Henry County
4-H Club
Secretary Resource
&
Record Book

Club Name ____________________________________________________

Club Secretary ________________________________________________

Year __________
Author
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Special thanks to the authors of the previous edition of this publication, Kathy Blackford and Ken Lafontaine

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Connie Veach, Program Assistant, 4-H Youth Development, OSU Extension

References
Adapted from Kansas State University Agricultural Experiment Station and Cooperative Extension Service 4-H Secretary’s Record Book, June 2005.

Huron County 4-H Secretary’s Manual, Bonnie Malone, author.

Secretary, Ohio 4-H Club Officer’s Guide, The Ohio State University, 2002.

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You are a Leader

Your new position as secretary enables you to connect with your friends, fellow members, advisors, parents, and your community. You are responsible for accurate record keeping for your club by recording minutes of each meeting and communicating any correspondence received by the club. You interact with each club member when you take roll call attendance at the beginning of each meeting so be creative and use that time to learn something about each member.

Your Role as the Secretary

As secretary, your responsibilities include: Act as chairman if the president and vice president are both absent.

- Keep an accurate record of all meetings and special activities.
- Maintain a list of all members and their attendance at meetings and activities.
- Call the role of members at the president’s request.
- Take notes during the meeting.
- Convert meeting notes into official minutes and sign them prior to the next meeting.
- Stand up to read complete and accurate minutes at every meeting.
- Correct the minutes as directed by the president.
- Recording the treasurer’s report and other officers’ reports in the minutes.
- Record committee reports in the minutes.
- Restate motions and look up items in the minutes at the president’s request.
- Remind the president of unfinished business.
- Share correspondence with the club.
- Write letters as directed by the club.
- Keep a current list of all officers, advisors and committees.
- Maintain a current copy of the club’s program, constitution and by-laws.
- Turn in the completed book at the end of the year for the club’s permanent records.

Guidelines for Secretaries

Before each meeting, gather all correspondence received since the last meeting so you can present it to the club. Be sure to have an up-to-date roll of members for easy attendance taking. Check the minutes of the last meeting for old business, such as tabled or postponed motions, and make a note to bring each item to the attention of the president.

Take minutes in long hand (forms provided) or use your laptop during meetings. After each meeting, rewrite your minutes as soon as possible. Your minutes will be much more accurate and complete if you do them right away. If handwritten, be sure that final minutes are neat, legible and written in ink. If using a laptop, be sure the final minutes are in a font that will be easy to read. Using a laptop could eliminate you having to rewrite your minutes. However, you may find that it is easier to take minutes then rewrite.. If you computer generate your minutes into a narrative summary (follow the order in the Official Minutes Form), you may print out the minutes and adhere them to the pages provided or simply hole punch your minutes and they are then ready to be placed in the club year end notebook.
Club Roll= Meeting & Activity Attendance

It is the secretary’s responsibility to keep an accurate record of each member’s attendance. Enter the names of your club’s entire membership in your Club Roll list at the beginning of the club year. List the names alphabetically by last name. When new members join, simply add them to the bottom of the roll.

When the president asks you to take roll at the meeting, you should stay seated. Keep roll calls interesting by asking for various responses. This also lets members get to know each other a little better. Some possible answers could be:

- favorite ice cream flavor
- dream vacation destination
- project work accomplished so far
- your middle name
- favorite cartoon character
- what you like best about Ohio
- a hobby you have
- a characteristic of a good leader
- something you are thankful for
- a safety goal

Another way to vary roll call is to have members guess the number of candies (or jelly beans, peanuts, etc.) in a jar. After roll call, the person with the closest guess claims the prize! When a member is present, mark an “x” in the correct box; when a member is absent, leave the box blank.

