

Idaho County 4-H Secretary's Record Book

Year: _____

4-H Club: _____

Secretary: _____
Signature Date

Organizational Leader: _____
Signature Date

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 book to the County Extension Coordinator by October 1.

Goals Set	Date Accomplished	Goals to accomplish this year (Oct 1 st through September 30 th)
Club Organization and Leadership		
		1. The club has an Organization Leader and at least one project leader enrolled (the Organization Leader may serve as the project leader.)
		2. Leaders turn in necessary enrollment forms and project information on time and complete. County deadline is _____.
		3. The club elects and installs officers and has them perform duties of their respective offices.
		4. Hold at least six regular club meetings throughout the 4-H year; three of them need to be held <i>before</i> July 1 st .
		5. Each member has the opportunity to serve on at least one committee this year.
		6. Our leader and teen leader will attend at least two hours of training.
		7. If your club has a bank account, the club needs to turn in the “Annual Summary Financial Report” to the Extension Office on time and complete – as per the 4-H Coordinator’s requested deadline.
Club Program		
		1. All parents must attend at least three club business meetings.
		2. 100% of club members complete at least one project during the year.
		3. Each member gives an illustrated talk or demonstration at a club/project meeting, county demonstration day, or other event.
Club Participation in County 4-H Events and Activities		
		1. All members take part in an activity (i.e: judging, demonstration contest, community pride, style revue, etc.)
		2. All members will exhibit their work.
		3. Encourage members to attend a 4-H Camp during the year.
Community Service, Public Relations and Outreach		
		1. The club completed at least one Community Pride project.
		2. Encourage club meetings or club activities to be reported to the local newspaper.

4-H Club Meeting Agenda

(Make additional copies for each meeting)

A well-planned meeting is like a well-planned trip. When the proper preparation 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.

Meeting Date: _____

Call to Order

Pledges:

- Pledge of Allegiance
- 4-H Pledge

Attendance Call:

- Members
- Parents/Guardians and Visitors

Minutes from last meeting

- Entertain a motion to approve or change

Treasurer's Reports (if applicable):

- Checking balance
- Savings balance
- Amount of bills paid
- Amount of deposits made

Project/Reports on Club business (where applicable):

- Leaders/Chairmen for: Beef; Swine; Sheep/Goat; Horse; Community Service
- Other Reports

Old Business: (Any item from previous meetings needing more action or items table from last meeting)

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-

New Business:

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Sign up for demonstration dates in the club for next month

Next meeting date/time/location

Adjourn meeting (program if applicable):

Demonstrations/Illustrated talks

Minutes from 4-H Club Meeting

(Make additional copies for each meeting)

Meeting Date: _____

Called to Order by: _____
name time

Pledges led by: Pledge of Allegiance: _____ 4-H Pledge: _____

Attendance Call by: _____

- Parents/Guardians and Visitors: _____

Minutes from _____ meeting by Secretary _____
(last meeting date) (name of secretary)

- Entertain a motion to approve or change.....Moved by: _____
- Vote – Motion Carried or Failed (circle one)

Treasurer's Reports (if applicable):

- Checking balance: _____ Savings balance: _____
- Amount of bills paid: _____
- Amount of deposits made: _____
- Entertain a motion to approve or change.....Moved by: _____
- Vote – Motion Carried or Failed (circle one)

Project/Reports (if applicable):

Old Business: (Any item from previous meetings needing more action or items table from last meeting)

Minutes continued,

New Business (includes announcements): _____

Sign up for demonstration dates in the club for next month: _____

Next meeting date/time/location: _____

Adjournment at: _____ (time) Program (if applicable): _____

Demonstrations/illustrated talks given at this meeting (supply name of member and title of talk):

Signed: _____
(secretary)

Date: _____

Signed: _____
(president)

Date: _____

Corrections and/or additions:

Summary of 4-H Club Activities

Explain any program or workshop activities your club participated in this year (i.e. judging; demonstrations):

Community Service Project: One of the main focus areas of 4-H Clubs is to plan and complete specific projects to improve the community. The Community Service Project committee will:

- 1) Find out what the club can do to help the community.
- 2) Help plan *and* organize the project.
- 3) Gather ideas from parents, leaders, other 4-H members, local agencies, as well as by brainstorming.
- 4) Present several ideas to the club.

Once the club members have decided on a service project, the committee plans the details for accomplishing it, arranges for publicity, and also reports back to the club.

What was the Community Service Project? _____

When did it begin 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 Project? _____

Why did the club choose this project? _____

Where did it happen? _____

How did it turn out? _____

Expenses:

Income:

