



Secretary's Monthly Report and Club News Report

The meeting of _____ 4-H Club was held on

_____ at _____ at _____ with regular President and Secretary
(Date) (Time) (Place)

present, OR _____ substituting for _____.

- 4-H Pledge Led By: _____
- Roll Call

Number of Club Members	Members Present	Others Present

- Minutes of the last meeting were read and approved
- Treasurers Report (collect sheet from treasurer and record on bottom of minutes page)

Business (Committee reports and reporter, motions carried and the maker)

What are your needs from the 4-H Office:

Please submit to CCE Washington/4-H Office after each meeting.

Cjs58@cornell.edu



News Report

CLUB _____ DATE _____

REPORTER _____

The News Report should cover what your club has been doing, such as community service, club engagements etc.

Club Activity Tracker	
Community Service & Public Relations Activities	
Education Activities	
Standard Activities	

-Community service is any activity done for benefit of the community or non 4-H people. Public Relations is any activity done to promote community awareness and/or support for 4-H. These are activities in addition to club projects and community service. Activities could be: daffodil days, club display, informational meetings for parents and neighbors, club shift in the fair Teen Council Food Booth, or helping with a community sponsored event.

-Educational activities are activities **in addition** to 4-H projects and community service. Activities could be: public presentation (demonstration), judging activities, bowl events, knowledge contests.

-Standard Activities: club meetings

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