You will also be recording participation in the following activities for accountability in Honor Club scoring:
  * Demonstrations (required)
  * Quality Assurance Education for Livestock Project Members
  * Camps
  * Community Service
  * Other Events

Leader & Officer Lists

Keep a list of all club volunteer advisors and their phone numbers. Also list all officers of the club and their phone numbers. Having this information all together in one place will help you be able to quickly contact the leaders of the club. You may also want to copy the list for other Advisors and officers when it is complete.
Meeting Minutes

The minutes of the meeting are the secretary’s most important job. The official minutes of the meeting are a permanent record of the 4-H club’s activities and actions. Minutes need to be neat and easy to read. They should always be written in ink or typed. In the minutes, you will need to include the following:

- Type of meeting (regular or special).
- Name of your club.
- Place and date of the meeting.
- Name of presiding officer.
- Time the meeting began.
- Number of members, leaders, parents, and guests present.
- A statement that the minutes were approved as read or corrected.
- An accurate treasurer’s report that shows previous balance, money received since last meeting, payments made after the last meeting and current balance.
- Reports of other officers and committees.
- **Complete motions including:**
  - Name of the person making the motion.
  - Exact wording of the motion.
  - Who seconded the motion.
  - Whether it passed or failed.
- Committee appointments and assignments of members.
- Type of program and presenter’s name.
- Record of all members giving demonstrations and their topics.
- Acknowledgement of services to the club such as who provided recreation, refreshments, etc.
Sample Minutes
Secretary’s Minutes
Helping Hand 4-H Club
January 20, XXXX

The Helping Hand 4-H Club meeting was called to order at 7:00 p.m. by President Green Thumb. The meeting was held at the Community Building.

Pledges
Pledges to the flags were led by Silver Star and Waving Hand.

Roll Call
Roll call was to name your favorite color. There were 24 members, 3 advisors and 6 guests present.

Secretary’s Minutes
Minutes of the December 18 meeting were read and approved.

Treasurer’s Report
Treasurer’s report showed a beginning balance of $543.89; income of $15 from the fair booth; and expenses of $95.20 for pizza and pop at the Christmas party; for a current balance of $463.69.

Other Officer’s Reports
Scoop Writer, news reporter, sent a news article to the Firelands Farmer and Norwalk Reflector about the Christmas Party.

Committee Reports
Red Clover, chairman of the Christmas Party Committee, reported that 14 members attended the annual event. Gifts were exchanged among those present. $95.20 was spent on pizza and pop for the party. Mary Doe moved to accept the committee report. Fawn Deer seconded the motion. Motion passed.

Unfinished/Old Business
There was no unfinished business.

New Business
Mary Doe moved to sell candy bars for the annual fund raiser. Sandy Helper seconded the motion. After much discussion, Larry Helper moved to refer the motion to a committee of three to be appointed by the president and report back at the next meeting. Chris Clover seconded the motion. Motion passed. President Green then appointed Mary Doe, Silver Star and Waving Hand to the committee. The committee will meet and present their suggestions for a fund raiser at the next meeting.

John Brush moved to donate $100.00 to the Fair Board to use for stone under the Cloverbud Barn. Chris Clover seconded the motion. Motion passed.

Misty Rain moved to have a Valentine’s Party. Motion died for lack of second.

Advisor’s Report
Mrs. Helper borrowed project books from the Extension Office so members may look at the different project books available.

Larry Helper moved to adjourn the meeting. John Brush seconded the motion. Motion passed and the meeting was adjourned.

Educational Program
The Educational Program for the evening was members talking about the projects they took last year and what projects they might take this year. Everyone was given a Family Guide to 4-H and then looked through the project books Mrs. Helper brought to the meeting.

Recreation and/or Refreshments
The Hand family served punch and cookies. There was no recreation.

Respectfully submitted,
Cramped Hand
Cramped Hand
Secretary

(have president sign after being approved)
Green Thumb
President
Writing Invitations and Thank-You Notes

One of the club secretary’s duties is to write letters as directed by the club. Most correspondence will be writing invitations and thank-you notes. When directed by the club president to send correspondence, do so in a timely manner and keep a copy with your secretary’s records.

