

SECRETARY

**4-H Secretary's
Record Book**

Year

County

Name of Group/Club



Instructions to the Group/Club Secretary

Duties of the Group/Club Secretary

The secretary is in charge of this book and shall have it at all of the group/club's business meetings. The secretary, with the assistance of a group/club leader, is expected to keep up-to-date, complete, and accurate minutes of each meeting, as well as present the annual 4-H Group Activity report to the group/club for approval and then to the Extension educator.

The Purpose of Minutes

Minutes are the official record of the business transacted by a group/club at its meetings. The minutes should be accurate and complete and should be so plainly and carefully written that anyone who reads them can understand exactly what was done. The minutes should record the business in the order in which it was transacted. Reports of committees should also be shown.

Minutes Should Contain

- Name of group/club, hour, and place of meeting.
- Name of presiding officer and roll call, if taken.
- Business transacted: Each motion should be fully and accurately recorded, giving the exact wording of each motion, the name of the person making the motion, and an indication that it was seconded. The result of the vote should also be given. The result of votes for and against, if taken, should be recorded together with a statement of whether the motion was carried or lost.
- A statement that the meeting was adjourned.
- Signature and title of the person who records the minutes.

Usual Order of Business

1. Call to order
2. Opening exercises such as pledges or song
3. Roll call
4. Reading of minutes
5. Correspondence
6. Treasurer's report
7. Bills outstanding
8. Reports of committees
9. Unfinished business
10. New business
11. Announcements by leaders, educators, or others
12. Adjournment
13. Program
 - talks by visitors
 - demonstrations and talks by members
 - recreation/entertainment

Our 4-H Group/Club Goals

What is a 4-H Group/Club goal? It is an aim toward which the whole group/club works during the year. Goals should be planned and approved at the beginning of the year by all members of the group/club. The goals should be specific but not be so numerous or difficult that they cannot be attained.

Examples: Plan and conduct at least one community service project.

Have at least two project meetings in all projects having more than three members.

Goals

1.

2.

3.

4.

5.

Officers

President _____

Vice-President _____

Secretary _____

Treasurer _____

Reporter _____

* _____

* _____

* _____

*Other officers may include parliamentarians, historians, song leaders, recreation leaders, etc.

Club Adult Leaders

Name

Project and Activity Leaders

Name

Area of Responsibility

Committees

Name

Committee Chair

Youth Leaders

Name

Special Responsibilities

Group/Club Program for the Year

As your group/club publishes a program booklet for each family, attach one booklet to this page for historical record. Be sure to include special group/club activities to build interest throughout the year such as:

Parent's meetings	Safety and Health Education Programs
Picnics	Music
Future 4-H'ers night	Drama
Camp-outs	Environmental Education Program
Community service activities	Recreation
Window displays, group/club booths	Group/Club Exchange Program
National 4-H Week observance	Holiday parties
Get Green promotions	International programs

Attendance Record

Member's Name (Last name first. List alphabetically.)	Date of Meeting												Total
	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
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17.													
18.													
19.													
20.													
21.													
22.													
23.													
24.													
25.													

Attendance Record

Member's Name (Last name first. List alphabetically.)	Date of Meeting												Total
	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	
26.													
27.													
28.													
29.													
30.													
31.													
32.													
33.													
34.													
35.													
36.													
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42.													
43.													
44.													
45.													
46.													
47.													
48.													
49.													
50.													

Minutes of Group/Club Meeting

Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

Minutes of Group/Club Meeting

Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

Minutes of Group/Club Meeting

Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

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Place _____ Date _____ Hour _____

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Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

Minutes of Group/Club Meeting

Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

Minutes of Group/Club Meeting

Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

Minutes of Group/Club Meeting

Place _____ Date _____ Hour _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

Annual 4-H Group/Club Activity Report

(Adult and youth leaders should assist secretary in completing this section)

Name of Group/Club _____

County _____ Current Year: 20__ to 20__ Year organized _____

Our 4-H Group/Club Goals

Goals	Check those accomplished
1.	
2.	
3.	
4.	
5.	

About Our 4-H Group/Club

Number of members enrolled this year _____ Number of youth leaders _____

Number of adult leaders _____ Number of families _____

Number of group/club meetings held _____ Number of project meetings _____

Number of members giving demonstrations or project talks _____

Number of members completing a reflection process, i.e. project record, scrapbook or journal, participation record _____

Group/Club Participation in Local Activities and Events

Add more pages if needed

Activity or Event (Examples: Tour, Achievement Night, Community Event, Educational Programs and Speakers)	When	Where	What (Brief description of significance to members/group)
1.			
2.			
3.			

Group/Club Participation in County Events

Note activity or event at top of box and list names or numbers of members participating.

Example: 4-H Camp, Share the Fun, Fashion Revue, Food Revue, Demonstration Day, Communication Arts

Event: County Fair	Event:	Event:	Event:
# Members participating _____ # Member exhibits _____ # Group/club exhibits _____ # Members demonstrating _____			

Event:	Event:	Event:	Event:

Event:	Event:	Event:	Event:

Group/Club Participation in Out-of-County Events

Note activity or event at top of box and list names or numbers of members participating.

Example: Minnesota State Fair, Y.E.L.L.O., Minnesota 4-H Adult Volunteer Association

Event:	Event:	Event:	Event:

Event:	Event:	Event:	Event:

Describe any special group/club recognition received during the year.

What went well for the group/club this year? Include 2 or 3 highlights of your group/club.

What would your group/club like to improve on? _____

Submitted by _____ Date _____

Duplicate, attach and return a copy of pages 20 to 23 to your Extension educator.

Clippings, Pictures, Etc.

(Optional)

If you do not have a historian, you may wish to use this form and make extra copies. Add news clippings, photographs, or other supplemental materials about the group/club's activities here.

Clippings, Pictures, etc. (continued)

Clippings, Pictures, etc. (continued)

Clippings, Pictures, etc. (continued)

Clippings, Pictures, etc. (continued)

4-H Club Pledge

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 Family, my Club, my Community, my Country, and my World

4-H Motto

“To Make the Best Better”



Center for 4-H Youth Development

PART OF THE ...

UNIVERSITY OF MINNESOTA
Extension
S E R V I C E

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