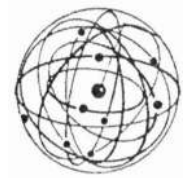
Cornell University
Cooperative Extension



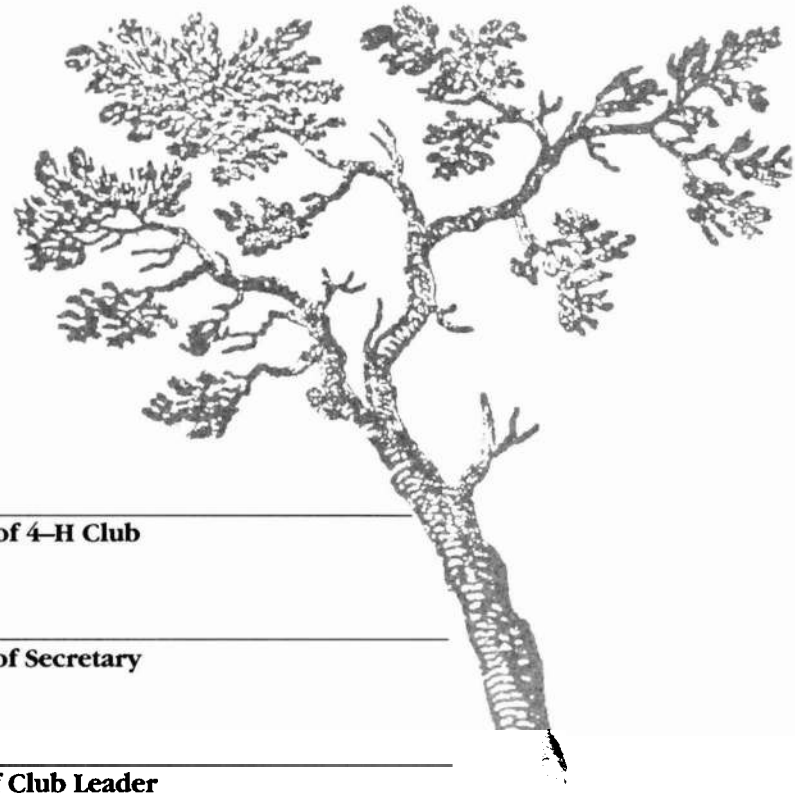


4–H Club

Secretary's Handbook









Name of 4–H Club

Name of Secretary

Name of Club Leader

Club Year





4-H Youth Development is for youth in grades K through 12.

The focus of 4-H Youth Development programs is on the development of life skills that are based on the four H's. Some of the life skills include personal and social responsibility, healthy lifestyle choices, personal safety, problem solving, communication, teamwork, and conflict resolution.

The Handbook

The handbook is furnished to 4-H club secretaries to help them keep the proper records of the activities of their clubs. It will be of value in proportion to the care used by the secretary in keeping the record.

The 4-H Club: A Permanent Organization

After once being organized in a community, a 4-H club should be considered a permanent organization. At the beginning of each year's activities one of these books will be furnished by the county 4-H office for the use of the 4-H club secretary. At the close of the year, the book with records complete should become a valued part of the property of the club and should be cherished as a record for the club activities during that year.

The 4-H Club Year

For purposes of club reports, the club year ends September 30, and a new year begins October 1. Actual project work may begin or end at different times, depending on the seasonal nature of the work or other circumstances.

The 4-H Emblem

A four-leaf clover with a stem and a letter H on each leaflet signifying the four-square development of Head, Heart, Hands, and Health, is the nationally accepted emblem. The emblem is protected by the United States Department of Agriculture copyright.

The 4-H Pledge

I pledge
my HEAD to clear thinking,
my HEART to greater loyalty,
my HANDS to larger service, and
my HEALTH to better living, for my club, my
community, my country, and my world.