Writing an Invitation
Whenever your club is planning a special event which is to include parents or other guests, it is the responsibility of the secretary to prepare invitations. For example, your club is preparing to install newly elected officers. It was voted on and approved by the club to invite all parents. The club voted (with 2/3 majority) to provide punch and coffee and to ask each family to bring a dozen cookies for refreshments. The invitation to parents should be similar to this:

Dear Mr. & Mrs. Brush,

The Helping Hand 4-H Club cordially invites you to our officer installation ceremony. The ceremony will take place in the Sand Township Hall on Sunday, February 28 at 1:00 p.m.

Coffee and punch will be provided. The club requests that each family supply one dozen cookies. Please provide an ingredient list with your cookies, in case anyone attending has a food allergy.

Sincerely,

Cramped Hand
Cramped Hand
4-H Club Secretary
Helping Hand 4-H Club

Writing a Thank-You Note
If your club receives a donation, has a guest speaker, or is given other gifts or services, it is the responsibility of the secretary to write a thank-you note. For example, Pam Smith, Sand Township Recycling Education, was the guest speaker for your club’s recycling meeting. You need to write a thank-you note within three days after your meeting. The thank-you note should be similar to this:

Dear Mrs. Smith,

Thank you for coming to our 4-H meeting and giving a presentation on recycling.

We now have a much better understanding of what we can do to clean up our environment just by making a few changes in our lifestyle.

Thank you again for your time.

Sincerely,

Cramped Hand
Cramped Hand
4-H Club Secretary
Helping Hand 4-H Club
Secretary’s Records

*This section is to be turned into your designated Advisor by September 1st*
**Secretary’s Report**

* Due to your designated advisor by September 1st.

**My Officer Goals**

After reviewing this resource and record book, develop a plan for what you will do as secretary this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

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<th>Activities</th>
<th>Plan to do (√)</th>
<th>When I plan to do it</th>
<th>Date completed</th>
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<td><strong>After Being Elected</strong></td>
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<td>Obtain a list of advisors, officers and committees for your records</td>
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<td>Read through minutes from the previous year to become familiar with important information to record in the minutes for this year</td>
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<td>Make a list of items of business that we not completed in the previous year</td>
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<td>Obtain a copy of the club’s constitution and by-laws (if applicable) or your files</td>
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<td><strong>At Club Meetings</strong></td>
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<td>Take notes on Meeting Notes Worksheet at each meeting</td>
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<td>Record attendance on the club roll</td>
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<td>Stand and read minutes from the previous meeting when called upon by the President</td>
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<td>Share any club correspondence since the last meeting</td>
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<td>Record motions, seconds and votes/ outcome for each action that happens during the meeting</td>
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<td>Assure club approves all fundraisers, club outings and other club business before it happens</td>
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<td>Things to Do on Your Own</td>
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<td>Attend an officer training program.</td>
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<td>Make a poster or exhibit for the club booth.</td>
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<td>Give a speech at a county speaking contest.</td>
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<td>Give a demonstration at a county demonstration contest</td>
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Club Roster

Working with the Organizational Advisor of your 4-H Club, print off a Club Roster report. Please be sure you include:

* Last Name, First Name
* Address
* Phone Number
* E-mail address
* Projects Enrolled in

Include this report following this page.

Advisor & Officer Lists
Form A

Complete the Advisor Roster placing the last name first, then first name of each advisor. Include the area of leadership for the advisors. Refer to your roster report for phone numbers and email addresses.
## Advisors & Officers Roster

**Advisors**

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<th>Name of Advisor</th>
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**Officers**

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<th>Office</th>
<th>Name</th>
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<td>President</td>
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<td>Other</td>
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*Form A*
*List members by last name first, then first name alphabetically (by last name).

*Write in the correct meeting date in this section of the roll form. It is important to keep very accurate and complete records. These records are used to figure attendance scores for Honor Club award. Use the following codes for recording attendance:

X (present) = Member is in attendance at the meeting.

