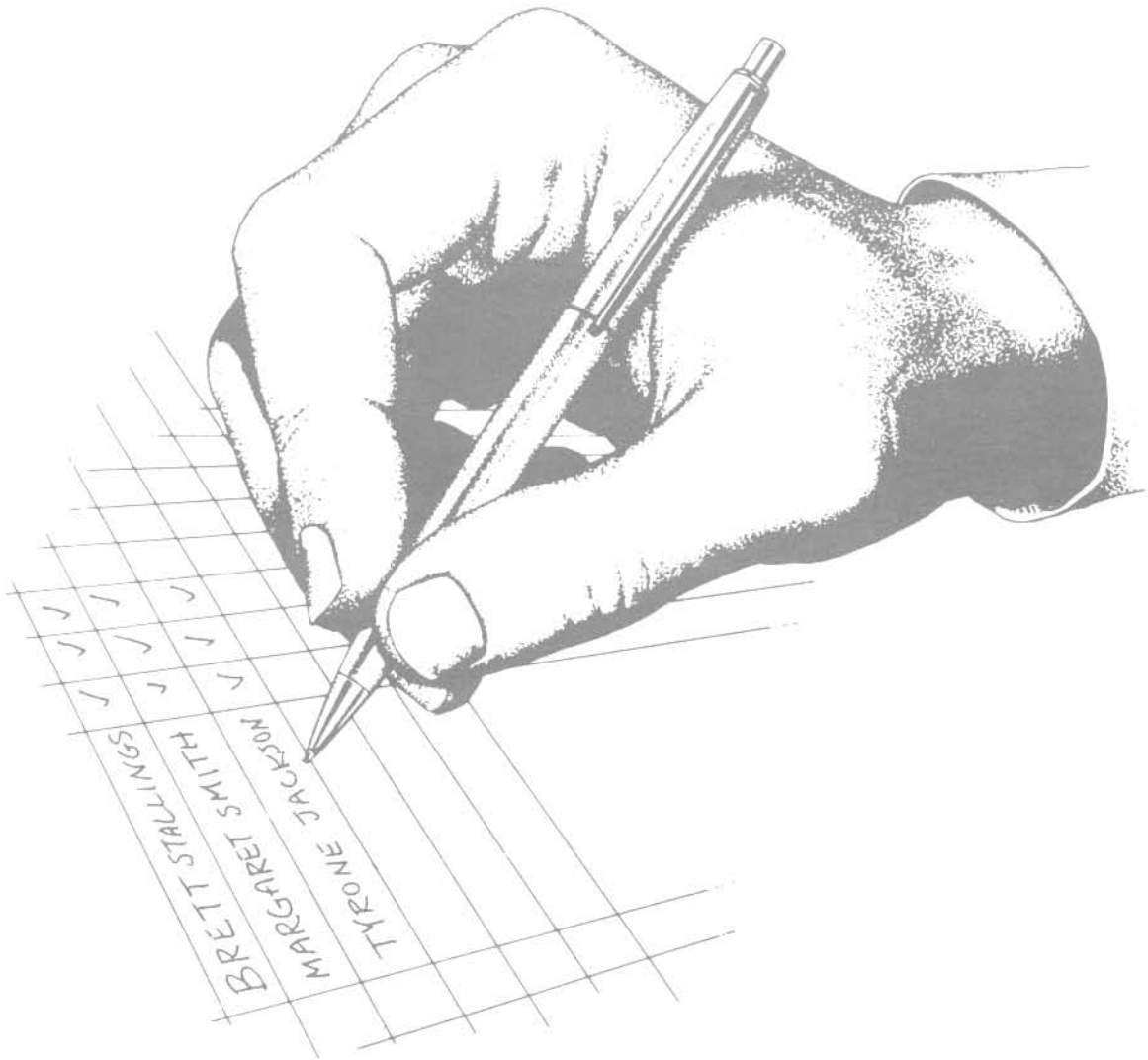




Secretary's Record Book



Name _____

Club _____

This book is furnished to 4-H Club secretary-treasurers in order 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 local 4-H volunteer leader will be able to offer help to the 4-H secretary when needed.

At the close of the year, after inspection by a leader and/or Extension agent, the book should become a valued part of the club property and should be cherished as a complete record of club activities during that year.

How to Write Minutes

1. The minutes of a meeting should contain at least the following:
 - a. Name of the club, hour, date, and place of meeting.
 - b. Whether the meeting was "regular" or "special".
 - c. Who presided at the meeting and who appeared on the program.
 - d. Whether the minutes of the previous meeting were approved.
 - e. A record of all business transacted, including all committee reports.
 - f. Any new committee members.
 - g. A statement of the program, including type of project instruction.
2. The minutes should be neatly written in ink or typed.
3. The secretary must always be impartial and never express his opinion on any action taken by the club.
4. Space for the minutes of several meetings is provided in this book. If more meetings are held during the year, or if more space is needed, the secretary may insert additional pages.
5. The secretary may find it helpful to first write the minutes on other paper, then write or type in the Secretary's Record Book.

Dear Secretary:

You will have a better club year, and your contribution to the club will be greater if you will be sure to do the following:

1. Each month:
 - Keep complete and accurate minutes.
 - Record the results of the month's activities on the final report.
2. At the end of the year:
 - Send "Final Report of Year's Work" to the county Extension office.

If you do these steps well, you will do a good job.

Ben T. Powell, Professor Emeritus, 4-H Club

ACKNOWLEDGMENT

Appreciative acknowledgment is made to
New York State for allowing us to adapt their 4-H Club Secretary's Record Book
for use by Tennessee 4-H Club members.

