐
Did your club use the pledges to the American flag and the 4-H flag?	☐	☐
Did your club members participate in club activities involving:		
a. Judging	☐	☐
b. Share-the-Fun	☐	☐
c. Demonstrations	☐	☐
d. Other	☐	☐
Did your club members participate in county activities involving:		
a. Judging	☐	☐
b. Share-the-Fun	☐	☐
c. Demonstrations	☐	☐
d. Other	☐	☐
Did each club meeting include a period to discuss or work on projects?	☐	☐
Did your club hold separate project meetings?	☐	☐
Did your club have a well-planned, written program in which every club member took part some time during the year?	☐	☐
Did members of your club give demonstrations or talks before the club or a public group?	☐	☐
Did your club members exhibit the items they made?	☐	☐
Did your club members take part in a group or community service activity that resulted in helping people?	☐	☐
Did your club hold a local recognition program?	☐	☐
Did your club invite parents, donors, and/or other 4-H boosters to a 4-H club meeting?	☐	☐
Did your club help start a new 4-H club?	☐	☐

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.



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