E (excused) = Member is not in attendance and has told an advisor the reason he/she cannot attend the meeting. Advisors can excuse members.

A (absent) = Member is not present at the meeting and is not excused.

O (not a member at the meeting) = This is used for a person that either joined the second or third club meeting OR quit after the enrollment deadline for the year.

By using these codes, every secretary’s book will be the same and no one will be counted as being absent from a meeting he/she is excused from.

*Tally the number in attendance for meetings at the bottom of each column on each page please*

*Use a check mark to record the attendance/participation of members:

*Demonstrations (required)
*Quality Assurance Education for Livestock Project Members
*Camps
*Community Service
*Other Events
# Meeting Attendance & Activity Participation

**Year _____**  **Total # of Members _____**

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**Total in Attendance**
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Meeting Minutes
*Minutes may be handwritten or computer generated*

1. Use the worksheet forms included to take minutes at your club meetings OR use a laptop to type minutes at each meeting.

2. Computer generate your own minutes using the format of the form OR in the order of the club’s agenda for each meeting. If computer generated, affix your minutes to the club minutes pages.

3. Please be sure to sign your name on the club’s Acknowledgement of Club Officer Duties Completed form provided in the Club Year End Record Book.
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
   • Pledge of Allegiance by ________________________________
   • 4-H Pledge by ________________________________________
   • Roll Call was ________________________________________ and answered by:
     Members_____ Advisors_____ Number of Parents _____ Guests _____ attending.

B. Officer Reports
   • Minutes of last meeting approved as: read corrected
   • Correspondence: ________________________________
   • Treasurer Report: ________________________________
   • Other Officers: Reporter: ________________________________
     Historian: ________________________________
     Other: ________________________________
   • Leaders: ________________________________

C. Committee Reports
   • Committee: ________________________________ by: __________________
     motion ________________________________ pass/fail
   • Committee: ________________________________ by: __________________
     motion ________________________________ pass/fail

D. Unfinished/Old Business
   • ________________________________
   • ________________________________

E. New Business
   • ________________________________ moved to: __________________ Seconded by ______ pass/fail
   • ________________________________ moved to: __________________ Seconded by ______ pass/fail
   • ________________________________ moved to: __________________ Seconded by ______ pass/fail
   • ________________________________ moved to: __________________ Seconded by ______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
   • ________________________________
   • ________________________________
   • ________________________________

G. Adjournment: move by __________________ Seconded by _____________ pass/fail

H. Program: ________________________________

I. Refreshments provided by: ________________________________

J. Next meeting will be held on ________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet

This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
• Pledge of Allegiance by _________________________________________________________
• 4-H Pledge by _________________________________________________________________
• Roll Call was ________________________________________________________and answered by:
  Members_____ Advisors_____ Number of Parents _____ Guests _____ attending.

B: Officer Reports
• Minutes of last meeting approved as:  read  corrected
• Correspondence: _____________________________________________________________
• Treasurer Report: ____________________________________________________________
• Other Officers:  Reporter: _____________________________________________________
  Historian: _________________________________________________________________
  Other: _________________________________________________________________
• Leaders: _________________________________________________________________

C. Committee Reports
• Committee: _________________________________________  by:  _______________
  motion __________________________________________________________ pass/fail
• Committee: _________________________________________  by:  _______________
  motion __________________________________________________________ pass/fail

D. Unfinished/Old Business
• ________________________________________________________________________
• ________________________________________________________________________

E. New Business
• ______________________moved to: ________________ Seconded by _______  pass/fail
• ______________________moved to: ________________ Seconded by _______  pass/fail
• ______________________moved to: ________________ Seconded by _______  pass/fail
• ______________________moved to: ________________ Seconded by _______  pass/fail

F. Announcements (county dates and reminders, upcoming activities)
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________

G. Adjournment: move by ______________________ Seconded by _______________ pass/fail

H. Program: __________________________________________________________________

I. Refreshments provided by: __________________________________________________________________________

J. Next meeting will be held on ________________________________________________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
• Pledge of Allegiance by _____________________________________________________________
• 4-H Pledge by _____________________________________________________________
• Roll Call was _____________________________________________________________and answered by:
  Members_____ Advisors_____ Number of Parents _____ Guests _____ attending.

