



# University of Idaho Extension

## 4-H Secretary's Record



Year: _____
4-H Club: _____
County: _____
Secretary: _____
Signature <span style="float: right;">date</span>
Organizational Leader: _____
Signature <span style="float: right;">date</span>

## 4-H Club Goals for the Year

At the beginning of the year, the program planning committee composed of the club officers and advisors (usually the Organizational Leader) should plan for the club year, set annual goals for the year, and plan for each meeting, taking into account the differing needs of all members. These goals should be presented to the club for approval. When the goals are approved, you, as secretary should check them in the spaces below. At the end of the year, the leader, the president and you should check the goals that have been met and submit the secretary's record to the county Extension Educator by October 1.

Goals Set	Date Accomplished	Goals to accomplish this year. (October 1 <sup>st</sup> through September 30 <sup>th</sup> )
<b>Club Organization and Leadership</b>		
<input type="checkbox"/>		1. The club has an Organizational Leader and at least one project leader enrolled (the Organizational Leader may serve as a project leader.)
<input type="checkbox"/>		2. Leaders turn in necessary enrollment forms and project information on time and complete. County deadline is _____.
<input type="checkbox"/>		3. The club elects and installs officers and has them perform duties of their respective offices.
<input type="checkbox"/>		4. Write plans for six or more meetings in Plan of Meetings and Activities (#91612)
<input type="checkbox"/>		5. Hold at least six regular club meetings throughout your 4-H year – at least three before July 1.
<input type="checkbox"/>		6. Each member has the opportunity to serve on at least one committee this year.
<input type="checkbox"/>		7. Our leader and teen leader will attend at least two hours of training.
<input type="checkbox"/>		8. The club maintains a yearly historian's book or scrapbook that is exhibited at the fair.
<input type="checkbox"/>		9. The club turns in the "Annual Summary Financial Report" to the Extension Office on time and complete.
<b>Club Program</b>		
<input type="checkbox"/>		1. Each member and leader has a copy of planned yearly calendar with any pertinent assignments listed.
<input type="checkbox"/>		2. All parents attend at least three club business meetings.
<input type="checkbox"/>		3. Have one or more social affairs for members and parents (i.e., holiday party, birthday party, campout, picnic, trail ride, skating party, bike hike, etc.)
<input type="checkbox"/>		4. 100% of club members complete at least one project during the year.
<input type="checkbox"/>		5. Each member gives an illustrated talk or demonstration at a club meeting, county demonstration day or other event.
<input type="checkbox"/>		6. Club conducts an educational tour or workshop.
<input type="checkbox"/>		7. The club has someone from outside the club present a demonstration or workshop at a meeting.
<input type="checkbox"/>		8. Hold at least one club workshop that includes a focus on a life skill. The Life Skill is: _____
<input type="checkbox"/>		9. Club program includes a learning workshop focusing on being healthy (environmental issue, good nutrition, safety, etc.) Learning Workshop is _____
<b>Club Participation in County 4-H Events and Activities</b>		
<input type="checkbox"/>		1. All members take part in an activity (judging, demonstration contest, dress revue, etc.)
<input type="checkbox"/>		2. Have _____ percent of members participate in the County Demonstration Day.
<input type="checkbox"/>		3. A majority of members will exhibit their work.
<input type="checkbox"/>		4. At least one member will attend a 4-H Camp during the year.
<input type="checkbox"/>		5. Have _____ percent of its members at county 4-H Recognition Night.
<b>Community Service, Public Relations and Outreach</b>		
<input type="checkbox"/>		1. The club completed at least one Community Service project.
<input type="checkbox"/>		2. Submit a report on your Community Service project to the county Extension Office.
<input type="checkbox"/>		3. Have _____ club meetings or club activities reported to the local newspaper.
<input type="checkbox"/>		4. The club will actively recruit new members and leaders from the community, including under-represented groups.
<input type="checkbox"/>		5. The club will help acquaint the public with 4-H (4-H display, float, posters in schools, program for the community, etc.)

# 4-H Club Annual Plan of Meetings and Activities

4-H Club Officers and Advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation and song (15-20 minutes), club business (20-30 minutes), and program (no longer than 30 minutes). The meeting may be concluded with refreshments. This meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. It is considered part of the Secretary's Book. See suggested plan on page five.