CLUB MEMBERSHIP REPORT FOR COUNTY EXTENSION OFFICE

(Submit as soon as enrollment is taken)

This sheet is to be filled out by the club secretary-treasurer, cut out, and given to the local club leader as soon as possible after the organizational meeting of the year. Attach additional page, if needed.

The following is a complete list of the leaders, officers and members of

Leaders:	(Name of Club)	(School or Community)
-----	-----	-----
-----	-----	-----
-----	-----	-----

Officers:

President ----- News Reporter -----
 Vice President ----- Song Leader -----
 Secretary-Treasurer ----- Recreation Leader -----

Members:

Name (Please Print)	Occupation Father's Mother's	Address	Phone No.	Name of project(s) & activities you plan to carry	Grade in School	Birth Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

	Name (Please Print)	Occupation		Address	Phone No.	Name of project(s) & activities you plan to carry	Grade in School	Birth Date
		Father's	Mother's					
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								

Add additional pages, if needed, to include all members of this club.

THE 4-H CLUB ROLL

Name of Member	Post Office Address	Projects	Year in Club Work	Age	Date		Attendance Record													
					Joined	Dropped	Dates													
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				

Name of Member	Post Office Address	Projects	Grade in School	Age	Date		Attendance Record														
					Joined	Dropped	Dates														
22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31																					
32																					
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35																					
36																					
37																					
38																					
39																					
40																					
41																					
42																					

Add additional pages, if needed, to include all members of this club.

The Meeting

Before writing these minutes please see instructions inside front cover.

_____ (Date) _____ (Place)

MINUTES

Balance on hand last treasurer's report	Date last treasurer's report
Receipts since last treasurer's report	Expenditures since last treasurer's report
Treasurer's balance as of this date	Signed Sec.-Treas.

Reminder: A local leader should send a report of this meeting to the County Extension Office, using Form 488.

The Meeting

Before writing these minutes please see instructions inside front cover.

(Date)

(Place)

MINUTES

Balance on hand last treasurer's report Date last treasurer's report

Receipts since last treasurer's report Expenditures since last treasurer's report

Treasurer's balance as of this date Signed Sec.-Treas.

Reminder: A local leader should send a report of this meeting to the County Extension Office, using Form 488.

Final Report of Year's Work

(To be sent to County Extension Agent)

This report is to be made out by the club secretary at the close of the club year. All work of the club should be reported. Use extra blank sheets to give a narrative report of other work done, if desired.

Name of club _____ Date _____ 19 _____

Number of members at beginning of year _____ Number of member at close of year _____ Gain or loss _____

Club meetings held:

Date																							
Membership																							
Attendance																							

Club meetings held:

Date																							
Membership																							
Attendance																							

Number of meetings where instruction was given _____

Number of meetings where demonstrations were given _____

Number of members doing satisfactory project work _____

Number of different projects carried _____

Number of members participating in:

National Club Congress _____ County Fair _____

National 4-H Club Conference _____ County 4-H Rally _____

State 4-H Club Congress _____ District 4-H Camp _____

State 4-H Roundup Program _____

Number of members exhibiting:

Number of Exhibits:

Awards Received:

At State or District Fair _____

At County Fairs _____

At Community or School Fairs _____

At _____

Cut Along This Line

Number Participating In:

	Local	County	District	State
Achievement Day	_____	_____	_____	_____
Demonstration Days	_____	_____	_____	_____
Parent's Recognition Program	_____	_____	_____	_____
Dress Revue	_____	_____	_____	_____
Judging Teams	_____	_____	_____	_____
Dairy	_____	_____	_____	_____
Livestock	_____	_____	_____	_____
Poultry	_____	_____	_____	_____
Crops	_____	_____	_____	_____
Forestry	_____	_____	_____	_____
Food-Nutrition-Mgmt.	_____	_____	_____	_____
Interior Design and Crafts Mgmt.	_____	_____	_____	_____
Clothing-Mgmt.	_____	_____	_____	_____
Public Speaking	_____	_____	_____	_____
Tours	_____	_____	_____	_____
Others:	_____	_____	_____	_____
	_____	_____	_____	_____

Community help or service activities rendered: _____

Amount of money raised through club activities: \$ _____

How this money was raised _____

Financial Statement:

Money Received \$ _____ Money Spent \$ _____ Balance \$ _____

Signed _____ Secretary

Signed _____ Volunteer Leader Chairman

Annual Calendar of Events

This report form should be filled out at beginning of club year.
Use it as a guide to strengthen your 4-H Club program.

MONTH	BUSINESS	INSTRUCTION	RECREATION	COMMUNITY SERVICE	SPECIAL EVENTS
September					
October					
November					
December					
January					
February					

MONTH	BUSINESS	DEMONSTRATION	RECREATION	COMMUNITY SERVICE	SPECIAL EVENTS
March					
April					
May					
June					
July					
August					

Remarks:

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.....

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.....

Name of Club

Date Adopted

President

Volunteer Leader Chairman

NOTES



The National 4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, useful and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

Visit the Agricultural Extension Service Web site at <http://www.utextension.utk.edu/>
and the 4-H Web site at <http://www.utextension.utk.edu/4H/>

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The University of Tennessee Institute of Agriculture, U.S. Department of Agriculture, and county governments cooperating in furtherance of Acts of May 8 and June 30, 1914. Agricultural Extension Service Charles L. Norman, Dean