B: Officer Reports
• Minutes of last meeting approved as:  read        corrected
• Correspondence: ____________________________
• Treasurer Report: ____________________________
• Other Officers:  Reporter: ____________________________
  Historian: ____________________________
  Other: ____________________________
• Leaders: ____________________________

C. Committee Reports
• Committee: ___________________________________________ by: ____________________________
  motion ___________________________________________ pass/fail
  Committee: ___________________________________________ by: ____________________________
  motion ___________________________________________ pass/fail

D. Unfinished/Old Business
• ____________________________________________

E. New Business
• ______________________moved to: ________________ Seconded by _______  pass/fail
• ______________________moved to: ________________ Seconded by _______  pass/fail
• ______________________moved to: ________________ Seconded by _______  pass/fail
• ______________________moved to: ________________ Seconded by _______  pass/fail

F. Announcements (county dates and reminders, upcoming activities)
• ____________________________________________
  • ____________________________________________
  • ____________________________________________

G. Adjournment: move by ___________________________ Seconded by _______________ pass/fail
H. Program: ____________________________________________
I. Refreshments provided by: ____________________________
J. Next meeting will be held on ____________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
   • Pledge of Allegiance by ________________________________
   • 4-H Pledge by ________________________________
   • Roll Call was ________________________________ and answered by:
     Members______ Advisors______ Number of Parents _______ Guests _____ attending.

B: Officer Reports
   • Minutes of last meeting approved as: read corrected
   • Correspondence: ________________________________
   • Treasurer Report: ________________________________
   • Other Officers: Reporter: ________________________________
     Historian: ________________________________
     Other: ________________________________
   • Leaders: ________________________________

C. Committee Reports
   • Committee: ________________________________ by: __________________
     motion ________________________________ pass/fail
   • Committee: ________________________________ by: __________________
     motion ________________________________ pass/fail

D. Unfinished/Old Business
   • ________________________________
   • ________________________________

E. New Business
   • ________________________________ moved to: __________________ Seconded by _______ pass/fail
   • ________________________________ moved to: __________________ Seconded by _______ pass/fail
   • ________________________________ moved to: __________________ Seconded by _______ pass/fail
   • ________________________________ moved to: __________________ Seconded by _______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
   • ________________________________
   • ________________________________
   • ________________________________

G. Adjournment: move by __________________ Seconded by ____________ pass/fail

H. Program: ________________________________

I. Refreshments provided by: ________________________________

J. Next meeting will be held on ________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
• Pledge of Allegiance by ______________________________________________________
• 4-H Pledge by ______________________________________________________________
• Roll Call was ______________________________________________________________and answered by:
  Members ______ Advisors______ Number of Parents _______ Guests ______ attending.

B: Officer Reports
• Minutes of last meeting approved as: read corrected
• Correspondence: ______________________________________________________________
• Treasurer Report: ______________________________________________________________
• Other Officers: Reporter: _______________________________________________________
  Historian: ________________________________________________________________
  Other: _________________________________________________________________
• Leaders: _________________________________________________________________
________________________________________________________________________

C. Committee Reports
• Committee: _________________________________________ by: _______________
motion __________________________________________________________ pass/fail
• Committee: _________________________________________ by: _______________
motion __________________________________________________________ pass/fail

D. Unfinished/Old Business
• ________________________________________________________________________
• ________________________________________________________________________

E. New Business
• ______________________moved to: ________________ Seconded by _______ pass/fail
• ______________________moved to: ________________ Seconded by _______ pass/fail
• ______________________moved to: ________________ Seconded by _______ pass/fail
• ______________________moved to: ________________ Seconded by _______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________

G. Adjournment: move by ______________________ Seconded by _______________ pass/fail

H. Program: ________________________________________________________________________________________

I. Refreshments provided by: __________________________________________________________________________

J. Next meeting will be held on ________________________________________________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
• Pledge of Allegiance by _____________________________________________________
• 4-H Pledge by ______________________________________________________________
• Roll Call was ____________________________________________ and answered by:
  Members______ Advisors______ Number of Parents _______ Guests _____ attending.