In repeating the pledge, raise right hand to the side of head when speaking line No. l; lower right hand over left breast on line No. 2; extend hands forward with arms bent at elbows, palms upward on line No. 3, and stand at attention with hands lowered to sides for the remainder of the pledge.

The original pledge and method of repeating were officially adopted by the state leaders in conference at Washington, D.C., June 17, 1927. The words "and my world" were added in July 1973 as a result of a recommendation by one of the delegate discussion groups at the 1973 National 4-H Conference.

How to Apply for a 4–H Club Charter

When the local club meets the four requirements listed below, the club secretary should be authorized to apply for a 4–H club charter with this blank. It should be filled out with the name of the club (exactly as it should appear on the charter), and signed by the secretary, the president, and the local leader. It should then be sent to the county 4–H office. The 4–H office will arrange for its presentation to the club.

Send a copy of the club program with this application.

A club should receive a charter but once.

Requirements for a Charter

1. The club must have a membership of five or more persons.
2. The club must have a local leader or adviser.
3. The members must organize as a club and elect officers.
4. The club must plan and adopt a program for the year.

How to Apply for a 4–H Club Seal of Achievement

When the local club has met all of the requirements for the club year listed below, the club secretary should be authorized to apply for a 4–H seal of achievement to be placed on the club charter using this blank. The club name as given on the charter should be used, and the blank sent to the county 4–H office.

Requirements for a Seal of Achievement for the 4–H Club Charter

1. The club must have held six or more regular meetings during the year, the secretary keeping the minutes in this record book furnished to the club.
2. Every member of the club must have been enrolled in the county 4–H office in at least one project.
3. The 4–H club must have put on an exhibit of its work to parents or others.
4. At least six out of every ten members at the club (60 percent) must have satisfactorily completed the year.

Application for a 4–H Club Charter

Having met the first four requirements for a standard 4–H club, the

.....
(Name of club — please print)

respectfully requests that a 4–H club charter be granted.

Date ..... 20 ..... Signed ..... Sec.
(Name)

.....
(Address)

Signed ..... Pres.
(Name)

Signed .....
(Local Leader)

.....
(Address)

..... Approved .....
(Address) (Cornell Cooperative Extension Educator, 4–H Youth Development)

County .....

If your club has not been chartered, fill out and send this application to the county 4–H office.

Application for a 4–H Club Seal of Achievement

Having met all the requirements for a standard 4–H club for the year beginning ..... 20 .....

and ending ..... 20 ....., the .....
(Name of club — please print)

respectfully requests that a 4–H club seal of achievement be awarded, to be placed on its club charter.

Date ..... 20 ..... Signed ..... Sec.
(Name)

.....
(Address)

Signed ..... Pres.
(Name)

Signed .....
(Local Leader)

.....
(Address)

..... Approved .....
(Address) (Cornell Cooperative Extension Educator, 4–H Youth Development)

County .....

The Secretary's Record

of the

.....

(Name of club)

for the club year

Beginning ..... 20....., and ending ..... 20.....

Officers

(Copy from the leader's copy of the 4–H registration or insert a copy here.)

President .....

(Name) (Post Office address)

Vice-president .....

Secretary .....

Treasurer .....

News reporter .....

Song leader .....

Recreation leader .....

.....

.....

Club Leaders

Organization leader .....

.....

Project leaders .....

.....

History

The .....

(Name of club)

was originally chartered on ..... 19 ..... with a charter membership list of .....

(Number)

members. The charter was presented to the club by .....

(Name) (Title)

The organization leader at the time the club was chartered was .....

Duties of the 4–H Club Secretary

1. Keeps accurate minutes of all club meetings.
2. Takes the roll and keeps record of attendance.
3. Handles club correspondence, makes club reports, and notifies members of meetings.
4. Is ready to read any part of the record of any meeting when called upon to do so by the president.
5. Keeps a file of correspondence, committee reports, club programs, and any rules developed by the club.
6. Prepares, with the president, an order of business for the meeting.
7. Reads the minutes of the previous meeting for approval or information.
8. Brings secretary's book to every meeting.
9. Sends monthly reports to the county 4–H office on time.