<b>Month</b> Date, Time, Location	<b>Business Agenda</b> Events, activities, discussion items	<b>Program Agenda</b> Program or activity, speakers, demonstrations	<b>Recreation Agenda</b> Songs, games, team- building, refreshments	<b>Community Service Project</b>	<b>Special Events</b> Club, county, district, state

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# Suggested 4-H Club Annual Plan

Month	Business Agenda	Program Agenda	Recreation Agenda	Community Service Project	Special Events
	Events, activities, discussion items	Program or activity, speakers, demonstrations	Singing, games, team building, refreshments		Club, County, District State
Sept	Elect officers Hand out enrollment forms Appoint Planning committee & National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H Week.	Picnic Get acquainted (name game)  Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night Leader's Council Mtg.
Oct	Install Officers Collect enrollments and money for materials. Planning committee gets approval for program for year – hand out yearly plan.	Present completion certificates and seals. Return record books	Halloween Game	Reports on fire safety survey. Plan for Thanksgiving needy box.	National 4-H Week Recognition Night Leader's Council Mtg.
Nov	Plan fund-raising project for camp & Community Service activities Remind to bring gift for Holiday party in Dec.	Holiday gifts and decorations	Thanksgiving Game	Plan for Christmas box for needy family	State 4-H Ambassador Training KYG applications due State Leader's Forum Leader's Council Mtg.
Dec	Announce Officer's Training	Explain record keeping	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	
Jan	Announce Communications Rodeo	Give instructions on demos. Make valentines for nursing home	Action songs & games		KYG interviews Officer's Training Leader's Council Mtg.
Feb	Finish fund-raising project	Demonstrations by members Work on Involvement Rpt	Valentine Game	Visit nursing home	KYG – president's holiday weekend. District II Leaders Forum Leader's Council Mtg.
Mar	Report on KYG Report on Leaders forum	Demonstrations by members Leaders get in groups w/ youth to explain record keeping.	St Patrick's game		Beef Weigh-in Communications Rodeo Leader's Council Mtg.
Apr	Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check	April Fools party	Plant tree on school grounds	Swine Weigh-in Leader's Council Mtg.
May	Announce judging events, fair dates	Project tour	Action songs & games		Lamb weigh-in Leader's Council Mtg.
June	Announce fair cleanup, orientation and potluck	Judging practice Records check	Relays		Teen Conference 4-H Teen Camp Leader's Council Mtg.
July	Report on Camp and Teen Conference	Complete records	Picnic; folk games		1 <sup>st</sup> 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader's Council Mtg.
Aug	Report on Camp Announcements about club reorganization.	Speaker: from Birds of Prey Center.	Action songs & games		County Fair 2 <sup>nd</sup> 4-H Kids Camp Western Idaho Fair

# 4-H Club Meeting Agenda

A well planned meeting is like a well planned trip. When the proper preparations have been made and road maps are used, you will get where you want to go. Each 4-H Club meeting should be planned jointly by the leader and club officers. Minutes of the previous meeting should be reviewed and any unfinished business put on the agenda. New business, announcements and plans for the next meeting should also be put on the agenda. As your club officers and leader prepare for each meeting, they may wish to follow this outline or agenda. Make additional copies of this page as needed.

## Club Meeting Agenda

Date \_\_\_\_\_

Call to Order

Opening song led by: \_\_\_\_\_

American Flag Salute and 4-H pledge led by: \_\_\_\_\_

Roll Call

Introduction of guests by: \_\_\_\_\_

Minutes of previous meeting read and approved:

Treasurer's Report by: \_\_\_\_\_

Correspondence Report by: \_\_\_\_\_

Other Officers' Reports by: \_\_\_\_\_

4-H Council Report by: \_\_\_\_\_

Committee Reports by: \_\_\_\_\_

Project Reports by: \_\_\_\_\_

Old Business: \_\_\_\_\_

New Business: \_\_\_\_\_

Announcements: \_\_\_\_\_

Next meeting to be held (place, date, hour and program plans) \_\_\_\_\_

Adjournment of Business Meeting

Program introduced by: \_\_\_\_\_

Recreation led by: \_\_\_\_\_

Refreshments served by: \_\_\_\_\_

# Record of Attendance

(Make additional copies of this page as needed)

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# Minutes of 4-H Club Meeting

(Make additional copies for each meeting)

The \_\_\_\_\_ meeting of the \_\_\_\_\_ 4-H Club  
(month or first, second, etc.) (name of club)

was called to order by \_\_\_\_\_, at \_\_\_\_\_  
name and title (time)

on \_\_\_\_\_, at \_\_\_\_\_  
(date) (location)

\_\_\_\_\_ members and \_\_\_\_\_ visitors were present.