B: Officer Reports
• Minutes of last meeting approved as:      read          corrected
• Correspondence:  _________________________________________________________
• Treasurer Report:  ________________________________________________________
• Other Officers:  Reporter:  __________________________________________________
  Historian:  ______________________________________________________________
  Other:  _________________________________________________________________
• Leaders:  ________________________________________________________________

C. Committee Reports
• Committee:  ____________________________  by:  _______________
  motion ___________________________________________ pass/fail
• Committee:  ____________________________  by:  _______________
  motion ___________________________________________ pass/fail

D. Unfinished/Old Business
• ________________________________________________________________________
• ________________________________________________________________________

E. New Business
• _________________________ moved to: ______________  Seconded by _______ pass/fail
• _________________________ moved to: ______________  Seconded by _______ pass/fail
• _________________________ moved to: ______________  Seconded by _______ pass/fail
• _________________________ moved to: ______________  Seconded by _______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
• ________________________________________________________________________
• ________________________________________________________________________
• ________________________________________________________________________

G. Adjournment: move by ______________________ Seconded by ____________ pass/fail

H. Program: __________________________________________________________________

I. Refreshments provided by: __________________________________________________

J. Next meeting will be held on __________________________________________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet

This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:

• Pledge of Allegiance by ____________________________________________________
• 4-H Pledge by ____________________________________________________________
• Roll Call was _____________________________________________________________ and answered by:
  Members_____ Advisors_____ Number of Parents _____ Guests _____ attending.

B. Officer Reports

• Minutes of last meeting approved as:  read corrected
• Correspondence: __________________________________________________________
• Treasurer Report: _________________________________________________________
• Other Officers:  Reporter: ________________________________________________
  Historian: ______________________________________________________________
  Other: _________________________________________________________________
• Leaders: ________________________________________________________________
  ______________________________________________________________________

C. Committee Reports

• Committee: __________________________________________  by:  _______________
  motion __________________________________________________________ pass/fail
• Committee: __________________________________________  by:  _______________
  motion __________________________________________________________ pass/fail

D. Unfinished/Old Business

• ______________________________________________________________________
• ______________________________________________________________________

E. New Business

• ______________________ moved to: ______________  Seconded by ______  pass/fail
• ______________________ moved to: ______________  Seconded by ______  pass/fail
• ______________________ moved to: ______________  Seconded by ______  pass/fail
• ______________________ moved to: ______________  Seconded by ______  pass/fail

F. Announcements (county dates and reminders, upcoming activities)

• ______________________________________________________________________
• ______________________________________________________________________
• ______________________________________________________________________

G. Adjournment: move by __________________________  Seconded by ____________ pass/fail

H. Program: ______________________________________________________________________

I. Refreshments provided by: ______________________________________________________

J. Next meeting will be held on ____________________________________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
- Pledge of Allegiance by ________________________________
- 4-H Pledge by ______________________________________
- Roll Call was ________________________________ and answered by:
  Members______ Advisors______ Number of Parents _______Guests _____ attending.