Suggestions for Writing Minutes of Meetings

The secretary's handbook should not be sent to the county 4–H office at the end of the year. It should be kept as a record of your club's membership and activities.

1. The minutes of a meeting should contain at least the following:
   a. Name of club; the hour, date, and place of meeting.
   b. Whether the regular president and secretary were present and, if not, the names of their substitutes; members present.
   c. Whether the minutes of the previous meeting were approved.
   d. A record of all business transacted.
   e. A statement of the program, including project instruction given.

In some organizations, the secretary keeps his/her original pencil notes in a separate book which he/she carries to every meeting. After the minutes are approved, they are carefully copied into the permanent handbook and signed by the secretary. This usually means neater records, but care must be used to prevent errors in copying.

2. The minutes should be neatly written in ink, leaving a margin for corrections or amendments if such are voted.
3. The secretary must always be impartial; the secretary's opinions of actions taken should not be expressed in the minutes.
4. Twelve business meeting minute forms are provided on pages 10 to 21. If more than 12 meetings are held during the year, or if more room is needed to report the business transacted at any meeting, the secretary may insert additional pages. Use these fill-in-the-blank forms for business meeting minutes only, not project meetings. (Use the secretary's monthly report forms on pages 25–48 for project meetings.)
5. Have your leader check over the minutes before you record them permanently in the secretary's handbook.
6. The minutes are to remain in the secretary's handbook as a permanent record of your club's activities.

Duties of Other 4–H Club Officers

The President

1. Presides at all business meetings of the 4–H club.
2. Carries out the meeting according to parliamentary rules.
3. Decides points of order fairly.
4. Casts the deciding vote in case of a tie vote.
5. Appoints committees unless otherwise instructed by meeting.
6. Has a definite program well in mind and knows what is to be done before meeting time.
7. Introduces visitors of the club.
8. Is largely responsible for orderly conduct of the meeting.

The Vice-President

1. Learns the duties of the president.
2. Serves as presiding officer in the absence of the president.
3. May lead the pledge of allegiance to the flag.
4. May act as chairman of the program committee.
5. May be responsible for keeping the club flags.
6. May be responsible for meeting room arrangements.

The News Reporter

1. Writes announcements and reports of the club's activities for the newspaper.
2. Collects all newspaper items that refer to the club for the permanent records kept by the secretary.
3. Sees that news items get to the newspaper or 4–H office while they are still fresh.
4. Makes a conscientious effort to keep the public informed about club affairs of general interest.

The Treasurer

1. Has charge of all the money taken in by the club, whether from gifts, dues, or club earnings.
2. Shall keep an accurate record of:
   a. All money received and its source.
   b. All money paid out and to whom.
3. Shall report at each meeting:
   a. The amount of money collected.
   b. The amount of bills paid since the last meeting.
   c. The balance in the treasury.
4. Must be ready to give an itemized account of funds at any time on request of members or leader.
5. Shall pay money out of the treasury only as voted by the club and with the approval of the leader.
6. Is responsible for the club funds until a successor is elected.
7. Must turn over funds and accurate records to the successor when new officers are elected.

The Song Leader

1. Keeps the song and music books of club and distributes and collects them at meetings.
2. Leads the club in singing, or gets others to lead, at meetings and 4–H events.
3. Selects songs and other musical features.

The Recreation Leader

1. Leads the club in games, singing, and other recreation during social hour.
2. Is continually on the lookout for new games.
3. Works for enthusiastic response from club members and gets support of president and local leader for these activities.

The 4–H Club Meeting

Arrangements for Meetings

4–H Club meetings are conducted in an orderly manner and provide valuable experience in parliamentary procedure. The president and secretary sit at a table or desk, facing the other members of the club, the secretary sitting at the left of the president.