The visitors were: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The flag salute and 4-H pledge were led by : \_\_\_\_\_

Action on previous meeting's minutes: \_\_\_\_\_

Treasurer's Report: (include expenditures since last meeting, income since last meeting and current balance)  
\_\_\_\_\_  
\_\_\_\_\_

Correspondence: \_\_\_\_\_

Other Officer's Reports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4-H Leader Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Reports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Minutes of 4-H Club Meeting (continued)**

(Make additional copies of this page for each meeting)

Old Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Announcements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The next meeting will be held at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(time) (date) (location)

Business meeting adjourned at \_\_\_\_\_.  
(time)

Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recreation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
(secretary)

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
(president)

Date: \_\_\_\_\_

Corrections and/or additions: \_\_\_\_\_  
\_\_\_\_\_

(Initialed and Dated)

## 4-H Club Leadership Team

Club officers are elected to plan and conduct the club meetings. Depending on the size of the club, some officers' duties can be split between several 4-H members. For example, there could be a vice-president for programs, and a vice-president for membership; a recording secretary (minutes), a correspondence secretary (letters) and an attendance secretary (roll call). Before the club year begins, the officer advisor and the officers meet together to complete the following tasks.

- ~ Review the duties of each officer
- ~ Review goals set by the club for membership, programs, and community service.
- ~ Develop a year-long club program calendar
- ~ Plan the club budget

Officers	Name	Email Address	Phone Number
President	_____	_____	_____
Vice President	_____	_____	_____
Sergeant at Arms	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Reporter	_____	_____	_____
Song Leader	_____	_____	_____
Recreation Leader	_____	_____	_____
Historian	_____	_____	_____
Photographer	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

Leaders	Name	Email Address	Phone Number
Organizational Leader	_____	_____	_____
Organizational co-leader	_____	_____	_____
Project Leaders (List project and name)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

## Leadership Team (continued)

Jr./Teen leaders:

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Much of the work conducted by 4-H Clubs is best accomplished by committees. Committees allow more members the opportunity to assume responsibility and leadership. Committees encourage members to work together toward accomplishing club goals with the guidance of an adult or teen leader. 4-H Clubs form committees to plan programs, organize club events, raise funds and recruit members. Committee members volunteer or are appointed by the club president. The president may appoint members to committees to insure that all members have the opportunity to serve each year. All committees should have a 4-H leader or teen leader serving as coach and advisor to the group. Five to seven is a good number of members for a committee.

Committee	Chairperson	Other committee members
Program	<hr/>	<hr/>
Fund Raising	<hr/>	<hr/>
Health	<hr/>	<hr/>
Safety	<hr/>	<hr/>
Community Service	<hr/>	<hr/>
Recruitment	<hr/>	<hr/>
Exhibit	<hr/>	<hr/>
Refreshments	<hr/>	<hr/>
(Other)	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

# Summary of 4-H Club Activities

Explain the planned program or workshop activities your club participated in this year.

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Community Service-Learning: One of the main focus areas of 4-H clubs is to plan and complete specific projects to improve the community. The Community Service Learning committee will find out what the club can do to help the community and help plan and organize the project. Gather ideas from parents, leaders, other 4-H members, local agencies as well as by brainstorming. Present several ideas to the club. Once the club members have decided on a service-learning project, the committee plans the details for accomplishing it, arranges for publicity and also reports back to the club

What was the Community Service-Learning Project ? \_\_\_\_\_

When was it begun and when was it finished? \_\_\_\_\_

Is this a new or continued project? \_\_\_\_\_ Chair \_\_\_\_\_

Number of members participating \_\_\_\_\_ Number of adults participating \_\_\_\_\_

What are the goals of this Service-Learning project? \_\_\_\_\_

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Why did the club choose this project? \_\_\_\_\_

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Where did it happen? \_\_\_\_\_

How did it turn out? \_\_\_\_\_

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Expenses \_\_\_\_\_

Income \_\_\_\_\_

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