B. Officer Reports
- Minutes of last meeting approved as: read corrected
- Correspondence: _________________________________________________________
- Treasurer Report: ________________________________________________________
- Other Officers: Reporter: _________________________________________________
  Historian: _____________________________________________________________
  Other: _______________________________________________________________
- Leaders: ______________________________________________________________

C. Committee Reports
- Committee: ________________________________ by: ____________
  motion __________________________ pass/fail
- Committee: ________________________________ by: ____________
  motion __________________________ pass/fail

D. Unfinished/Old Business
- _________________________________________________________________
  _________________________________________________________________

E. New Business
- ______________________ moved to: ________________ Seconded by _______ pass/fail
- ______________________ moved to: ________________ Seconded by _______ pass/fail
- ______________________ moved to: ________________ Seconded by _______ pass/fail
- ______________________ moved to: ________________ Seconded by _______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
- _________________________________________________________________
- _________________________________________________________________
  _________________________________________________________________

G. Adjournment: move by _____________________ Seconded by ______________ pass/fail

H. Program: _________________________________________________________________

I. Refreshments provided by: _______________________________________________

J. Next meeting will be held on _______________________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
  • Pledge of Allegiance by ___________________________________________________
  • 4-H Pledge by ___________________________________________________________
  • Roll Call was __________________________________________________________ and answered by:
    Members______ Advisors______ Number of Parents _______ Guests _____ attending.

B: Officer Reports
  • Minutes of last meeting approved as:      read          corrected
  • Correspondence: ________________________________
  • Treasurer Report: ________________________________
  • Other Officers:  Reporter: ________________________________
    Historian: ________________________________
    Other: ________________________________
  • Leaders: ______________________________________________

C. Committee Reports
  • Committee: ________________________________ by: ____________________
    motion __________________________________________ pass/fail
  • Committee: ________________________________ by: ____________________
    motion __________________________________________ pass/fail

D. Unfinished/Old Business
  • ________________________________________________
  • ________________________________________________

E. New Business
  • ______________________moved to: ________________ Seconded by _______ pass/fail
  • ______________________moved to: ________________ Seconded by _______ pass/fail
  • ______________________moved to: ________________ Seconded by _______ pass/fail
  • ______________________moved to: ________________ Seconded by _______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
  • ________________________________________________
  • ________________________________________________
  • ________________________________________________

G. Adjournment: move by ____________________ Seconded by ________________ pass/fail

H. Program: ________________________________

I. Refreshments provided by: ________________________________

J. Next meeting will be held on ________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Meeting Notes Worksheet
This form is used to keep notes during club meetings in long hand
OR you may follow the order of the form when using a laptop if you so desire

A. Opening:
• Pledge of Allegiance by ________________________________
• 4-H Pledge by ________________________________
• Roll Call was ________________________________ and answered by:
  Members_____ Advisors_____ Number of Parents _____ Guests _____ attending.

B: Officer Reports
• Minutes of last meeting approved as: read corrected
• Correspondence: ________________________________
• Treasurer Report: ________________________________
• Other Officers: Reporter: ________________________________
  Historian: ________________________________
  Other: ________________________________
• Leaders: ________________________________

C. Committee Reports
• Committee: ________________________________ by: _______________
  motion ________________________________ pass/fail
• Committee: ________________________________ by: _______________
  motion ________________________________ pass/fail

D. Unfinished/Old Business
• ________________________________
• ________________________________

E. New Business
• ________________________________ moved to: ________________ Seconded by _______ pass/fail
• ________________________________ moved to: ________________ Seconded by _______ pass/fail
• ________________________________ moved to: ________________ Seconded by _______ pass/fail
• ________________________________ moved to: ________________ Seconded by _______ pass/fail

F. Announcements (county dates and reminders, upcoming activities)
• ________________________________
• ________________________________
• ________________________________

G. Adjournment: move by ________________ Seconded by ________________ pass/fail

H. Program: ________________________________

I. Refreshments provided by: ________________________________

J. Next meeting will be held on ________________________________
4-H Club Official Meeting Minutes

*Affix your computer generated minutes or handwrite your minutes in the space provided*
Other
Club Information
Collected

Use the last few pages as an area to keep correspondence, items the secretary has taken care of and other items of interest from club activities.