If possible, clubs should meet in a well-lighted and well-ventilated room provided with comfortable seats. If a large meeting place is used, the members should be seated in a compact group.

An American flag and a 4–H flag should be on display at every club meeting.

Making the Meeting Interesting

Clubs can do many things to add interest to business meetings. Leaders and club officers should be continually on the watch for new ideas that would add interest.

A few suggestions are:

Hold meetings as planned.
Start on time.
Stop on time.
Conduct meetings in an orderly and business-like manner.
Teach club members to run the meeting.
Vary the response to roll call.
Make the business session short and to the point.
Have as many members as possible participate.
Use parliamentary procedure.
Provide variety in every program.
Use material that is practical and seasonable.
Use songs, yells, the pledge, and other ritual.
Use community speakers.
Have demonstration and judging activities.
Give public programs—invite parents and others.
Plan recreation period—games, songs, stunts.
Have an occasional surprise for the club.
Refreshments always add interest.
Allow for question box occasionally.
Meet in well-lighted and well-ventilated place.

The 4–H Business Meeting

1. **Call to order**
   The president rises and says, "The . . . 4–H Club will please come to order."
2. **Opening ritual**
   a. Flag salute—The president says, "Let us rise and salute the flag."
   b. A song (optional)—The president says, "We will open our meeting with a song." (The song leader responds promptly in leading a previously selected song.)
3. **Roll call**
   The president says, "The secretary will please call the roll." (Members respond when their names are called by rising and giving a brief statement according to what the response to roll call is to be. This may be a current event, progress on the subject, names of trees or birds, and the like.)
4. **Introduction of guests**
   Any visitors should be extended the courtesy of being introduced by the president and be given the privilege of speaking.
5. **Reading the minutes of the previous meeting**
   The president says, "The secretary will read the minutes of the previous meeting." (The secretary reads.)
   The president asks, "Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read" or "If there are no corrections, the minutes stand approved as read." If there are corrections, the president directs them to be made unless there is an objection, in which case a formal vote as to the wording is taken. If the minutes are approved and an error is noted later, a vote is required for their amendment.
6. **Treasurer's report**
   The president says, "We will now have the treasurer's report." The treasurer indicates balance at last meeting, receipts and expenditures since last meeting, and balance as of this meeting.
7. **Reports of committees**
   a. Standing committees
   b. Special committees
      The president says, "We will now have the report of the . . . committee." In each case the president calls upon the chairperson of the committee to make the report. A motion to accept or adopt the report must then be made and seconded. After this has been done, the report is open for discussion and amendment as regular business.
      Example:
      President—"We will now have the report of the Parents' Night Committee." Chairperson reads report.
      President—"Will someone move that this report be accepted?"
      Member—"I move that this report be accepted."
      Second Member—"I second the motion."
      President—"It has been moved and seconded that this report be accepted. Is there any discussion or are there any corrections?"
      Some discussion will follow.
      President—"Is there any further discussion? If not, are you ready for the question?" (That is, ready to vote.)
      If the members are ready to vote, they say, "Question."
      The president then says, "All those in favor say 'Yes' (or 'Aye'); opposed, 'No.' The report is accepted (or rejected)."
8. **Unfinished business** (also called old business)
   This includes any unfinished business left over from the previous meeting or meetings.
   The president asks, "Is there any old business to be considered at this meeting?"
   The secretary should be careful in noting any unfinished business of previous meetings and make sure that the items are included in the order of business of

the following meetings. Either the secretary or some other club member should bring up unfinished business, or the president may state the business included on the order of business for the meeting.

