



ANNUAL
4-H CLUB SECRETARY'S REPORT

OFFICER'S NAME

OFFICER'S GRADE

CLUB NAME

CLUB ENROLLMENT

GRADES IN CLUB

4-H Club Secretary's Report Contest Guidelines

The following information applies to the 4-H Club Secretary's Report Contest, a record of the club meetings in this 4-H year.

The report should be organized as follows:

1. Begin with basic information about your club; club name, address, enrollment and grade range of members.
2. Complete the Membership—Attendance Record and include it.
3. Include all of the “Minutes of 4-H Meeting” forms. You should have **five (5)** forms, one from November to March.
 - Remember to fill out a Secretary's Minutes Information Sheet during each monthly meeting.
 - After the meeting you should write out the minutes using the Secretary's Minutes Information Sheet and the sample minutes as a guide that are included in this packet.
4. Each report can be typed or written neatly by hand. Have all reports the same.
5. The report should be assembled in a sturdy binder. The 4-H record book cover is ideal. **DO NOT INCLUDE NEWSPAPER ARTICLES, ANNOUNCEMENTS OR ANY OTHER SUPPORTING MATERIAL.**

CLUB INFORMATION SHEET

Name of Club _____

School Year _____ Member Enrolled in Club _____

Name of President _____

Name of Vice President _____

Name of Secretary _____

Name of Treasurer _____

Name of Reporter _____

Name of Program Leaders _____

Club Leaders _____

SAMPLE MINUTES

The regular monthly meeting of the Springfield 4-H club held in the gymnasium on September 25, 2019, was opened at 9:30 AM by John Smith, President. The Pledge of Allegiance to the American Flag was led by Bill Johnson and Sue Abrams led the 4-H Pledge. The Secretary called the roll. Thirty-three (33) members and Mr. Eubanks, school principal, were present. The minutes of the previous meeting were read and approved.

Sam Bolton, Treasurer, reported that the club had \$29.14 in the treasury. Jim Carrier, Vice President reported our Service project last month was a success and this month we will visit the Retirement Home.

Under the heading of "Old Business", George Green moved and Harriet Hathaway seconded that the club prepare a basket of food for a needy family for Christmas. The motion was carried.

Under "New Business," Jim Jackson suggested several possible projects for the club to consider in connection with the Best Community Club Contest. After some discussion, Lynn Lyons moved and Mary Moe seconded a motion to collect eye glasses to be sent to India by the local lions club. The motion passed.

Program Leaders, Norma Norton and Don Downs, conducted a skit entitled "Minutes of a Ghost Convention". Members taking part in the program were as follows: Peter Pepper, Rosie Rock and Susan Sweet.

The meeting was turned over to our agents, Mrs. Otis and Mr. Percy. The program was on how to do a demonstration. They went over the Hotline and gave out the rules for poster contests.

_____, Secretary

SECRETARY'S MINUTES INFORMATION SHEET

Name of Club: _____

Meeting Held Where: _____

When: _____ **Number of Members Present:** _____

Others Present: _____

Meeting Called to Order By: _____

Led U.S. Pledge: _____

Led 4-H Pledge: _____

Minutes Read By: _____

Any Corrections or Additions? _____

Treasurer Report By: _____ **Amount?** _____

Service Project Report By: _____

Summary: _____

Old Business: 1. _____

2. _____

3. _____

New Business: 1. _____

2. _____

3. _____

Reporter's Report By: _____

Summary: _____

Program Leader's Special Program: _____

Agent's Special Topic: _____

Any Additional Information: _____

MINUTES OF A 4-H MEETING

The regular monthly meeting of the _____
4-H Club held in the _____ on
_____ 20__, was opened at _____ am/pm
by _____, our President.

Signed _____, Secretary

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