9. **New business**
   The president asks, "Is there any new business to be considered at this time?"
   If matters of new business have been included on the order of business, the president may state the business.
   Example:
   President—"We are now ready for the new business of the meeting. One item is whether we shall hold a club picnic. Will someone make a motion in regard to this matter so that we may discuss the question?"
   Member (addresses chair and is recognized)—"I move that a club picnic be held in Hart's Grove the afternoon of July 15."
   Another member—"I second the motion."
   President—"It has been moved and seconded that a club picnic be held in Hart's Grove the afternoon of July 15. Is there any discussion?" After the discussion it may seem best to have a committee make the arrangements for the picnic. Another member (addresses chair and is recognized)—"I wish to amend the motion by adding, 'and that a committee of three members, in addition to the president and 4–H leader, be appointed by the president to make the arrangements.' "
   If the amendment is seconded, it is repeated by the president and opened for discussion. The amendment is then voted on in the same manner as a main motion. If it is carried, the president says, "We will now vote on the motion as amended," and repeats the motion as amended. If the amendment is lost, the president says, "We will now vote on the original motion."
10. **Appointment of committees**
    Committees on recreation, refreshments, entertainment, program, etc., for the next meeting or the appointment of other special committees are ordered by vote of the members during the meeting.
11. **Closing ritual**
    a. Club songs
    b. Club yells
    c. 4–H pledge
       The president says, "Let us stand and repeat the 4–H pledge."
       Members in unison, "I pledge
       My Head to clearer thinking,
       My Heart to greater loyalty,
       My Hands to larger service, and
       My Health to better living
       For my club, my community, my country, and my world."
12. **Adjournment of business meeting**
    a. The president asks, "Will someone make a motion that we adjourn?"
       The meeting is not adjourned until such a motion is made, seconded, stated by the chair, voted upon, and declared passed by the president.
       The secretary should make a record of this motion the same as for any other.
       or
    b. If it appears that there is no further business, the president may ask, "Is there any further business?" If there is none, the president may declare, "The meeting is adjourned."
13. At this point the meeting may be turned over to the leaders or others for a program of project instruction, demonstrations, talks, discussions, or whatever has been planned for this part of the meeting.
14. Social and recreational activities as planned by a committee appointed previously.

Regular Order of Procedure for a 4–H Club Meeting

1. Call to order
2. Flag salute
3. Club song
4. Roll call
5. Introduction of guests
6. Reading of minutes of previous meeting
7. Treasurer's report
8. Correspondence
9. Reports of committees
10. Unfinished business
11. New business
12. Appointment of committees
13. Club songs and cheers
14. Reading and approval of minutes
15. Announcement of program for next meeting
16. 4–H pledge
17. Adjournment
18. Turn meeting over to 4–H leader(s) or others for program of instruction, demonstrations, talks, and discussions
19. Social and recreational activities

The 4–H Club Roll

List the names of all members in the club. Add names of new members as they join the club and draw a line through the names of members dropped. Be sure to write in the date on the opposite page.

	Name of Member	Mailing Address	Telephone Number	Birth Date	Age
	Oczark, Sophia	R.D. 3 Ridge 14624	(000) 000-0000	8/3/93	10
	~~Miller, James~~	1424 2nd Ave. 14626	(000) 000-0000	12/4/91	12
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Attendance at Meetings

Record attendance at each meeting. Write in the date and in the box under the date put B for business meeting or P for project meeting. Use X for members present. Leave space blank for members absent.

DATE	8/24	9/5																														Years in Club Work	DATE	
Purpose	B	P																															Joined	Dropped
	X	X																														1	9/01	
	X																															2	8/00	9/02
1																																		
2																																		
3																																		
4																																		
5																																		
6																																		
7																																		
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18																																		

Program Plans

To be filled in after program has been adopted by club. Copy from the leader's copy of the 4–H registration or insert a copy here. Include names of members and other persons who will take part or serve on committees.

Date	Business/Activity	Instruction by Whom Given	Social–Recreational Committees in Charge

Program Plans

To be filled in after program has been adopted by club. Copy from the leader's copy of the 4–H registration or insert a copy here. Include names of members and other persons who will take part or serve on committees.

Date	Business/Activity	Instruction by Whom Given	Social–Recreational Committees in Charge

January 19, 2002 (Date) — Old School, Greenport (Place)

Minutes (sample)

The meeting was called to order at 7:00 PM (time) by president Richard Jenkins (name)

Vice President Sophie Oczark (name) led the flag salute.

Laura Williams (name), secretary, called the roll.

Number of members present: 8 (100% attendance)
(Use attendance sheet on page 9).

Names of guests present: None

The secretary read the minutes of the last club meeting. The minutes were
(X) approved as read ( ) corrected as follows:

George Green (name), treasurer, gave the following financial report:

As of last report on December 12, 2001 (date) balance on hand was $ 8.00

Receipts since last report $ .90. Expenditures since last report total $ 5.00,

for UNICEF contribution
(reason money was spent)

Balance as of this date $ 3.90

Additional club reports/announcements (highlight upcoming programs):

Public Presentations-Feb. 11, 2002, Clothing Evaluation & Revue--May 6 & 19th.

Discussed the Public Presentation program. Members selected topics for their presentations.

Next Meeting: January 26, 2002 Time: 7:00 PM Place: Old School, Greenport

Program for next meeting: Members will practice their public presentations.

Richard Jenkins (name) adjourned meeting at 8:30 PM (time) with the 4–H pledge.

Submitted by Laura Williams, secretary.

Meeting Program (include project instruction given).

Mr. Stevens did a public presentation on bicycle care.

_____ _____

(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____
(time) (name)

Vice President _____ led the flag salute.
(name)

_____, secretary, called the roll.
(name)

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____, treasurer, gave the following financial report:
(name)

As of last report on _____ balance on hand was $ _____
(date)

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4–H pledge.
(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

(Date) (Place)

Minutes

The meeting was called to order at _____ (time) by president _____ (name)

Vice President _____ (name) led the flag salute.

_____ (name), secretary, called the roll.

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____ (name), treasurer, gave the following financial report:

As of last report on _____ (date) balance on hand was $ _____

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ (name) adjourned meeting at _____ (time) with the 4–H pledge.

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

_____ _____

(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____
(time) (name)

Vice President _____ led the flag salute.
(name)

_____, secretary, called the roll.
(name)

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____, treasurer, gave the following financial report:
(name)

As of last report on _____ balance on hand was $ _____
(date)

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4-H pledge.
(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____
(time) (name)

Vice President _____ led the flag salute.
(name)

_____, secretary, called the roll.
(name)

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____, treasurer, gave the following financial report:
(name)

As of last report on _____ balance on hand was $ _____
(date)

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4–H pledge.
(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

_____ _____

(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____

(time) (name)

Vice President _____ led the flag salute.

(name)

_____, secretary, called the roll

(name)

Number of members present: _____

(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were

(____) approved as read (____) corrected as follows:

_____

_____, treasurer, gave the following financial report:

(name)

As of last report on _____ balance on hand was $ _____

(date)

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____.

(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4–H pledge.

(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

(Date) (Place)

Minutes

The meeting was called to order at _____ (time) by president _____ (name)

Vice President _____ (name) led the flag salute.

_____ (name), secretary, called the roll.

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____ (name), treasurer, gave the following financial report:

As of last report on _____ (date) balance on hand was $ _____

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ (name) adjourned meeting at _____ (time) with the 4–H pledge.

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

_____ _____

(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____
(time) (name)

Vice President _____ led the flag salute.
(name)

_____, secretary, called the roll.
(name)

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____, treasurer, gave the following financial report:
(name)

As of last report on _____ balance on hand was $ _____
(date)

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4–H pledge.
(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

_____ _____
(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____
(time) (name)

Vice President _____ led the flag salute.
(name)

_____ secretary, called the roll.
(name)

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____ treasurer, gave the following financial report:
(name)

As of last report on _____ balance on hand was $ _____
(date)

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____
(reason money was spent)

Balance as of this date $ _____

Additional club reports/announcements (highlight upcoming programs):

_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4–H pledge.
(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

(Date) (Place)

Minutes

The meeting was called to order at _____ (time) by president _____ (name)

Vice President _____ (name) led the flag salute.

_____ (name), secretary, called the roll.

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

The secretary read the minutes of the last club meeting. The minutes were
(____) approved as read (____) corrected as follows:

_____

_____ (name), treasurer, gave the following financial report:

As of last report on _____ (date) balance on hand was $ _____

Receipts since last report $ _____. Expenditures since last report total $ _____,

for _____.
(reason money was spent)

Balance as of this date $ _____.

Additional club reports/announcements (highlight upcoming programs):

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_____

_____

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Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ (name) adjourned meeting at _____ (time) with the 4–H pledge.

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

(Date) (Place)

Minutes

The meeting was called to order at _____ (time) by president _____ (name)

Vice President _____ (name) led the flag salute.

_____ (name), secretary, called the roll.

Number of members present: _____
(Use attendance sheet on page 9).

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Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

_____ _____

(Date) (Place)

Minutes

The meeting was called to order at _____ by president _____
(time) (name)

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(name)

_____, secretary, called the roll.
(name)

Number of members present: _____
(Use attendance sheet on page 9).

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(name)

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Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ adjourned meeting at _____ with the 4–H pledge.
(name) (time)

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

(Date) (Place)

Minutes

The meeting was called to order at _____ (time) by president _____ (name)

Vice President _____ (name) led the flag salute.

_____ (name), secretary, called the roll.

Number of members present: _____
(Use attendance sheet on page 9).

Names of guests present: _____

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As of last report on _____ (date) balance on hand was $ _____

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_____

_____

_____

_____

Next Meeting: _____ Time: _____ Place: _____

Program for next meeting: _____

_____ (name) adjourned meeting at _____ (time) with the 4–H pledge.

Submitted by _____, secretary.

Meeting Program (include project instruction given).

_____

Instructions for Secretary's Monthly Report to the County 4–H Office

The Secretary's Monthly Report should be filled out by the club secretary after the last club meeting of the month and mailed to the county 4–H office on time.

1. **Fill in the month, date mailed, and name of club (include town).**

2. **Meetings held:** Dates of meetings
   Activity or purpose of meeting
   - business
   - project instruction
   - public presentation practice
   - community service
   - recreation, etc.

   Number in club
   Members present
   Others present

3. **Story of 4–H club activities:** news, meetings for parents, community service, public presentation by member, etc.

4. **Special request to 4–H office:** Use this space to advise the 4–H office of change of address, change of projects, and to request information.

5. **New members joined this month:** Names of new members and their addresses. This information helps the 4–H office keep their membership lists up-to-date.

6. **Members dropped this month:** Names of members who dropped out of the club. This information also helps the 4–H office keep their membership lists up-to-date.

7. **Balance in the treasury** on the last day of the month. Copy from your minutes.

8. **Meetings for coming month:** Meetings and activities planned for the coming month. ***This important information is needed for insurance purposes.***

Secretary's Monthly Report to the County 4–H Office (sample)

NOTE: If required, send monthly reports to the county 4–H office.
Mail them so they will be received by the county 4–H office early the following month.
A monthly report should be sent in June, July, and August even though there may be few or no club meetings held.

MONTH OF January Date mailed February 2, 2002

NAME OF CLUB Greenport Terriers Town Greenport, NY

Meetings Held

Date of Meetings	Activity or Purpose of Meeting	Number of Members in Club	Members Present	Others Present
Jan. 5	Woodworking--worked on bird houses.	8	8	2
Jan. 12	Woodworking--finished bird houses.	8	8	1
Jan. 19	Business Meeting--discussed public presentation program.	8	8	0
Jan. 26	Practiced Public Presentations: Oil finish presentation, Jane Heath Varnish finish presentation, J. Jackowski Potting a bulb, Donald Jones Making a trouble lamp, Mary Seldon	8	8	2

Story of 4–H club activities: such as parents' night, trips, special activities, committees, etc.

Special request to 4–H office:

New members joined this month:

Name of Member/ Telephone Number	Mailing Address	Birth Date	Age	Social Security #
Oczark, Sophia (000) 000-0000	R.D. 3 Ridge 14624	8/3/91	10	XXX-XX-XXXX

Members dropped this month:

Name of Member	Reason for Dropping

Balance in the treasury the last day of the month:

Meetings for coming month:

Date	Time	Place

Signed: .....4–H Club Secretary

Address: .....

Signed: .....4–H Club Leader

Secretary's Monthly Report to the County 4–H Office

This report should be filled out completely by the club secretary after the last club meeting of the month and, if required, mailed to the county 4–H office.

MONTH OF _____ Date mailed _____

NAME OF CLUB _____ Town _____

Meetings Held

Date of Meetings	Activity or Purpose of Meeting	Number of Members in Club	Members Present	Others Present

Story of 4–H club activities: such as parents' night, trips, special activities, committees, etc.

Special request to 4–H office:

New members joined this month:

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Members dropped this month:

Name of Member	Reason for Dropping

Balance in the treasury the last day of the month:

Meetings for coming month:

Date	Time	Place

Signed: .....4–H Club Secretary

Address: .....

Signed: .....4–H Club Leader

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MONTH OF _____ Date mailed _____

NAME OF CLUB _____ Town _____

Meetings Held

Date of Meetings	Activity or Purpose of Meeting	Number of Members in Club	Members Present	Others Present

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Name of Member	Reason for Dropping

Balance in the treasury the last day of the month:

Meetings for coming month:

Date	Time	Place

Signed: .....4–H Club Secretary

Address: .....

Signed: .....4–H Club Leader

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NAME OF CLUB _____ Town _____

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Name of Member	Reason for Dropping

Balance in the treasury the last day of the month:

Meetings for coming month:

Date	Time	Place

Signed: .....4–H Club Secretary

Address: .....

Signed: .....4–H Club Leader

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NAME OF CLUB _____ Town _____

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Address: .....

Signed: .....4–H Club Leader

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NAME OF CLUB _____ Town _____

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Address: .....

Signed: .....4–H Club Leader

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Address: .....

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Address: .....

Signed: .....4–H Club Leader

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Address: .....

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NAME OF CLUB _____ Town _____

Meetings Held

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Address: .....

Signed: .....4–H Club Leader

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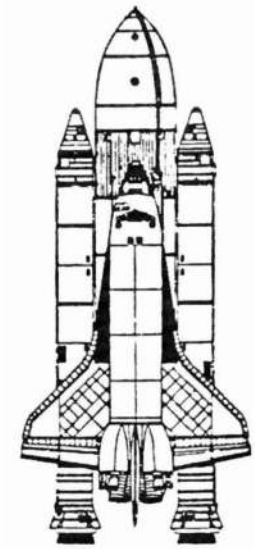
Meetings for coming month:

Date	Time	Place

Signed: .....4–H Club Secretary

Address: .....

Signed: .....4–H Club Leader





Cornell University
Cooperative Extension

This publication is issued to further Cooperative Extension work mandated by Congress May 8 and June 30, 1914. It was produced with the cooperation of the U.S. Department of Agriculture; Cornell Cooperative Extension; and College of Agriculture and Life Sciences, College of Human Ecology, and College of Veterinary Medicine at Cornell University. Cornell Cooperative Extension provides equal program and employment opportunities. Helene R. Dillard, Director.

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105CSRB 198/338 11/90, rep. 10/93, 4/97, 1/02, 1/05 5M CR MTS10291